

Essentials of the ICCE Conference Handbook

Version: February 2019

The conference handbook is composed of two parts: Part 1 is the guidelines for the call for proposals to host ICCE and Part 2 is the guidelines on how to run ICCE.

Part 1: Guidelines for the call for proposals to host ICCE

1. Philosophy

The objectives of Asia-Pacific Society for Computers in Education (APSCE) include promoting the conduct and dissemination of research employing the use of computing technologies in education within the Asia-Pacific region and internationally. The International Conference on Computers in Education (ICCE) is one of the key activities of APSCE to achieve the goal by encouraging and supporting the academic activities for both young and experienced researchers in the member countries. APSCE aims at promoting ICCE as one of the most prestigious and the highest quality conferences in technology-supported education/learning/training. The technical program of ICCE consists of paper sessions, panels, posters, tutorials, workshops, invited speeches, doctoral consortium and possibly other special events. The Conference is organized under the auspices of the APSCE.

2. Prerequisites

(1) Basic requirements

It is required that the proposers understand and comply with:

- (a) The basic scheme of the ICCE conference specified in Clause 12 of APSCE constitution is attached below, and
- (b) Part 2 of the conference handbook

(2) Who can propose

Proposer should be a member of EC or APSCE, working in a field related to computers in education and has attended at least two of the three most recent ICCE conferences. If the proposer is not an EC member, the proposal must be written collaboratively with at least one EC member.

3. Proposal

The proposal should contain the following information:

- ♦ Proposer(s): name, affiliation, phone number, URL of his/her home page and e-mail address
- ♦ CV of the proposer(s): Both academic career and experience in organizing international conference are key factors in the evaluation process.
- ♦ EC member(s) involved in the proposal: name and email address
- ♦ Prospective Local Organizing Committee (LOC) members
The aforementioned EC member(s) should be included.
- ♦ A supporting letter from his/her institution or academic organization
- ♦ Proposed location: geographic location and conference facilities with estimated price ranges.
- ♦ Proposed date: date of organizing the conference
- ♦ Financial plan including registration fee and mode(s) of conference fee payment (Note: It is mandatory to offer online credit card payment mode – see clause 5.6)
- ♦ Conference promotion and publicity plan at both international and domestic levels
- ♦ Advantages and challenges of the proposed location: a short paragraph including information on nearby hotels with estimated price ranges and public transportation system.
- ♦ Advantages of the proposer(s): a short paragraph

4. Evaluation process

4.1 All proposals would be sent to the APSCE Conference subcommittee for evaluation (contact with proposer(s) for further information if necessary). The evaluation result is then sent to EC with the proposals, and EC would finalize the winner. The detailed guidelines are provided below to provide proposers some ideas of organizing a successful ICCE conference. Some of the accepted plans of previous ICCE's proposals will be made available as reference, if required. The deadline of proposal may be extended in order to get additional proposals.

4.2 A decision should be made by 15 May in the previous year of the conference. Given the stipulated deadline, the Conference Subcommittee should work backward to set a sensible timeline for the proposal submission and vetting process, subject to APSCE

President's endorsement. At least two months should be allocated for the proposal vetting process.

Sent to: [APSCE Headquarters \(managingsecretary@apsce.net\)](mailto:managingsecretary@apsce.net)

5. Proposal Guidelines

As the ICCE Conferences aim at the fruitful exchange of ideas and research results, the host site should preferably be actively engaged in Computers in Education research. Comfort and low financial thresholds are preferred. Budget may include sponsorship and funding from external parties. It is estimated to have 250-350 attendees, but be prepared to handle up to 500 attendees.

Concerning the conference organization, the proposal to host ICCE should include the following information.

5.1 Factual and estimated information

5.1.1. Date

The dates for the conference have not been determined, but the months between October and December should be considered. Allow three days for main conference presentations plus 1-2 days for pre-conference events such as tutorials/workshops/interactive event/DSC. Specify which days/weeks/months are acceptable, preferable or not available. Try not to clash with other major educational or educational technology conferences.

5.1.2. Location

The location of the conference should be selected considering the factors of convenience, costs and local support. Some information mentioned below is required:

- a. Appropriate venues: lecture theatres: (1 large auditorium (300+) for opening ceremony, invited talks, etc. and 5-7 smaller rooms for parallel sessions (100), spaces for registration, demonstrations and poster sessions, presenter preparation, Internet access (email), secretarial/administrative services.
- b. Catering, in particular for coffee/tea, refreshments and lunch breaks.
- c. Lodging facilities with a range of (special) prices and distance to the venue. Not only hotels but also student accommodation may be considered.
- d. Presentation facilities, equipment and Internet connectivity.
- e. Secondary features such as recreation, social and cultural events.

5.1.3. Transportation

Transport information to and from the venue should be provided. Provide two-way shuttle bus services for participants lodging in major LOC-recommended hotels at least on main conference days if the hotels are not located within walking distance from the conference venue.

5.1.4. Supporting institutions

According to Clause 12 of the APSCE constitution on financial and other matters related to organizing the conference, ICCE should be hosted and supported by an institution (university/department, research establishment, company or national association) rather than private organizations.

5.1.5. Local Organizing committee (LOC)

A (provisional) local organizing committee responsible for local matters should be proposed, consisting of at least two names and functions/roles. More members can be appointed later.

5.1.6. Communication facilities

Communication facilities for attendees e.g. email, fax and/or web form should be provided. A courier service counter should be set, if possible.

In the proposal, the proposer is required to commit to a service level agreement (SLA) that once such communication facilities are set up and announced, the expected response time to all the external enquiries or requests via these facilities is within 2 working days.

5.2 Motivation

Interests or motives, such as advancing local interest and reputation, for organizing ICCE should be specified.

5.3 Planning

An operational timeline for conference preparation should be drafted spanning one and a half years before the Conference date. This initial plan should be in a half page or less. The timeline should be fully carried out after final approval by the EC in cooperation with the Conference Chair and the IPC Co- Chairs.

5.4 Sponsorship

Sponsorship from private and public organizations/institutions should be specified or estimated. Proposal mentioned with specific potential sponsors will be an advantage.

5.5 Budget

5.5.1 A preliminary budget with the balance of revenues of the expected number of attendees and sponsors should be included in the proposal. Costs should include invitation of keynote speakers, conference Website construction and maintenance, annual subscription fee or annual license for paper submission and review system (e.g., EasyChair), printing of conference program, product-editing and producing flashdrive version of Proceedings, conference facilities, recruiting extra staff (administrative support), mailings, posters, etc. Except for the keynote speakers and the theme-based invited speakers, the LOC Administrative Secretary and the APSCE HQ Managing Secretary, no registration fee should be waived for any member of committees. Many mailings can be performed electronically. Information and advice about drafting the budget can be provided if necessary.

5.5.2 The LOC should budget for the following benefits for each keynote speaker:

- Round-trip economy airfare from the country where the speaker's institution or main employer is located in (and the costs for land transport such as train tickets and/or airport-hotel transfer, if applicable);
- Up to 6 nights of hotel accommodation (between the night before the conference and the night of the closing day of the conference), inclusive of hotel breakfasts;
- USD100 of dinner allowance (preferable but not mandatory).

5.5.3 A conference fee structure should be worked out in accordance with the APSCE Constitution. See Clause 5.6 for more details.

5.5.4 According to the current practice, APSCE has no subsidy which can be used to assist in the running of the ICCE conference.¹ The hosting institute is solely responsible for the budget and all financial arrangements of the conference, including any possible financial losses.

¹ APSCE currently maintains no extensive financial reserves. A major role of the conference is to raise funds to provide the APSCE with sufficient reserves to guarantee the continuity of the APSCE, and to promote research activities in the Asia-Pacific region, such as subsidizing students in need to attend ICCEs and present papers. The Society intends to move to a profit/loss sharing model in increments as and when financial reserves permit.

5.5.5 Upon the closure of the conference financial account, the surplus (if any) will be equally split (i.e., 50%-50%) between APSCE and LOC.

