

ICEE, iCEER, ICIT Conferences

Summary of Recommended Critical Dates for Implementation

iNEER: International Network for Engineering Education and Research

HI: Hosting Institution

- (i) Preferably ten (10) months or more before the conference start date: HI completes website using as a guide the “template” provided by iNEER.
 - a. The list of Important Dates shall include an “Early Registration Fee” (ERF) payment deadline, and a payment deadline (8 weeks prior to the conference) to guarantee receiving a complimentary copy of the most recently published iNEER book.
 - b. The EasyChair conference management software (or an alternative software) is implemented.
 - c. The registration data collected from each participant shall include the participant’s full name; e-mail and regular addresses; affiliation; and title of abstract or paper; and the abstractor paper itself.
 - d. The registration page on the website shall point the participants to the iNEER Payment Page to make payments.
 - e. A link for Tours is implemented that includes options for self-guided tours (campus; city) that will be free of charge, and history and cultural tours for extra fees.
 - f. For guidance on website design, refer to websites of recent conferences, or download posted flat files for ease of reference; please see Appendix.
- (ii) Two (2) weeks after HI completes the website, iNEER shall implement the Payment Page and Payment Databases, and shall furnish HI with the URL and password if needed.
- (iii) Ten (10) weeks before the conference start date: HI furnishes iNEER with the shipping address for iNEER books, including the name, mobile phone number, e-mail address and surface mail address, of the person designated to receive and sign for delivery of the iNEER book.
- (iv) Eight (8) weeks before the start of the conference: iNEER uses the number of paid participants registered on the iNEER database on the ERF payment date to project the number of copies of iNEER book needed and place the corresponding order with the printing and shipping agents.

Appendix

Website “Templates” for Reference

ICEE-2012 Turku, Finland:

<http://www.icee2012.fi/> or http://www.ineer.org/Events/ICEE2012_Info/Website_Template-case_of_ICEE-2012_Turku.pdf

iCEER-2013 Marrakesh, Morocco:

<http://iceer2013.labader.org/> or http://www.ineer.org/Events/iCEER2013_Info/Website_Template-case_of_iCEER-2013_Marrakesh.pdf

ICEE/ICIT 2013 Cape Town:

<http://ineer2013.org.za/> or http://www.ineer.org/Events/ICEE-ICIT_2013_Info/iNEER_Website_Template-case_of_ICEE-ICIT_2013_Cape_Town.pdf