International Conference on Engineering Education (ICEE)
International Conference on Engineering Education and Research (iCEER)
International Network for Engineering Education and Research
General Secretariat
(iNEER)

DRAFT

HOW TO START AN iNEER CONFERENCE

iNEER Advisory Board

and

International Steering Committee, ICEE
International Steering Committee, iCEER

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International Conference on Engineering Education and Research - iCEER

A.   Introduction

Engineering schools in regions around the world are engaging in a critical and comprehensive examination of their undergraduate and graduate education systems. In order to meet the development needs of the 21st Century, new efforts have been implemented that seek to enhance the education experience for students. Among the many issues of concern are: the application of information technology as a teaching aid, hands-on experience for undergraduate students, multimedia-based learning and instruction, collaborative and self-directed learning, problem-based learning, and increased attention to implementation and assessment of impact of education innovations. The current activities are involving an increasingly wide range of engineering schools around the world working in partnership, and with industry, government, and professional organizations.

The collaborative or partnership approach in engineering education increases the quality and productivity of efforts in engineering education, and is central to many of the ongoing activities.

To promote mutual progress through partnership, the International Network for Engineering Education and Research (iNEER) co-sponsors workshops and conferences, such as the ICEE and iCEER conferences. Each conference is a platform for highlighting the local as well as worldwide progress and experiences in engineering education and research.

This document is a guide on the starting process for an iNEER conference or workshop. It is aimed at those members of the iNEER community who desire to work with the iNEER Board to host a future conference or workshop at a mutually convenient location and time.

B.   iNEER Conferences and Workshops

The chief purpose of an iNEER conference (ICEE or iCEER) or workshop is to foster information sharing, networking, and partnership development. By orienting the conference themes and topics toward local interests, each conference showcases the regional accomplishments in engineering education. Each conference also provides an opportunity for the international community to expand the global partnership in engineering education and research to include

the engineering community in the region. Through information dissemination and person-to-person networking, the conference promotes international cooperation to foster mutual progress.

Many of the previous conferences and workshops sponsored by iNEER have each involved a local hosting institution. The iNEER Board welcomes this opportunity to work in partnership with the local host, in expanding outreach to the local community.

Technical leadership in organizing each iNEER conference or workshop rests with the International Steering Committee (ISC) of ICEE and iCEER. Decisions on dates and venues for conferences are made by the iNEER Board based on recommendations from ICEE-ISC or iCEER-ISC. The ISC works closely with a local or national organizing committee.

B.   Conference Format and Proposal Process

It is recommended that, to initiate the planning for a conference, the hosting institution submit a concept paper or proposal to the iNEER Board discussing the rationale and plan for the proposed conference.

One of the first steps is to form a national organizing committee. This committee should be broadly inclusive and representative of the community that is being served, with strong support by the top administration of the hosting institution.

The hallmark of an iNEER conference is its flexible format, framed by the local interests, and historical and cultural tradition. The national organizing committee is comprised of individuals with conference organization skills. It is essential that members work as a team.

Most previous conferences had a two-part format: a traditional 2-3 days conference preceded or followed by a 1-2 days international workshop to discuss future cross-regional collaboration efforts in education and research. Regular stand-up presentations of papers, as well as poster sessions are each an important part of the conference. Participation from academia, industry and government representatives are welcome. Keynote remarks by leaders in engineering and technology are a regular feature. Booths for conference-related exhibits may also be arranged for sponsors and attendees.

While each conference is identified with the host institution and city but not with the country, the venue is rotated so that the same region will not be over-committed.

iNEER welcomes the opportunities to cooperate with institutions in different parts of the world to organize an iNEER conference. Representatives of interested institutions should send an e-mail to Dr. Win Aung, iNEER Secretary-General, at

both ineer@ineer.org and waung@inetmail.att.net, expressing interest. This should be followed by the concept paper or "proposal" as discussed above, outlining the preliminary ideas on venue, dates, reasons for holding the conference etc. This proposal is reviewed by the iNEER Board in coordination with the International Steering Committee. The proposal should be submitted to the iNEER Board in care of the Secretary-General at the e-mail addresses listed above. Optional paper copies may be sent to iNEER Secretariat at the address given below.

C.   Finances and Sources of Support

Each conference is supported in cash and/or in-kind by multiple sources, consisting of some or all of the following entities: iNEER Board (through iNEER Secretariat), the hosting institution, the participants through their registration fees, and sponsors from industry and government. The hosting institution should include a proposed budget in its proposal. The budget should outline the fixed and variable expenses for the conference. The budget should also indicate anticipated incomes from all sources, including any in-kind and/or in cash cost sharing by the hosting institution, and anticipated industry and government sponsorship. It is expected that, as part of its in-kind support, the hosting institution will make use of its conference facilities if available and appropriate, as well as provide administrative support for the conference.