5.6 Conference Fees and Mode(s) of Payment

5.6.1 In principle, APSCE Members shall be offered a discount of at least 15% on ICCE conference registration fees. Student Members shall be offered a discount of at least 30%. Non-student participants from emerging economies shall be offered a discount ranging from 20-25% from the early bird/regular fees. This will encourage more participants to join and be involved in scholarly activities organized by APSCE. Individuals from countries categorized by the World Bank (<http://data.worldbank.org/about/country-classifications/country-and-lending-groups>) as low-income, lower-middle-income or upper-middle-income economies within the Asia Pacific region will qualify for the aforementioned registration fee discounts. The discounted rate is based on the country of the institution (or the main employer) that the participant is affiliated to.

5.6.2 It is important for the LOC to set registration rates at sensible amounts given the projected participants and expenditures to avoid deficit while at the same time not to overcharge the participants. In a bidding proposal, if the bidder is proposing alternative venues for EC's consideration, the bidder should prepare different versions of proposed registration rates with respect to each proposed venue (e.g., taking into consideration that a conference held within a university campus should cost lower than commercial venues; thus, the LOC should not charge the participants with higher registration fees).

5.6.3 When the bidding proposals are vetted by the Conference Sub-committee and later the EC, the vetting members should scrutinize the proposed registration fees more closely. As a guide, the recommended caps of non-APSCE members' non-early bird rates for ICCE held within campus and within a commercial venue (such as a hotel or a convention center) are US\$550 and US\$700 respectively – the registration fees for participants of other categories (full-time students, emerging economies, and early bird rates for all these categories, etc., should then be calculated according to the aforementioned discount rates). If the bidder proposes registration rates higher than the cap, strong justification must be provided in the proposal (e.g., the cost of living in the hosting country, or why it is not advisable to use a venue with lower cost, etc.) and it is subject to EC approval. The aforementioned caps may be revised by the Conference Sub-committee

in the future.

5.6.4 In case the LOC needs to adjust the previously approved registration rates during the course of conference preparation, a formal request with justification must be submitted to the IPC Standing Committee at least six (6) months before the conference. The IPC Standing Committee has the authority to approve adjusted registration rates below the aforementioned caps. If the proposed new registration rates exceed the caps, approval will need to be sought from EC.

5.6.5 The finalized registration rates must be announced on the conference website by the due date of the main conference paper submissions.

5.6.6 The LOC is required to offer at least online credit card payment mode (or other similar modes such as PayPal²) for conference registration. If a LOC is unable to offer the mode for practical reason, a justification needs to be made in the proposal.

5.6.7 For modes of payment that are subject to service charges and/or commissions (such as credit card, PayPal and bank transfer), it is recommended that the LOC will absorb the additional charges and the conference participants will only need to pay for the announced registration rates. However, if the LOC decides to let the participants pay for the additional charges due to financial constraint, the term needs to be clearly stated on the conference webpage carrying the registration rates.

5.6.8 Each year, ICCE publishes a number of proceedings under different program components (main conference, workshop/tutorial/interactive exhibition, Work-In-Progress Poster, Extended Summary, Doctoral Student Consortium, Early Career Workshop). Each paper should have one of the authors registers for conference participation. Each participant may register at most two papers (across all proceedings). Each keynote speaker or theme-based invited speaker who is entitled to complimentary conference registration may also register at most two papers across all proceedings and the synopsis of his/her speech is not counted as one of the registered papers. Any author who wishes to publish the third paper in any proceedings may apply to the IPC. Upon approval, the author should pay for a handling charge of USD90 on top of the conference registration fee. In principle, the IPC

² According to certain countries' regulations, participants residing in those countries may not be allowed to make payment to non-profit organizations via PayPal. Therefore, PayPal may not be an ideal platform for online payment.

may allow up to three such additional publications per year. However, given exceptional circumstances (e.g., in the year of low paper submission rate which might result in financial difficulty), the IPC Standing Committee may relax the cap with proper justification.

5.7 Mailing lists

The LOC may compile a mailing list for dissemination of Call for Papers, and Call for Participation, as well as a mailing list of attendees of the conference. Such mailing lists shall be made available to APSCE for the purpose of promoting APSCE publicity as well as for organizers of future ICCEs. The mailing list should not be used for other non-ICCE- or non-APSCE-related announcements or promotions.

5.8 Conference promotion

The LOC should draw out plans to promote ICCE at the international level with the assistance of IPC and APSCE EC, and assume the full responsibility in promoting the conference domestically.

5.9 Invitation Letter

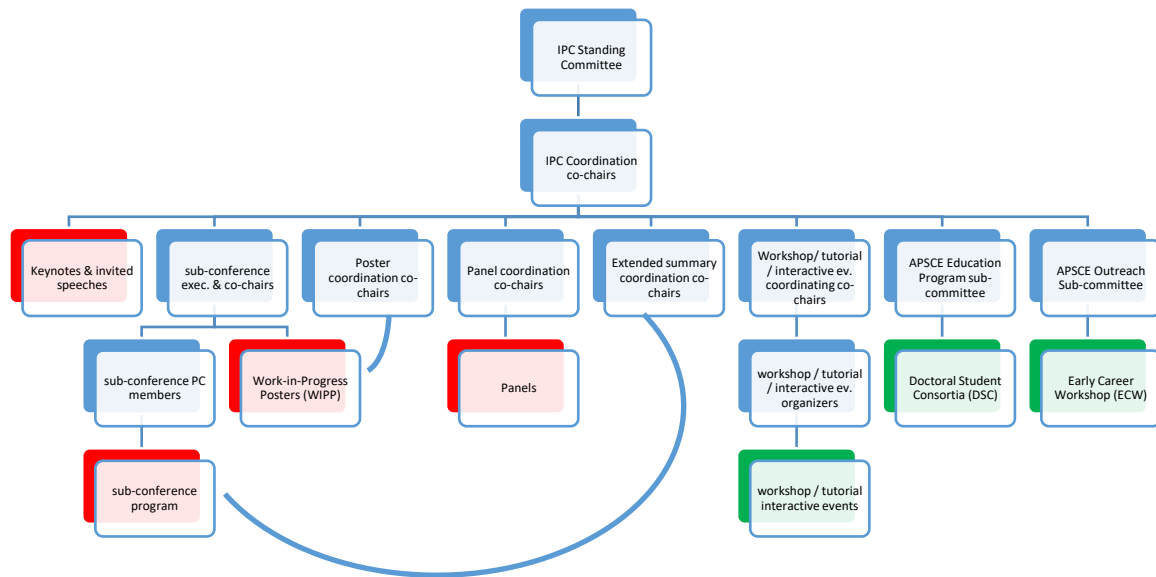
The LOC shall issue formal invitation letters to potential conference participants upon request only. A requestor must fulfil at least one of the following conditions to be eligible for an invitation letter,

- The requestor is an author/panellist/organizer/tutor of any accepted or approved paper/panel/workshop/interactive event/tutorial, or an approved participant of Doctoral Student Consortia (DSC) or Early Career Workshop (ECW);
- The requestor has registered and paid for conference participation.

The LOC may deny requests from individuals who do not fulfil the above conditions. This is to prevent any individual from misusing our invitation letters to apply for travel Visas without the intention of attending ICCE. The exact conference period shall be indicated in the invitation letters. The LOC shall not comply with any request of indicating a different, especially a period that extends beyond the actual conference dates in the invitation letter.

Part 2: Guidelines on how to run ICCE conference

1. The framework of the conference organization:



Background boxes in red: main conference events

Background boxes in green: pre-conference events

- (1) The **IPC Standing Committee** is comprised of the Conference Chair, the IPC Coordination Chair and Co-Chair(s), the LOC Chair, and the conference consultants. The committee is essentially in charge of making decisions pertaining to the conference program, orchestrating the IPC operations, and mentoring and/or provide consultation on LOC operations.
 - In making decision on a given issue, it is at the conference chair or IPC Coordination Chair's discretion, depending on the nature and the scale of the issue, in involving (1) only the conference chair and the IPC Coordination Co-Chairs; (2) only the conference chair, the IPC Coordination Co-chairs and the LOC Chair; or (3) the entire Standing Committee.
- (2) The **Conference Chair** is APSCE President.
 - The conference chair should spearhead the IPC Standing Committee and play a mentoring role in LOC operations.

