

#### **DOCTORAL CONFERENCE**

DoCEIS'2024

# **ORGANIZATION LOGISTICS**

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r n s @ f c t . u n l . p t

PhD PROGRAM IN ELECTRICAL AND COMPUTER ENGINEERING



## **ORGANIZATION LOGISTICS: GOAL**

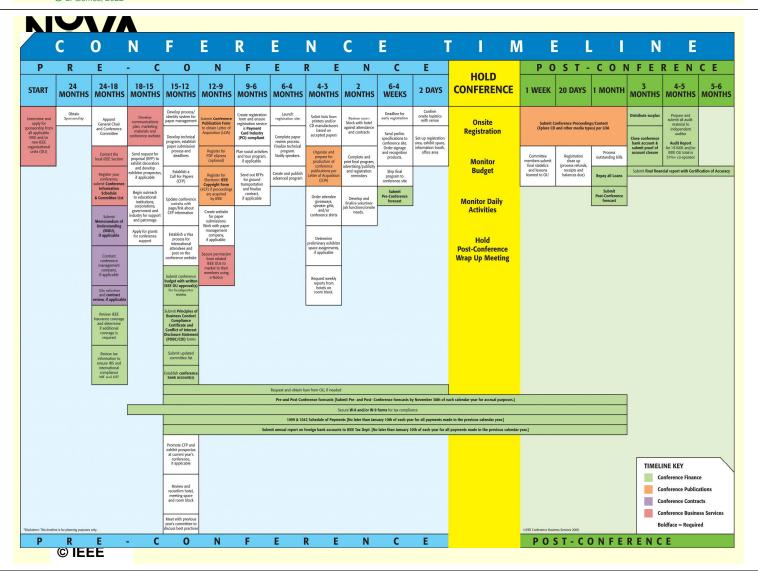
Provide some specific guidelines (and topics for debate) on how to organise our Doctoral Conference – 2024 edition.



## **ORGANIZATION LOGISTICS**

- Different types of conferences have different constraints and require different types of approaches
- Some examples:
  - IEEE, IFAC, IFIP, ACM sponsored conferences
  - WSEAS, IASTED sponsored conferences
  - Steering Committee based conferences
  - New initiatives

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### STRUCTURING ORGANIZING LOGISTICS

- Publicity / dissemination of Call for Papers (CfP)
- Webpage (interacting with other activities)
- e-mail admin
- Regular organization (face-to-face format)
  - Location selection (interacting with other activities)
  - Social Events and F&B
  - > Arrangements for Invited Speakers
  - > Participant kits
  - > Planning of on-site secretariat and technical logistics
- Organization supporting hybrid format
  - > Platform selection (interacting with other activities)
  - > Participant kits
  - > Planning of on-site technical logistics

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#### **PUBLICITY AND DISSEMINATION**

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



## **CONFERENCE WEBSITE**

- ➤ This is an activity that needs to integrate recommendations and information provided by all committees.
- ➤ The website is the entry point for all potential authors and attendees!!!
- Website main purpose:
  - > To help visitors to the site accomplish their tasks
  - To help the organization achieve its strategic goals

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### **HYBRID EVENT: PLATFORM SELECTION**

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- Comparison of current available platforms to support hybrid events:
  - > Zoom,
  - WebEx,
  - ➤ Google Meet,
  - ➤ Microsoft Teams,
  - ➤ Big Blue Button, ...
- Several constraints need to be considered:
  - Number of parallel lecture rooms needed
  - Costs for rooms and services
  - Payment procedures



# **PHYSICAL EVENT: LOCATION SELECTION**

- > A number of constraints need to be considered:
  - Number and type of conference rooms needed
  - Accessibility using public transportation
  - Costs for rooms and services
  - ➤ Accommodation for participants

    (provide accommodations at different price classes with easy access from conference location)
  - Travelling, dietary, religious observances, people with disabilities, etc.

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## PHYSICAL EVENT: SOCIAL EVENTS / F&B

- Recommending a suitable program of social activities;
- > Arranging and hosting of all official lunches, dinners and social events;
- 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 an up-to-date 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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SCIENCE & TECHNOLOGY

#### PHYSICAL EVENT: ON-SITE ARRANGEMENTS

- ➤ 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 internet access for participants.
- Make sure organizers' representatives are always present during presentations so that equipment failures can be fixed immediately.
- Assure evaluation questionnaires (participants and session chairs) (under control of Associated Activities Group).

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# **ORGANIZING LOGISTICS: SUMMARY**

- Website and dissemination
  - Dissemination of CfP
  - email admin
  - Webpage
- Location (and Platform?) selection
- Social aspects
  - Social Events and F&B
  - Arrangements for Invited Speakers
- Conference
  - Participant kits
  - Planning of training activities
  - Planning of on-site technical logistics