

**DOCTORAL CONFERENCE**  
**DoCEIS 2025**

**ORGANIZATION LOGISTICS**

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PhD PROGRAM IN ELECTRICAL AND COMPUTER ENGINEERING

**Nova** NOVA SCHOOL OF SCIENCE & TECHNOLOGY

November 2024

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**STRUCTURING ORGANIZING LOGISTICS**

- Publicity / Dissemination of CfP
- Web page (interacting with other activities)
- email admin
- Regular organization (face-to-face format)
  - Social Events and F&B
  - Arrangements for Invited Speakers
  - Participant kits
  - Planning of on-site secretariat and technical logistics (internet, rooms during event)
- Organization supporting hybrid format
  - Platform selection (interacting with other activities)
  - Planning of on-site technical logistics

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## PUBLICITY AND DISSEMINATION

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- Define dissemination strategy:
  - Time planning
  - Activities for CfP dissemination
    - Using direct contacts
    - At other conferences
    - Using e-mails
    - Others ?
- Setting-up dissemination e-mailing lists
- Plenty of room to innovate!!! → launch new specific activities addressing new ways to disseminate and get people involved




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## WEB SITE

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- This is an activity that need to integrate recommendations and information provided by all committees.
- Web site will be the entry point for all potential authors and attendees!!!
- Web site Purpose:
  - To help visitors to the site accomplish their tasks
  - To help the organization achieve its strategic goals



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## PHYSICAL EVENT: LOCATION SELECTION

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- A few constraints need to be considered:
  - Number and type of lecture rooms needed
  - Accessibility
  - Costs for rooms and services
  - Accommodation for participants (provide accommodations at different price classes with easy access from conference location)
  - Travel, Dietary, Religious Observances, Persons With Disabilities



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WHO IS IN CHARGE HERE?

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## PHYSICAL EVENT: SOCIAL EVENTS / F&B

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- Recommending a suitable program of social activities;
- Arranging and hosting of all official lunches, dinners and social functions;
- Arranging a suitable program to cater for accompanying persons during the Conference (?...);
- Making all social arrangements in connection with invited speakers;
- Planning and organizing appropriate social activities to be held during Conference week (for instance technical visits, if adequate)
- Preparing and keeping up to date a budget in respect of its activities, notifying the Finance Subcommittee of changes to its budget, and ensuring expenditure is within budgeted approvals.

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## PHYSICAL EVENT: ON-SITE ARRANGEMENTS

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- Remember most people attending, even locals, may be visiting the site for the first time and clear signage (and plenty of it) is very important.
- Provide separate registration facilities for those that have prepaid from those that have to pay or who have queries about money.
- Registration packets should be standard, with individual specific material in a separate envelope.
- Setup a Conference message board for participants
- Setup internet access for participants
- Make sure organizers' representatives are present at all times during presentations so that equipment failures can be rectified immediately
- Assure evaluation questionnaires (participants and session chairs) (under control of Associated Activities Group)