- If the committee members cannot reach an agreement, the final decision should be made by the conference chair. Any major and contentious issue should be raised by the conference chair to the EC or APSCE conference sub-committee for discussion.
- (3) The proposer is expected to become the LOC chair.
- (4) **The IPC Coordination Chair and Co-chair(s):**
- The IPC Standing Committee of ICCE201X will decide on the IPC Coordination Co-Chair of ICCE201X.
 - According to the current practice, The IPC Coordination Co-Chair of ICCE of the previous year (ICCE201X – 1) should become the IPC Coordination Chair of the ICCE in this year (ICCE201X). The IPC Coordination Co-Chair of this year (ICCE201X) should be appointed at least 12 months before the conference date. The co-chair should be committed to become the IPC Coordination Chair of the ICCE in the next year (ICCE201X + 1).
 - The conference chair and the IPC Coordination Chair and Co-Chair may appoint third IPC Coordination Co-Chair as deemed fit (such as a co-chair from the host country). Under normal circumstances, the third co-chair is not expected to take over the position of IPC Coordination Chair in ICCE201X + 1.
 - The responsibilities of the IPC Coordination Chair and Co-Chairs are (but not restricted to)
 - i. Coordinating the programming operations, venue planning and editing of proceedings among IPC, LOC and the administrator of the paper submission system (throughout the year)
 - ii. Coordinating and monitoring the planning and operations of the PC committees of various program components, including sub-conferences, workshop/tutorial/interactive events, DSC, WIPP, etc. (throughout the year)
 - iii. Preparing overall call for papers (by early February)
 - iv. Spearheading the keynote speakers' selection process (last December – May)
 - v. Delivering submitted papers to sub-conferences (making transfers if necessary) after the due date of main conference paper submission (late May-early June)
 - vi. Adjusting and finalizing paper acceptance and accepted categories upon completion of paper reviews carried out by sub-conferences (late July)
 - vii. Coordinating the Best Overall Paper, Best Student Paper and Best Technical Design Paper Award selections (August-November)

- viii. Conference scheduling (October)
- ix. Programming other events not covered by other IPC co-chairs (e.g., panels) (throughout the year)
- x. Organizing IPC meeting (during ICCE)

(5) Special Interest Group (SIG) Chairs

- Their responsibilities pertaining to ICCE programming are:
 - i. Nominating the Executive Chairs of the corresponding sub-conferences – under normal circumstances, the Executive Chairs are preferably (but not necessarily) the Asia-Pacific-based co-chairs of the same sub-conference in the last year (last November)
 - ii. Together with the sub-conference Executive Chairs, appointing other sub-conference co-chairs (last December-January)
 - iii. Spearheading the SIG process of nominating theme-based invited speakers (if applicable) (May-June)
 - iv. Inviting student organizers for DSC (April-May)

(6) Sub-conference Executive & co-chairs:

- For each sub-conference, an Executive Chair and at least 3 co-chairs, who must be PhD holders, are to be appointed.
- The 3 co-chairs should be based in 3 different regions (Asia-Pacific, Europe [or Africa] and America; note that in the context of identifying sub-conference co-chairs, the Asia-Pacific region consists of Asia and Oceania but not America, since America itself is another region). One of the three co-chairs should be committed to become the Executive Chair of the same sub-conference in the next year.
- If any sub-conference finds difficulty in recruiting one European/African-based co-chair and one American-based co-chair each, the Executive chair may make special request to the IPC Coordination Chair to relax the rule by appointing only one non-Asia-Pacific-based co-chair (i.e., from either Europe, Africa or America). However, under any circumstances, one Asia-Pacific-based co-chair must be appointed.
- The SIG Chair and the sub-conference Executive Chair may make joint decision in appointing additional co-chairs as deemed fit.
- The choices of the sub-conference Executive Chairs and co-chairs are subject to the approval of the IPC Standing Committee.

- The responsibilities of the sub-conference executive and co-chairs are:
 - i. Preparing sub-conference call for papers (February)
 - ii. Recruiting PC members (January-February)
 - iii. Spearheading the paper review process (June-July)
 - iv. Writing meta-reviews (or inviting a few established PC members to do so) and determining paper acceptance (by mid-July)
 - v. Nominating Best Overall Paper, Best Student Paper and Best Technical Design Paper (early August)
 - vi. Handling WIPP: Receiving, reviewing papers and determining paper acceptance (August)
 - vii. Vetting CRCs of main conference papers and WIPP papers (September)
 - viii. Inviting parallel session chairs (October)
 - ix. Any other business related to the sub-conference program
- (7) **PC members of individual sub-conferences** are selected by sub-conference Executive Chairs and Co-chairs. All the IPC members must be Doctorate Degree holders. Non-Doctoral Degree holders may be recruited as “Additional Reviewers” instead.

At least three EC members should be included in every sub-conference.

- (8) **The Workshop, Tutorial and Interactive Event Coordination (W/T/IE) Chair and Co-Chair(s):**
- The W/T/IE Coordination Chair and Co-Chair(s), who must be PhD holders, are to be appointed by the IPC Standing Committee around 12 months before the conference dates.
 - Based on the current practice of ICCE, the W/T/IE Coordination Chair should be one of the co-chairs in ICCE of the previous year.
 - The first appointed co-chair must be committed to become the W/T/IE Coordination Chair in the next ICCE. The second co-chair should be a scholar from the hosting institution or organization and nominated by the LOC. If the first co-chair comes from the hosting institution or organization, there is no need to appoint the second co-chair.
 - The responsibilities of the W/T/IE Coordination Chair and Co-Chair(s) are:
 - i. Preparing calls for proposals of workshops, tutorials and interactive events (late February)
 - ii. Receiving and approving proposals, and vetting call for papers of all the workshops (June)
 - iii. Coordinating workshop programming with workshop organizers (June-

November)

- iv. Coordinating workshop paper CRC vetting tasks between workshop organizers and LOC and product-editing the Workshop, Tutorial and Interactive Event Proceedings (September)
- v. Any other business related to workshop, tutorial and interactive event programs

(9) **The Poster Coordination Chair and Co-Chairs:**

- The Poster Coordination Chair and Co-Chair(s), who must be PhD holders, are to be appointed by the IPC Standing Committee around 12 months before the conference dates.
- Based on the current practice of ICCE, the Poster Coordination Chair should be one of the co-chairs in ICCE of the previous year.
- The first appointed co-chair must be committed to become the Poster Coordination Chair in the next ICCE. The second co-chair should be a scholar from the hosting institution or organization and nominated by the LOC. If the first co-chair comes from the hosting institution or organization, there is no need to appoint the second co-chair.
- The responsibilities of the Poster Coordination Chair and Co-Chair(s) are:
 - i. Preparing call for WIPP papers (mid-April)
 - ii. Coordinating WIPP programming with sub-conference executive chairs (May-November)
 - iii. Coordinating WIPP paper CRC vetting tasks between sub-conference executive chairs and LOC and product-editing the WIPP Proceedings (September)
 - iv. Coordinating selections of Best Poster Design Awards (October-November)
 - v. Any other business related to Poster/WIPP

(10) **The Panel Coordination Chair and Co-Chairs:**

- The responsibilities of the Poster Coordination Chair and Co-Chair(s) are:
 - i. Preparing call for panel proposals (late March)
 - ii. Review and accept/reject panel proposals (July)
 - iii. Product-editing the panel write-ups to be incorporated to the main Proceedings (August)
 - iv. Any other business related to the panel program

(11) **The Doctoral Student Consortia (DSC) Chair and Co-Chairs:**

- Three of the members of the APSCE Education Program Sub-Committee are to

be appointed by the sub-committee chair as the DSC co-chairs. The sub-committee chair should be one of the DSC co-chairs, unless he/she is either the Conference Chair, or the IPC Coordination Chair or Co-Chair, or the LOC Chair in the same year.

