

Submission of proposals for Meetings of the ISE & HWWE

Timeline

What?	When?
Submission of proposals to the ISE General Secretary	September 15 of the previous year
Review by ISE Executive Committee	October 15 of the previous year
Final decision announcement	November 15 of the previous year
Announcement of the venue for next HWWE and "Handing Over" ceremony	Valedictory session of HWWE conference prior to proposed conference
Booking of the conference venue and reserving blocks of rooms at a number of hotels, alternate hotels (offering high, medium and low rates), guest houses and hostels	Immediately after approval of conference by EC
Formation of Coordination Committee	10 months prior to conference
Submission of tentative budget	10 months prior to conference
Formation of Scientific Committee	5 months prior to conference
Submission of tentative programme	3 month prior to conference
Announcements to relevant publications	starting 1 year prior to conference
First announcement and call for papers	8 months prior to conference
Second announcement and call for papers	6 months prior to conference
Abstract deadline	5 months prior to conference
Intimation of Acceptance and Authors kits distributed	4 month prior to conference
Paper deadline	3 month prior to conference
Provisional program and registration distributed	2 months prior to conference
Early registration deadline	2 months prior to conference

1. General

The primary conference activity of the INDIAN SOCIETY OF ERGONOMICS (ISE) is the conference on HWWE (Humanizing Work and Work Environment). The host institution will decide whether it will be a national or international meet, according to the circumstances and convenience.

Preference will be given to educational institutes and governmental organizations for hosting the HWWE. The decision of the Executive Committee (EC) will be final in this matter.

When a host institution and a venue for a conference have been selected, the ISE will give the organizers of the conference all reasonable support, including provision of refundable "seed money", and active participation of one or more representatives of the EC in the organization of the conference.

A sub-committee (Coordination Committee) will be formed for this purpose, which will hold periodic consultations with the organizers and provide advice on finances, physical requirements, conference organization, themes, topics, scientific speakers and other matters.

2. Selection of conference Host Institutions

The ISE EC will select the host Institution based upon proposals submitted by the stipulated deadline, at least one year prior to the proposed conference. The ISE EC will circulate an invitation to submit a formal proposal to the EC for its consideration, and will call for proposals at least two/three months prior to the decision.

The following criteria will be employed by the EC with respect to evaluation of the host Institution and its proposal:

- Size of Institution and collaborating institutions,
- The soundness and credibility of the host and collaborating Institution(s),
- Capability and experience in conducting both similar sized conferences,
- **Location of conference** (Although no strict rotational order will be followed, conferences shall not normally be held consecutively within the same geographical region)
- **Allocation of Gain:** Apart from the Sponsorship Fee determined from time to time by the General Body, preference will be accorded host Institutions which offer a portion of excess profits to be used to establish special ISE funds.
- **Assistance to Participants:** Concession in Registration fees must be accorded to Members of the ISE. Consideration will also be given to host Institutions which propose efforts to help fund delegates from SAARC and industrially developing countries as well as students.
- **Special Events and Tours:** Consideration will be afforded host Institutions which propose holding work-shops, special events and/or technical tours of interest to delegates and participants.

3. Submission of Proposal

The ISE EC will decide on the venue of the conference based on the proposals submitted by the host Institutions.

Proposal: A proposal to host the conference must be formally submitted by the governing body of a host Institution to the ISE (proposals in any scheduled language must be accompanied by English version). The proposed conference will be formally entitled the "**Xth Meeting of the ISE and the HWWE N**" where X and N are the appropriate sequential numbers.

The proposal should provide details relating to the organization and technical program.

Length of conference: The conference is normally held over a three day period.

Attendance: The proposal should indicate the total expected, or planned, attendance.