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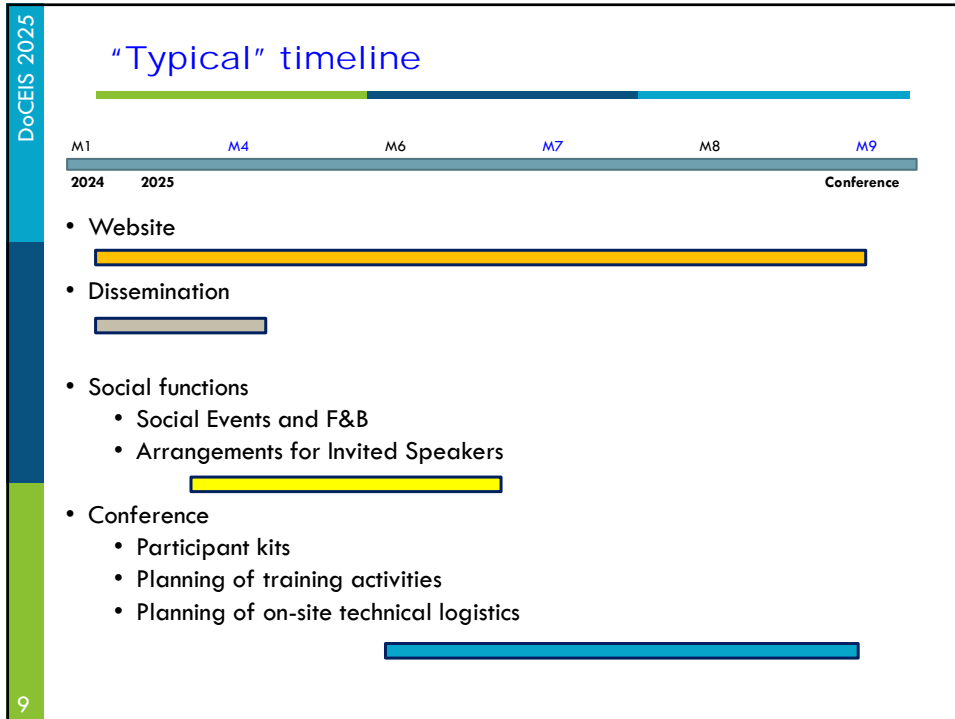
## ORGANIZING LOGISTICS: TIME LINE

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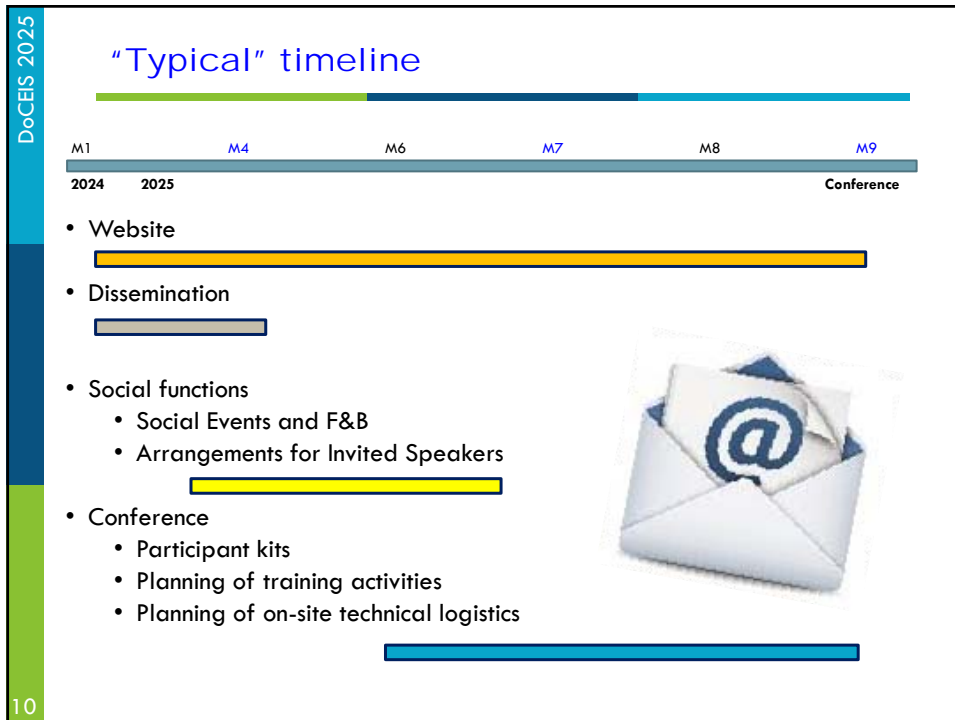
- **Website and dissemination**
  - Dissemination of CfP
  - email admin
  - Web page (interacting with other activities)
- **Social functions**
  - Social Events and F&B
  - Arrangements for Invited Speakers
- **Conference**
  - Participant kits
  - Planning of training activities
  - Planning of on-site technical logistics

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Thank you !!

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