- The responsibilities of the DSC Co-Chair(s) are:
 - i. Preparing calls for DSC papers (mid-April)
 - ii. Coordinating DSC programming with student organizers (May-November)
 - iii. Coordinating DSC paper CRC vetting tasks between student organizers and LOC and product-editing the DSC Proceedings (September)
 - iv. Inviting DSC mentors (September-October)
 - v. Any other business related to DSC

(12) The **Early Career Workshop Chair and Co-Chairs:**

- Three of the members of the APSCE Outreach Sub-Committee are to be appointed by the sub-committee chair as the ECW co-chairs. The sub-committee chair should be one of the ECW co-chairs, unless he/she is either the Conference Chair, or the IPC Coordination Chair or Co-Chair, or the LOC Chair in the same year.
- The responsibilities of the ECW Co-Chair(s) are:
 - i. Preparing call for ECW papers (late March)
 - ii. Review and accept/reject applications (mid-August)
 - iii. Product-editing the ECW Proceedings (September)
 - iv. Inviting ECW advisors (September-October)
 - v. Any other business related to ECW

(13) The **Extended Summary (ES) Coordination Chair and Co-Chair(s)**³:

- The responsibilities of the ES Coordination Chair and Co-Chair(s) are:
 - i. Preparing call for ES (early April)
 - ii. Invite reviewers, coordinate review process and accept/reject ES submissions (two reviewers per ES) (August)
 - iii. Product-editing the ES Proceedings (September)
 - iv. Any other business related to ES

(14) The **Conference Consultants:**

The LOC chairs of the last two ICCE editions and the IPC Coordination Chair

³ The ES component was introduced in 2016. In earlier years when the ES submission rates were low, there was no need to appoint ES Chair and Co-Chair. Instead, one of the IPC Coordination Co-Chairs were assigned the duty. This practice may continue until the component becomes mature and we manage to garner a greater submission rate.

of the last ICCE are to take up the roles of conference consultants. The IPC Standing Committee may appoint additional conference consultants as deemed fit.

- (15) No one can play multiple roles among conference chair, IPC Coordination Chair, LOC Chair, W/T/IE Coordination Chair, Poster Coordination Chair, DSC Chair, ECW Chair, ES Chair and sub-conference Executive Chairs in the same year.
- (16) The Proceedings are to be published on the conference website for open and free access within two weeks after the end of the conference.
- (17) The LOC is required to prepare budget for inviting four keynote speakers. Those speakers are selected considering topic/geographical/gender balance. The topics of their keynote talks should cover four different sub-conference themes. In addition, x number of theme-based invited speakers ($x = \text{number of sub-conferences} - 4$) will be nominated by the remaining sub-conferences without a representing keynote speaker and approved by the IPC. See the next section for more details.
- (18) According to the general guideline, the acceptance ratio of full papers should be less than 25%. If the IPC Coordination Co-Chairs prefer a higher acceptance ratio, they should consult with and obtain the approval of the President (as Conference Chair).
- (19) In order to increase academic diversity and maintain a healthy financial status, short paper and poster sessions are required.
- (20) Workshops can be conducted in the forms of (1) mini-conference style with paper presentations; or (2) discussion- or hands-on-oriented events that could involve collaborative design or data analysis activities, among mothers. Mini-conference-style workshops may accept full papers, short papers or extended summaries but not poster submissions. In addition, to foster effective intellectual exchange, each mini conference-style workshop must eventually accept at least 4 papers from at least 2 different countries or regions. Similarly, each discussion- or hands-on-oriented workshop should have at least 4 participants (other than the organizers) from at least 2 different countries or regions registering for participation. The IPC reserves the right to cancel or merge individual workshops that do not meet this criterion.
- (21)

The IPC Operational Timeline (for ICCE201X)

Month	IPC Standing Comm. / IPC Coordination Chair	LOC	Sub-Conferences, SIGs & WIPP	Workshop/ Tutorial/ Int. Exhibitions (W/T/I)	ES & Panel	DSC, ECW & Merit Scholarships
Late Jul 201X-1	<ul style="list-style-type: none"> IPC Coordination Co-Chair of ICCE201X recruited Keynote Selection Comm set up & Number of keynoters decided 					
Aug 201X-1	Mid-Aug: LOC-nominated 1 st keynote endorsed by Keynote Selection Comm & invited 2 nd keynote (ex-DRA winner, if any) invited	Early Aug: Nominating 1 st keynote				
Sep 201X-1	Early Sep: PC members & authors surveyed; based on the survey results, Conf Chair & IPC Chair to identify at least 3 themes (and shortlist at least 3 candidates per theme) for remaining keynotes; Conf Chair proceed to invite keynotes					
Oct 201X-1	(keynote invitation continues)					
Nov-Dec 201X-1	<ul style="list-style-type: none"> By Early Nov: Conf Chair must complete invitation of keynotes Keynotes of ICCE201X announced at the closing ceremony of ICCE201X-1 IPC meeting held during ICCE201X-1 		<ul style="list-style-type: none"> Early Nov: Sub-conf Exec. Chairs to confirm with IPC Coord. Chair on their respective Exec. Chairs for ICCE201X Early Dec: Individual sub-conf Exec Chairs of ICCE201X & SIG Chairs to invite Co-Chairs of 201X 	Early Nov: W/T/I Coord Chair to confirm with IPC Coord Chair on the W/T/I Coord Chair for ICCE201X	Early Nov: ES & Panel Coord Chairs to confirm with IPC Coord Chair on the ES & Panel Coord Chairs for ICCE201X	
Jan 201X		<ul style="list-style-type: none"> Mid-Jan: LOC completed draft conf website for IPC Standing Comm to vet 	Sub-conf Co-Chairs to recruit PC members			

		<ul style="list-style-type: none"> By End Jan: Conf website launched 				
Feb 201X	Early-Feb: General main conf CfP released		<ul style="list-style-type: none"> Late Feb: Sub-conf CfPs released SIG chairs to nominate theme-based invited speakers 			
Mar 201X	<ul style="list-style-type: none"> IPC Standing Comm to vet SIG's nominations of theme-based invited speakers Conf Chair to invite theme-based speakers 			W/T/I CfP released	ES CfP released	ECW CfP released
Apr 201X					Panel CfP released	DSC CfP released Call for Merit Scholarships appln. released
May 201X			<i>Early May: main conf paper submission due (may extend for 2 weeks)</i>			
Jun 201X				<ul style="list-style-type: none"> <i>Mid-Jun: W/T/I proposal submission due</i> <i>Late Jun: W/T/I proposal notification</i> 		
Jul 201X			<i>Late Jul: main conf paper notification</i>		<i>Mid-Jul: Panel proposal submission due</i>	
Aug 201X	<ul style="list-style-type: none"> Early Aug: Paper Award Selection chair vet the sub-conf nomination lists, announce the lists on conf website & notify authors of nominated papers. Mid-Aug: IPC & LOC Chairs to prepare high-level schedule ("program at a glance") for Standing Committee to vet. Mid-Aug: Award Selection Chair to invite judges. Confirmed judges will receive the CRCs of the nominated papers (NOT the submitted versions) to evaluate. 	Late Aug->Mid-Sep: Proceedings sub-com to put together the main conf proceedings	<ul style="list-style-type: none"> Early Aug: sub-conf chairs to submit paper award nominees to IPC chair <i>Mid-Aug: WIPP submission due / main conf CRC due</i> <i>Late Aug: WIPP notification</i> 	<ul style="list-style-type: none"> <i>Mid-Aug: workshop paper submission due</i> Mid->Late Aug: workshop paper review 	<ul style="list-style-type: none"> <i>Early Aug: Panel proposal notification</i> <i>Mid-Aug: ES submission due</i> Mid->Late Aug: ES review <i>Late Aug: Panel write-up CRC</i> 	<ul style="list-style-type: none"> <i>Mid-Aug: ECW & DSC submission due</i> <i>Third week of Aug: DSC notification</i> <i>Late Aug: ECW notification</i>