Financial Support: The Institution sponsoring the proposed conference must carry the financial responsibility for the conference. The sponsoring Institution must provide a preliminary budget to the EC for approval. The organizing committee should consult with the ISE (through the Coordination Sub-Committee) in regards to matters related to the Registration fee so as to optimize the participation of members, researchers, students and non-members. The ISE may provide a financial advance (seed money) to the organizing committee. Revenue sources in addition to registration fees (i.e., exhibits, sponsorships, etc.) are to be encouraged where feasible. Also, the use of professional organizers should be considered. The return to the ISE will be the financial advance plus the Sponsorship Fee as determined from time to time by the General Body. Surplus revenue from the conference may be retained by the host Institution.

In addition to the criteria points listed above, the **bid document** should specifically cover the following aspects -

- (a) principal host,
- (b) collaborators,
- (c) proposed main sponsors,
- (d) dates,
- (e) venue (locations),
- (f) International or National,
- (g) facilities available (particularly accommodation, conference halls, poster presentation areas, audio-visual and computer support, transport,
- (h) awards,
- (i) website,
- (j) rates - ISE / Others / Students, rates for IDCs,
- (k) proceedings - media, pricing,
- (l) other relevant information (eg- silver jubilee of department, etc.),
- (m) pre- and post- conference workshops, etc.

and **must** contain an approval from the Head of Department / Institution.

4. Conference Organization

Location of conference: The location of the proposed conference should meet the following criteria:

Venue: The geographic site should be at, or close to, a major center, noted for its academic and/or professional affiliations, as well as for its social and historic attractions. It should be within easy access by air, rail or land transportation from distant points.

Date: The conference is normally held during December. The specific dates for the conference should be selected so as to minimize conflict with other related conferences, academic terms, major holidays, etc. The proposed date should be cleared with the Executive Committee of the ISE.

Conference Center: The conference center should preferably be in one building, in which can be found administrative and logistic facilities, a major hall or auditorium for plenary sessions, conference rooms for lesser sessions, and suitable places for casual informal discussion. Consideration should be given to accommodating the special needs of handicapped or elderly persons.

Audio-Visual Facilities: Facilities must be available to permit the use of computer-facilitated projection, and, if requested, film projectors and video equipment.

Accommodation: Accommodations must be available at or close to the conference center. Accommodations should be of good quality, in terms of that normally found in the area. Different levels of accommodations should be available to meet different budgets; allowance should be made for single, double or multiple occupancy as preferred.

Transportation: Where it is not possible to arrange for accommodations within reasonable walking from the conference center, free transportation should be available at frequent intervals during the day. Arrangements must be made by the sponsoring Institution for the provision of transportation to and from all events authorized by the conference. It is especially important that adequate transport be provided between the local airport, and rail

stations or bus terminus and the conference location, or that delegates be aware in advance of the public transport facilities available. Consideration should be given to having an information desk at the airport and station.

Registration, Promotion, Publication: The sponsoring Institution must ensure that arrangements are made for pre-registration, registration, promotion and advertising. Announcements should be included in all related journals and advertising material distributed to related organizations as well as at related conferences.

The ISE will assist in promotion and advertising. All promotional material and publications must state that the conference is sponsored by the ISE and display the ISE logo. The ISE logo may be integrated with other artwork, if desired.

The sponsoring Institution is responsible for publishing and issuing free of charge to delegates the proceedings of the conference, and, if possible, a list of delegates including affiliations and full addresses.

The organizing committee should consult with the Executive of the ISE in regards to matters related to the publication of invited or submitted papers in the proceedings or other publications following the conference.

Name Badges: Delegate badges should indicate the name of the delegate and affiliation. Badges for staff, ISE office bearers, presenters and session chairpersons should indicate their role to facilitate recognition by delegates.

Social Events: It is normal practice to arrange a welcome reception for all delegates and accompanying persons on the first evening of the conference to facilitate interpersonal contact. The cost of the reception is to be included in the registration fee. A program for accompanying persons during the conference is desirable.