Based on the proposed budget, the iNEER Board, in consultation with the International Steering Committee, sets the level of and collects the conference registration fee, and provides a grant to the hosting institution on the basis of an agreement ("memorandum of understanding", or MOU) signed in advance by the head of the hosting institution and the chair of the iNEER Board.

In addition to the grant, the iNEER Board supports the conference through the work of the iNEER Secretariat, including publicity and conference program planning development. The Secretariat also serves as the liaison between the NOC and ISC and the iNEER members, currently numbering over 24,000 members located in 98 countries. The Board also publishes the iNEER Special Volume each year that comprises a part of the iNEER Innovation Series, which is distributed at each conference. The iNEER communication system, membership database and network server are used in parallel with those of the hosting institution for session organization, publicity, abstract and paper submission, and participant registration.

D.   Reporting Responsibility

It is the responsibility of the hosting institution to manage the conference budget and conference resources, and provide a conference report, including a financial report, to the iNEER Board within 3 months after the conference.

E.   Proposal Guide

Applicants wishing to host a conference should consider the attached "Proposal Format to Host ICEE and iCEER Conferences."

F.   Proposal Submission

Proposals may be submitted at any time, or by a deadline designated by the iNEER Board, to the following:

> INEER Board/International Steering Committee
> C/o iNEER Secretariat
> Preston King Station
> Box 5229
> Arlington, VA 22205
> USA

G.   Proposal Review

Proposals for hosting conferences are reviewed by the International Steering Committee and the iNEER Advisory Board.

H.   Approval of Proposals

The Secretary-General communicates the results of the review to the applicants. Incomplete proposals are returned to the applicants for improvement and resubmission. Once a proposal is approved, iNEER Board will execute a memorandum of understanding with the proposing institution endorsing the conference as an official conference. Only conferences meeting certain normal expectations for a conference will be endorsed. Details are given in the attached "Guidelines and Format for Proposals to Host iNEER Conferences" and "Suggested Important Dates".

I.   Past and Future Conferences

The following conferences have been convened or are being planned:

ICEE -	1994:	Taipei (120)
	1995:	Taipei (120)
	1997:	Chicago/Carbondale (250): http://www.siu.edu/~coalctr/icee2.htm
	1998:	Rio de Janeiro (550): http://www.ctc.puc-rio.br/icee-98
	1999:	Ostrava/Prague (400): http://www.fs.vsb.cz/akce/1999/icee99/welcome.htm
	2000:	Taipei/Tainan (350): http://icee2000.nctu.edu.tw
	2001:	Oslo/Bergen (400): http://www-pors.hit.no/tf/icee01/
	2002:	Manchester (400)
	2003:	Valencia (400)
	2004:	Florida
	2005:	Gliwice

2006:   Mayaguez

iCEER – 2004:   Bouzhov Castle
2005:   Tainan

FORMAT FOR PROPOSALS TO HOST
ICEE AND iCEER CONFERENCES

It is recommended that the proposal address the following topics:

a. Name of conference: ICEE-200X or iCEER-200X.
b. Conference emphases/themes.
c. Dates and location of the conference.
d. Venue, dates and timeline for submitting partnership report to iNEER.
e. Plans for publication of proceedings (hardcopy, CD-ROM or WWW-based).
f. Proposed schedule (see following suggestions)
g. Hosting institution(s) or organization(s), including letter of endorsement and commitment from the head (President, Rector, Chancellor or individual of equal responsibility) of the institution.
h. Proposed conference chair or co-chairs and discussion of past experience and qualifications.
i. Members of international steering committee and national organizing committee.
j. Introduction to the hosting institution(s).
k. Introduction to the hosting city/region.
l. Comments on conference facilities.
m. Social/cultural programs and any technical visits.
n. Proposed budget for the conference, including proposed funding by the iNEER Board. Include any institutional contributions of in-kind and/or in cash cost-sharing by the hosting institution, and anticipated industry and government sponsorship.
j. Proposed dates and venues for International Steering Committee Meeting(s).
k. Commitment by the National Organizing Committee to adhere to the Guidelines as provided herein, including any reasonable future modification thereto.
l. Proposed Call for Papers.

SUGGESTED IMPORTANT DATES

A.   SUGGESTED SCHEDULE:

1.   At least three years before proposed conference:

- Preliminary concept paper submitted to iNEER board and international steering committee.

2.   At least two years before conference:

- Final proposal and plans presented to iNEER Board and International Steering Committee and for review.

C.   CONFERENCE PLANNING (TYPICAL TARGET DATES):

- 1-1/2 Year Prior to Conference:

  Mail out general announcement; solicit suggestions for conference topics and volunteers for session organizers/co-chairs. iNEER will help.

- One year prior to conference (at preceding conference):

  Distribute brochures about conference on site.

  Send out specific, topical Calls for Paper. iNEER will help.

- Important Dates for Conference:

  7 months before conference: Full Papers due

  6 months before conference: NOTICE OF ACCEPTANCE

  4-1/2 months before conference: Final formatted manuscripts due

  5 months before conference: Early registration