Sep 201X	<ul style="list-style-type: none"> • Mid-Sep: IPC Chair to prepare full program schedule (with LOC's input in room assignment) for Standing Committee & the chairs of all program components to vet. • Late Sep: IPC Chair to check with SIG chairs to see if the latter would like to organize Community Building sessions during the main conference period and require a room at the conf venue for the purpose 	<ul style="list-style-type: none"> • Late Sep: Authors' registration & early bird due <ul style="list-style-type: none"> • LOC to check if all the authors have registered for the conference. For authors who do not register in time, send them reminders and give them a deadline to register. Papers should be removed from the proceedings if authors still fail to register by the stipulated deadline 	<p>Mid-Sep: WIPP CRC due Mid->Late-Sep: Poster Coordination Chair to put together the WIPP proceedings</p>	<ul style="list-style-type: none"> • Early Sep: workshop paper notification • Mid-Sep: workshop paper CRC due • Mid->Late-Sep: W/T/I Coordination Chair to put together the W/T/I proceedings 	<ul style="list-style-type: none"> • Early Sep: ES notification • Early Sep: Panel Chair to send Panel write-up to LOC for incorporation to the main conf proceedings • Mid-Sep: ES CRC due • Mid->Late-Sep: ES Coordination Chair to put together the ES proceedings 	<ul style="list-style-type: none"> • Early Sep: ECW & DSC CRC due • Early Sep: Merit Scholarships appln. Due • Early->Mid-Sep: ECW & DSC Chair to put together the ECW & DSC Proceedings respectively • ECW/DSC chairs to invite advisors/mentors • Late Sep: Merit Scholars selected & notified
Oct 201X	<p>Early Oct: IPC Standing Comm to vet the conf booklet & proceedings pdf. Early Oct: APSCE HQ to apply for ISBNs for the proceedings. Early->Mid-Oct: Paper award judges to submit their evaluations. Award Selection Chair to discuss with the judges to finalise the winners. Mid-Oct: Full program schedule announced; IPC Chair to keep LOC update on the changes in the schedule in the next few weeks; IPC chair to invite the chairs of keynote & invited speeches</p>	<p>Early Oct: Proceedings sub-comm to share with IPC Standing Comm the draft conf booklet & proceedings pdf.</p>	<ul style="list-style-type: none"> • Mid-Oct: (After full program schedule announced) Sub-conf Exec. Chairs to invite parallel session chairs under their respective sub-conf. • Poster Coordination Chair to invite judges of Best Poster Design Award. 			<p>ECW Co-Chairs and advisors to plan for ECW program</p>
Nov/ Dec 201X	<p>Early Nov: APSCE HQ to print the certs for LOC Chair, merit scholars & DSC student organizers</p>	<p>1. Early Nov: Proceedings sub-comm to finalise the conf booklet & send for printing, to finalise the proceedings pdf & send for flashdrive making.</p>				

		2. Early Nov: LOC to print the paper award certs.				
<p>Note:</p> <ol style="list-style-type: none"> 1. To avoid confusion, the IPC should set a unique submission deadline across several program components that are due in the same period of time (e.g., workshop, WIPP, ES, DSC and ECW submissions which are all due in mid-August). 2. There should be at least a two-week gap between the main conference paper notification date and the submission due date of workshop papers, WIPP and ES. This is to give authors' of rejected papers another chance for submitting their works to the stated satellite program components after making revisions as per reviewer comments. 3. There should be at least a three-week gap between the result notification of the last program component and the authors' registration deadline. This is to give authors adequate time to apply for conference travel grants. 						

2. LOC is responsible for:

- (1) Anything related to finance, such as finding sponsors
- (2) Anything related to the venue
- (3) Anything related to information dissemination including the publication of website
- (4) Promotion and publicity of the conference (with the assistance of IPC)
- (5) Provide executive editorial service for the program book and the main conference proceedings
- (6) Registration
- (7) Hotel arrangement
- (8) Access information
- (9) Conference bags, badges, tickets, etc.
- (10) Printing (program book, flyers, posters, Workshop/Tutorial notes)
- (11) Welcome reception, Banquet, etc.
- (12) Technical tours, Sightseeing tours for companions (optional)
- (13) Coffee/tea breaks & Lunches
- (14) Post-conference evaluation survey
- (15) Exhibitions, if any
- (16) Room arrangement
- (17) Poster panels, equipment
- (18) Progress and Conference closure reports (including financial statements) to APSCE
- (19) Issuance of conference invitation letters to potential participants as per para. 5.9 of this conference handbook

Further information and advice: Please contact Akihiro Kashihara as Conference Subcommittee Chair via akihiro.kashihara@inf.uec.ac.jp

.Conference Website and Publications

The LOC is responsible for developing, publishing and maintaining the conference website. The conference website must be officially launched by the end of January in the year the conference is held. At least two weeks prior to the website launch (i.e., before mid-January), the website content must be vetted by the IPC Standing Committee.

The following table summarizes relevant information on the conference publications in each ICCE edition:

Publication Title	Product/Executive Editing by	Content / Sections	Order of Credited Editors
Program Book (ISBN not required)	LOC	<ul style="list-style-type: none"> • The Web 2.0 presence of APSCE and ICCE • Messages from the conference chair, LOC co-chairs and IPC co-chairs • Conference Organization List • “About the conference” (conference theme and synopsis, paper/poster presentation guidelines, conference location & housekeeping information, maps, etc.) • Program at a glance • Full conference program • DRA and ECRA winners’ biographies • Keynote & invited speeches • Panels • Extended summaries • Posters/work-in-progress posters • Tutorials • Workshops • DSC program • ECW program 	(no crediting is required)
Proceedings Volume 1 (ISBN required)	LOC	<ul style="list-style-type: none"> • Messages from the conference chair, LOC co-chairs and IPC co-chairs 	IPC Chair, IPC Co-Chair(s), Conference Chair, LOC Chair

		<ul style="list-style-type: none"> • Conference Organization List • List of last ten years' DRA winners and last five years' ECRA winners • Keynote and Theme-based Invited Speakers' biographies and synopses • Panel synopses • Main conference papers • Author index (optional) 	<p>(Sub-conference Executive chairs, and Panel coordination co-chairs are credited as Associate Editors in alphabetical order)</p> <p><i>(Sub-conference co-chairs are not credited as Associate Editors)</i></p>
<p>Proceedings Volume 2 (ISBN not required)</p>	<p>LOC, with the assistance of Workshop/Interactive Event (W/IE) Coordination Chair, Poster Coordination Chair, ECW Chair, DSC Chair and ES Chair (for the respective sections)</p>	<ul style="list-style-type: none"> • Workshop papers (for mini-conference-style workshops) • Workshop synopses (for hands-on workshops) • Extended summaries • Interactive Event synopses • Tutorial synopses • ECW position papers • DSC papers • Author index (optional) 	<p>IPC Chair, IPC Co-Chair(s), Conference Chair, LOC Chair (W/IE co-chairs, Poster Coordination co-chairs, ECW co-chairs, DSC co-chairs and ES co-chairs are credited as Associate Editors in alphabetical order)</p>

Any request of change in authors or removal of paper must be made at least four weeks before the conference starts. The IPC Coordination Chair reserves the right to deny such requests which are made after the stipulated deadline, as late changes will substantially increase the burden on the proceedings editorial team.

4. Terms to be offered to the Keynotes and Theme-based Invited Speakers

Keynote speakers:

- 1-hour plenary speech

- Complimentary conference registration
- 1-year complimentary APSCE membership
- Round-trip economy airfare from the country where the speaker's institution or main employer is located in (and the costs for land transport such as train tickets and/or airport-hotel transfer, if applicable) (covered by LOC)
- Up to 6 nights of hotel accommodation (between the night before the conference starts to the night after the closing ceremony), inclusive of hotel breakfasts (covered by LOC)
- Visa application fee for entering the hosting country (preferable but not mandatory) (covered by LOC)
- USD100 of dinner allowance (preferable but not mandatory) (covered by LOC)

Theme-based invited speakers:

- 40-minute non-plenary speech (note: to reflect its prestige, each theme-based invited speech should be scheduled in a time slot with *at most* one other parallel session such as another theme-based invited speech or a paper presentation session)
- Complimentary conference registration
- 1-year complimentary APSCE membership

5. Procedures for Selecting the Keynotes Speakers

The following concerns (on the balance of the distribution) should be taken into consideration of selecting the keynotes:

1. Geographical distribution: Almost all previous ICCEs had keynotes from Asia-Pacific region, Europe or Africa, and America. This tradition will be followed strictly.
2. Gender distribution: Almost all previous ICCEs had at least one male keynote and at least one female keynote. This tradition will be followed strictly.
3. Research theme distribution: All the keynotes should cover different sub-conference themes.
4. 5-year non-redundancy of keynote speakers: No ICCE keynote in the past 5 years shall be invited again as a keynote
5. 1-year non-redundancy of keynote and invited speakers: No theme-based invited speaker in ICCE of last year shall be invited as a keynote.