Reporting Requirements: Once approval has been obtained from EC for the conference, the organizers are required to submit reports to EC sub-committee (Coordination Committee) describing progress to date and any difficulties experienced or foreseen. Following the conference, the organizers should submit a report to the ISE for the benefit of later conference organizers, giving information on such things as the organization of the conference, problems that had to be overcome, and unusual or outstanding difficulties encountered.

Recommended Planning Timeline: The template given at the beginning of this document should be followed. However, precise planning timetable will reflect the specific requirements of the conference organizers and the circumstances surrounding the conference, and would be finalized by the coordination committee.

5. Technical Program

The host Institution must ensure that during the period of the conference, provision is made for a combination of superior quality technical sessions, both plenary and special interest. The speakers at the plenary sessions will be selected with the advice of the EC and should be of an international standing or of other high reputation, and in total will represent the international scope of ergonomics and emerging interests. Themes and topics must have the approval of the EC.

Advice should be sought from the EC or its sub-committee (Coordination Committee) regarding the status of poster presentations, paper length for publication in proceedings, acceptance of papers, inviting speakers, selection of papers and themes, policy related to registration of presenters for purposes of inclusion in proceedings, etc.

At least one and one half hours during the conference must be scheduled for the ISE General Body meeting, chaired by the President. No other activities are to be scheduled during this time block.

On the final day of the conference, a "Handing Over" session shall be scheduled for announcement of the next HWWE venue and handing over the responsibility to the Organizing Secretary or other representative of the Host Organization.

Two persons nominated by the ISE Executive Committee shall serve as members of the Scientific Committee which shall be formed by the organizers to oversee the planning of the technical program.

Audio-Visual Guidelines: Presenters should be provided a standard set of guidelines for the preparation of audio-visual aids. All audio-visual material should be examined by technical staff prior to their presentation to ensure reasonable compliance with the guidelines. Presenters should be advised well in advance that aids which do not conform to the guidelines may be rejected. A facility for the on-site preparation of audio-visual materials would be desirable.

Instructions on the use of audio-visual equipment should be provided on-site to all presenters and session chairpersons to ensure the proper use of the equipment. A rehearsal room, complete with projectors, should preferably be provided for use by presenters. Audio-visual technicians should be readily available, ideally in each room, to operate audio-visual equipment and to assist with the presentations.

Exhibits: Exhibits may be arranged by the organizers providing they are not subsidized by registration income. Publications related to the exhibits should include a disclaimer stating that the IEA does not necessarily endorse the products or services being exhibited. Notwithstanding the disclaimer, the organizers must endeavor to ensure that the products and services being exhibited are of high quality and appropriate to the audience.

6. Provisions for ISE requirements

The host society shall make arrangements to provide the ISE the following facilities and services, at no cost to the ISE.

- (a) A meeting room should be provided for a meeting of the Executive Committee one day prior to the conference, the exact dates to be set by the EC. This meeting room must accommodate 40 or more persons, preferably around (a) conference table(s), plus some additional seating for invited observers. Light refreshments should be provided during the meeting.
- (b) At least one and one half hours during the conference must be scheduled for the ISE General Body meeting, chaired by the President. No other activities are to be scheduled during this time block. Light refreshments should be provided during the meeting.
- (c) Additional meeting space may be required for meetings of the judges of ISE sponsored or other competitions and/or subcommittees during the conference. The requirement for this should be ascertained by the organizers through contact with the ISE EC or subcommittee prior to the conference.
- (d) The ISE President should be given space in the printed program as well as be invited to give a 15 to 20 minute address at the opening ceremony.
- (e) The registration fee should, if possible, be waived for all ISE EC members. Accommodation expenses of these individuals should be waived or defrayed to some extent.
- (f) ISE EC members should be invited to chair technical sessions of the Congress.
- (g) A table should be provided in the main exhibit hall or near the registration area exclusively for displaying ISE brochures, and distribution / collection of membership applications.