6. In principle, only one existing EC member may be selected as keynote in each year. Only under exceptional circumstances that the Keynote Selection Committee may allow selecting two EC members as keynotes (e.g., if both the LOC-nominated keynote and the former DRA winner who is due for delivering keynote this year are EC members). Under any circumstances, there should not be three or more EC members being selected as keynotes.

If, for any reason, there is a difficulty in finalizing the 4 keynotes in a timely manner, the Keynote Selection Committee may relax one or two above-stated rules. Any contentious issue should be discussed at the EC level.

In addition, to avoid conflict of interest, all members of the Keynote Selection Committee are in principle not eligible keynote candidates. Exceptions may be granted if the IPC Standing Committee provide justifications for APSCE EC's approval.

Since ICCE 2016, the keynote selection model has been revised from speaker-focused to thematic-focused. The new model will be elaborated below.

Step 1: Setting up the Keynote Selection Committee (by late July of the year before the ICCE edition; known as "ICCE201x+1" hereafter)

The members of the committee consist of the Conference Chair (the APSCE President), the IPC Coordination Chair and Co-chair(s), the LOC Chair, and the Conference Consultants of ICCE201x+1 (not the current year – ICCE201x). The IPC Coordination Chair is the Chair of the Committee.

The Conference Chair of the ICCE201x+1 should be the current APSCE President-Elect. The IPC Coordination Chair of the ICCE201x+1 should be one of the IPC Coordination Co-Chair(s) of ICCE201x. As the Committee needs to involve the IPC Coordination Co-Chair of ICCE201x+1 (who will also be the IPC Coordination Chair of ICCE201x+2) in the selection process, it is recommended that the next IPC Coordination Co-Chair to be recruited by the time the Keynote Selection Committee is set up.

The Chair of the Committee is responsible for the entire process of selecting Keynotes and monitoring the nominations of the Theme-Based Invited Speakers.

All keynotes should be selected before the Theme-Based Invited Speakers.

Step 2: Deciding the number of keynotes (by late July)

Rationale:

By default, four keynotes should be invited in every ICCE. However, if the host is working with a tight budget, the LOC chair may request for cutting down the number of keynotes to three in the conference proposal with a justification. Such a request is subject to EC approval.

Step 3: Confirming the LOC-nominated keynote (by mid-August)

Special privilege is granted to the host. The host, represented by the LOC Chair, can negotiate with the IPC Standing Committee for choosing the first keynote of his/her choice, without any thematic restriction.

Rationales⁴:

1. It shows our appreciation for the effort of the host for preparing the conference.
2. It could happen in the future that ICCE may one day go to a place that may not have good research record in our field, but the host still wants to have a local keynote.

Actions:

1. The host can nominate a scholar from any country as the first-slot keynote. The scholar should however satisfy the conditions of “5-year non-redundancy of keynote speakers” and “1-year non-redundancy of keynote and invited speakers”. To save the travel cost, the LOC may nominate a keynote from the host country (though it is not mandatory).
2. The nomination is subject to the approval by IPC Standing Committee (without involving the LOC chair in decision making). The IPC Standing Committee, who has the responsibility of protecting the audience of ICCE in the sense of providing reasonably good keynotes, needs to make the judgment on this proposed keynote, based on the candidate's academic achievement, relevance of the content of his/her intended talk in our field, English, etc. If the IPC Standing Committee has difficulty in making

⁴ In the case of ICCE 2010, the keynote of Asia-Pacific region is suggested in the first stage and the local keynote is then discussed. The suggested regional keynote has neither been keynote nor theme-based speaker for several years. Since not many people in the community know about the research in Malaysia, the suggested local keynote may talk about research and practice (including policy) in Malaysia in general. The LOC Chair may need to convince the Conference Chair about the selection of keynotes.

this judgment, he/she can consult with the Conference Sub-Committee or the Executive Committee of APSCE. On the success of the negotiation, the IPC Coordination Chair then announces to the LOC Chair this approved first-slot keynote.

Step 4: Past APSCE Distinguished Researcher Award (DRA) winner as the potential second keynote speaker (by mid-August)

At most one (1) past APSCE DRA winner who fulfils all the following conditions may be identified by the Keynote Selection Committee as the second keynote speaker:

- The candidate is not a member of the Keynote Selection Committee
- The candidate is not a keynote speaker of ICCE in the past 5 years ¹
- The candidate can deliver a keynote speech pertaining to a research area that is not the same as the first keynote speaker

If there is more than one eligible candidate for this keynote slot within the same year, the earliest DRA winner will be given the slot.

Step 5: Identifying at least 3 themes for the remaining keynote speeches (by early September)

Rationales:

All PC members (including members of the IPC Standing Committee, the W/T/IE Coordination Co-Chairs, the Poster Coordination Co-Chairs, the DSC Co-Chairs, and the sub-conference Co-Chairs and PC members and additional reviewers) of ICCE201x and the authors of all the accepted main conference papers of ICCE201x⁵ are involved in the nominations of the themes for remaining keynotes and a stronger sense of belonging to the community is then built.

Actions (led by the Conference Chair and the IPC Coordination Chair of ICCE201x+1 [known as the "two chairs" hereafter]):

⁵ Most authors are potential participants of ICCE201x. Involving them in proposing the themes and nominating keynotes (in the next stage) may result in their greater interest in participating in ICCE201x+1 as well. We can also involve IPC members it may be less impactful because many IPC members are just in subconference chairs' personal contacts who might just agree to help us in paper reviews but are not interested in participating in ICCE at all.

- a)
- a) Invite the paper authors and IPC members of ICCE201x to propose themes and potential speakers through an online survey,
 - b) The two chairs categorize the responses and identify the most popular themes.
*** The thematic non-redundancy rule will continue to be practiced. The IPC core members will strive to assign the identified themes to individual sub-conferences; each sub-conference can be assigned no more than one theme. Some of the sub-conferences may not be able to get a keynote for many years with this mechanism. Thus, in the long run, the IPC may need review the keynote themes in the last few ICCE editions and decide if a certain “under-represented” sub-conference can be given a “wild card” in that particular year to select a keynote without the need to adhere to any identified theme of the year. However, no more than one “wild card” can be given in each year.

Step 6: Identifying and prioritizing at least 3 candidates under each theme (by mid-September)

If the LOC-nominated keynote and/or the keynote who is selected on the ground of former DRA winner is/are planning to deliver a speech on one or two of the identified themes, then this theme or these themes will be considered covered.

The Keynote Selection Committee will then proceed to identify and prioritize potential candidates to deliver speeches on remaining themes. At least three candidates should be identified under each theme. In identifying keynote candidates, the committee may refer to the recommended speakers in the survey, consult the EC and/or colleagues who are well-versed in the relevant fields.

Step 7: Inviting the keynotes by the Conference Chair (by Early November)

Rationale:

There are still variables in the invitation process, even the prioritized short-list is produced. For example, the final prioritized short-list are unable to balance the distribution concerns; the host cannot afford some candidates coming from places very far away; some keynote

candidates turn down the invitation; etc.. Therefore, the final invitation process should be delegated to the Conference Chair, who also represents APSCE.

Actions:

With the prioritized short-list in the hand of the Conference Chair, he/she will lead the invitation process.

In normal circumstances, the selection of the final keynotes in the invitation process will be based on the prioritized short-list. However, the Conference Chair can override the priority of the names if needed when considering the balance of the distribution concerns.

The Conference Chair checks with the host about the budget.

The Conference Chair, together with IPC Coordination Chairs, start to invite the keynotes on behalf of the Keynote Selection Committee and keep the committee updated on the progress.

6. Procedures for Selecting the Theme-based Invited Speakers

After all the keynotes are confirmed, the IPC Standing Committee will kick-start the selection process of the theme-based invited speakers. In principle, sub-conferences without representing keynotes are eligible for featuring theme-based invited speakers.

Typically, the keynotes are chosen for their international reputation and their ability to engage the entire conference population. On the other hand for invited speakers, there is the tradition for giving younger rising researchers from Asia-Pacific region (including all Asian and Oceania countries) more of a chance to be a speaker. This is because the APSCE would like to give a platform to such researchers in the region so that they would be encouraged to conduct in-depth research and contribute to the Society and the SIG. While the above is not a requirement, and we are giving the SIG chairs and executive sub conference chairs some leeway in making the decision they think best represents and highlights their community, the SIG/sub-conferences should keep this in mind when making their selections.

In addition, past Early Career Researcher Award (ECRA) or Young Research Leader Award (YRLA) winners who had never delivered keynote speeches and/or theme-based invited speeches before will be given priority in delivering theme-based invited speeches under suitable SIGs.

The following concerns should be taken into consideration of selecting the theme-based invited speakers by individual SIGs/sub-conferences:

1. 5-year non-redundancy within the same theme: No theme-based invited speaker that represented the same SIG/sub-conference in the last 5 years of ICCE shall be invited again by the SIG/sub-conference of same theme to be an invited speaker.
2. 1-year non-redundancy across all themes: No theme-based invited speaker that represented any SIG/sub-conference in ICCE of last year shall be invited again by any SIG/sub-conference to be an invited speaker.
3. No past ICCE keynote speaker shall be invited to be a theme-based invited speaker. The rationale is that the theme-based invited speeches are meant for giving young rising researchers a chance to deliver speeches.
4. The Conference Chair, the IPC Coordination Chair and Co-Chair(s), the LOC Chair, the respective SIG Chair and sub-conference Executive Chair shall not be invited to be a theme-based invited speaker.
5. Past ECRA or YRLA winners who had never delivered keynote speeches and/or theme-based invited speeches before will be given priority in delivering theme-based invited speeches under suitable SIGs.
6. In the selections of theme-based invited speakers, priority (though not mandatory) should be given to scholars in their early careers (e.g., within 10 years since receiving his/her Doctoral degree) who are based in Asia-Pacific (Asia and Oceania) region.

Step 1: Speaker selection process by individual SIGs (by end February)

The IPC Coordination Chair advises the SIG chairs eligible for featuring theme-based invited speakers (and cc to all other SIG chairs to keep them informed) in the speaker selection process.

If there are past ECRA or YRLA winners who are due for delivering theme-based invited speeches (without violating the above-stated eligibility rules), the IPC Coordination Chair will identify suitable SIG themes to feature the winners as speakers and negotiate with the respective SIG chairs.

Otherwise, the SIGs which are not required to feature past award winners are given the full authority to decide on the way/process they want to select invited speakers. It is advisable to involve the entire SIG committee (if applicable) plus the Executive Chair and Co-chairs of the corresponding sub-conferences in the nomination, discussion and perhaps voting

process. This is a means to increase the level of involvement and sense of belongings of their committee members. However, there should be a core group of people (e.g., SIG chair and co-chairs, and the sub-conference Executive Chair) who will make a final decision based on the committee-wide discussion and/or voting results.

Once decisions are made, individual SIGs shall submit the candidates' names, affiliations, brief biography and justification of nominations to the Conference Chair and the IPC Coordination Chair for the IPC Standing Committee's approval.

Note that as the nominations are subject to approval, the SIG chairs must refrain from contacting the candidates before they submit the names to the IPC Standing Committee.

Step 2: Invitation by the Conference Chair (by end March)

The Conference Chair, together with the IPC Coordination Chair and the chair of the corresponding SIG, invite the candidates on behalf of the IPC.

The Conference Chair reports back to the IPC Standing Committee on the entire selection process afterward.

Remarks:

ICCE may vary the selection procedures from the standard one in the future. However, in case of major revisions to be made, the IPC Standing Committee will need to provide justification to the APSCE Conference Sub-Committee and it is subject to the latter's approval.

7. Program Scheduling

- Program scheduling shall be spearheaded by the IPC Coordination Chair with the assistance of LOC (who should provide inputs on venue use) roughly a week after the conference registration deadline for paper authors.
- If the time permits, the IPC Coordination Chair may send a complete draft schedule to sub-conference Executive Chairs for the latter to vet the program under their respective sub-conferences (e.g., check if there is any typo or missing paper

presentations). In addition, the IPC Coordination Chair may request the sub-conference Executive Chairs to invite chairs for paper presentation sessions under their respective sub-conferences.

- A more-or-less finalized version of the schedule should be announced on the conference website *at least one month* before the conference starts.

A few guidelines for scheduling are given below,

- Typically, the ICCE lasts 5 days, with the pre-conference events (workshops, tutorials, interactive events, DSC) being held in the first 2 days and the main conference (opening & closing ceremonies, keynote and invited speeches, panels, paper presentation sessions, poster/WIPP sessions, SIG community building sessions) being held in the last 3 days.
- The Opening Ceremony should be held in the morning of the 3rd day. For any variation (e.g., moving to the 2nd day or the afternoon of the 3rd day) due to local constraints, a justification by the LOC Chair needs to be sent to both the IPC Standing Committee and the APSCE Conference Sub-committee for approval. Such a request for change should be submitted to both committees at least 6 months before the conference opens.
- No main conference event shall be scheduled before the Opening Ceremony. However, certain pre-conference events may be held during the main conference period if necessary (though not favorable).
- No event shall be held after the Closing Ceremony except socializing activities (if necessary).
- For any evening socializing event (such as the conference banquet or welcome reception) that is held in a location other than the conference venue, adequate time should be given to the participants to travel from the conference venue to the event location after the end of the last conference program on the same day.
- In each non-plenary slot, no more than 4 parallel sessions (paper presentation sessions, panels, etc.) shall be programmed (excluding the SIG community building events). This rule can be relaxed in the pre-conference program if necessary. Furthermore, each theme-based invited speech should be scheduled in

a time slot with at most one other parallel session such as another theme-based invited speech or a paper presentation session (excluding SIG community building sessions).

- In each non-plenary slot, there shall be no parallel session with overlapping themes (e.g., 4 parallel sessions pertaining to 4 different sub-conference themes in the same slot). This rule can be relaxed in the pre-conference program.
- The poster session(s) should be a ‘plenary’ event (i.e., not held in conjunction with any other conference program). The only exception is that it can be held in conjunction with conference lunch if the entire conference program is tight.
- A one-hour IPC Meeting should be convened during the main conference. It is preferably (though not mandatorily) held right after the first keynote speech. The IPC Coordination Chair should chair the meeting. An email invitation should be sent to the following personnel at least one month before the conference to attend the meeting if they can,
 - Members of the IPC Standing Committee
 - Co-Chairs and PC members of all program components
 - Next year’s Conference Chair (in case a new APSCE President will sworn in), IPC Coordination Co-Chair (whom should have been recruited by End July) & LOC Chair

Next year’s Executive Chairs of individual sub-conferences and Coordination Chairs of the rest of the program components (should be confirmed by early November; Some of them might not be this year’s co-chairs and therefore they need to be added to the invitation list)

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Checklist for venue inspection

1. pre-conference events, 2 days
5 rooms, each for 50 persons, for 2 days

2. main-conference, 3 days
1 plenary room, for 350-400 persons
(possibly, another room with the capacity of around 100-200 for invited/panel session)
5 rooms for parallel sessions, each for 50 persons
1 room for secretariat (optional)

NOTE: Rooms for plenary & parallel sessions and pre-conference events:

- Check if there is any in-house projection equipment. If not, the LOC will need to bring in those.
 - Check Internet access (if no wi-fi, at least a LAN connection for the presenter).
 - Check power socket. Other than those for in-house and projection equipment, at least one 'free' socket for presenter's laptop.
 - It would be good if LOC can supply at least one power plug adapter per room (optional).
-
3. Poster/WIPP session, for at least 50 posters one big room or two smaller rooms, or split the poster/WIPP into 2 sessions at different time

NOTE: It would be good if there are sufficient power sockets (plus multi-plugs and extension cords, if necessary) for poster presenters. If not, then we must need to inform the presenters in the poster exhibition instructions that there will be no power supply for them during the poster session.

4. Venue for commercial exhibitors:
Check if power sockets and Internet access are available.

5. Venue for EC Meeting:

Whether or not it will be held within the conference venue or at another restaurant, projection equipment is required (if not, the LOC will need to bring in those).

6. tea/coffee break and lunch

150 persons for pre-conf events

350 persons for main conference

7. welcome reception and banquet

350 persons

8. food

Provide halal and vegetarian food

9. Location

Will all the pre-conf events and main conference be located in the same campus?

Signs for directions from room to room should be provided.

10. Lunch location and style:

Where the lunch will be served, campus canteen or lunch box in the venue? If it will be served in campus canteen, how long does it take between venue and canteen? (This has consequence for how long the lunch break will be in the conference program)

11. Hotels and their distances to the conference venue

Visit the main conference hotel to check on the distance to the conference venue

12. Transportation

From airport to venue and from hotels to venue

Formal Invitation Letter to the Officiating Guest (from EDB) in the Opening Ceremony

Mr. C, JP
Under Secretary for Education
Education Bureau,
Central Government Offices,
Central, Hong Kong.

September 23, 2009

Dear Mr. C,

Invitation as the Officiating Guest in the Opening Ceremony of the ICCE 2009

On behalf of the Organizing Committee of the 17th International Conference on Computers in Education, ICCE 2009, I would like to cordially invite you to officiate the ICCE 2009 opening ceremony, which is scheduled on December 2, 2009 (Wednesday) at around 9:00 am to 10:00 am.

ICCE 2009 is a meta-conference for researchers in the Asia-Pacific region to connect with international research communities for the worldwide dissemination and sharing of ideas for research in the field of computers in education. It is honorable that our Institute has been chosen as the organizing institute to host ICCE 2009 at the Tai Po Main Campus from November 30, 2009 (Monday) to December 4, 2009 (Friday).

This year a total of 297 experts specialized in computers in education, who are from 32 different countries in 5 continents, serve as members of the Program Committee to contribute to the organization of the Conference. We have received 295 paper submissions from researchers in 35 countries, and finally accepted 69 full papers, 98 short papers and 62 poster papers. The acceptance rate of the full paper is 29.5%. I am glad to report to you that 11 renowned academics in the field of computers in education from different countries have been successfully invited as keynote/invited speakers to deliver insightful speech at the Conference.

We have invited our Vice President (Academic) and Deputy to the President Prof. L to officiate the ICCE 2009 opening ceremony with you to share the joy of the Institute in the organization of such an international academic conference. Your presence to the ICCE 2009 opening ceremony will definitely help the Government to show the warmest welcome to all the participants of the Conference. I sincerely hope that you could grace us with the presence of the opening ceremony and deliver a short speech to share the vision of educational research with the participants of the Conference.

It would be much obliged if you would inform me your decision at your earliest convenience. Please feel free to contact Dr. K, the Program Coordination Chair of the Conference, at 2948 xxxx or 9xxx xxxx for more details of the Conference. Thank you very much for your kind consideration and looking forward to your positive reply!

Yours sincerely,

M (Prof.)
Dean
Faculty of Arts and Sciences
The Hong Kong Institute of Education

Formal Invitation Letter to the Officiating Guest (from LEGCO (IT)) in the Opening Ceremony

Dr H, JP
Member of the Legislative Council of Hong Kong
(Functional constituency - Information Technology)
Room xxx, x/F,
Central, Hong Kong.

October 15, 2009

Dear Dr H,

Invitation as the Officiating Guest in the Opening Ceremony of the ICCE 2009

On behalf of the Organizing Committee of the 17th International Conference on Computers in Education, ICCE 2009, I would like to cordially invite you to officiate the ICCE 2009 opening ceremony, which is scheduled on December 2, 2009 (Wednesday) at around 9:00 am to 10:00 am.

ICCE 2009 is a meta-conference for researchers in the Asia-Pacific region to connect with international research communities for the worldwide dissemination and sharing of ideas for research in the field of computers in education. It is honorable that our Institute has been chosen as the organizing institute to host ICCE 2009 at the Tai Po Main Campus from November 30, 2009 (Monday) to December 4, 2009 (Friday).

This year a total of 297 experts specialized in computers in education, who are from 32 different countries in 5 continents, serve as members of the Program Committee to contribute to the organization of the Conference. We have received 295 paper submissions from researchers in 35 countries, and finally accepted 69 full papers, 98 short papers and 62 poster papers. The acceptance rate of the full paper is 29.5%. I am glad to report to you that 11 renowned academics in the field of computers in education from different countries have been successfully invited as keynote/invited speakers to deliver insightful speech at the Conference.

We have invited our Vice President (Academic) and Deputy to the President Prof. L to officiate the ICCE 2009 opening ceremony with you to share the joy of the Institute in the organization of such an international academic conference. Your presence to the ICCE 2009 opening ceremony will definitely help the local IT-related professionals to show the warmest welcome to all the participants of the Conference. I sincerely hope that you could grace us with the presence of the opening ceremony and deliver a short speech to share the vision of educational research with the participants of the Conference.

It would be much obliged if you would inform me your decision at your earliest convenience. Please feel free to contact Dr. K, the Program Coordination Chair of the Conference, at 2948 xxxx or 9xxx xxxx for more details of the Conference. Thank you very much for your kind consideration and looking forward to your positive reply!

Yours sincerely,

M (Prof.)
Dean
Faculty of Arts and Sciences
The Hong Kong Institute of Education

Invitation Letter to Keynote Speaker

Subject: Invitation as Keynote Speaker of ICCE 2009 which is hosted by the Hong Kong Institute of Education

Dear Prof. R,

On behalf of the organizing committee of ICCE2009, may we have the honour to invite you to serve as keynote speaker of ICCE2009 which is hosted by the Hong Kong Institute of Education.

For details, please refer to the attached letter of invitation.

Thank you very much for your kind consideration and looking forward to your positive reply in early July!

Cheers,

K

Attached Letter of Invitation

Dear Prof. R,

**Invitation as the Plenary Keynote Speaker of ICCE 2009 hosted by
the Hong Kong Institute of Education**

To cope with the trend in Computers in Education – the rapidly diversifying research themes or sub-fields – as well as to nurture and enhance the identities of these research communities in the Asia-Pacific region, ICCE’s structure has become a distributive model with six coherently interrelated theme-based sub-conferences. After nomination by all the PC members and several rounds of discussion and voting among the PC Chairs of these sub-conferences, we, on behalf of the organizing committees of ICCE2009, are delighted to invite you to be a plenary Keynote Speaker for the sub-conference “C1: Artificial Intelligence in Education/Intelligent Tutoring System (AIED/ITS) and Adaptive Learning” and/or “C3: Advanced Learning and Performance Technologies, Open Contents, and Standards” of ICCE 2009.

Your distinguished accomplishments and remarkable contributions in the concerned research areas would greatly help us to upkeep the academic and professional quality of the Conference. One of the major scholarly activities for the Keynote Speaker we expect from you is the delivery of a keynote speech in the span of 30 to 50 minutes (the exact duration will be announced in due course) in the Plenary Keynote Speaker Session between December 2 and 4, 2009. Although we do not know at the moment, it is possible that other program organizers such as the Chairs of Doctoral Student Consortium or Workshops and Tutorials might invite keynote speakers to participate in their pre-conference activities.

You are most appreciated if you could mark down the following issues on your schedule for your contributions as a plenary Keynote Speaker:

1. In early July, giving us a provisional title of your keynote speech, a copy of your photo and your bio in no more than 500 words. The provided information will be uploaded onto the official website of the Conference.
2. In early September, providing us with the title and a 250-word abstract of your speech.
3. In mid November, sending us a PowerPoint file (of which the contents related to your intellectual concern are omitted) for your speech. The PDF version of this PowerPoint file will be uploaded onto the official website of the Conference.
4. Right after the conference, providing us with the final revised version of the PowerPoint file of your speech.

To express our gratitude for your generous support to the Conference, we shall cover the round-trip airfares between your home city O and Hong Kong on economy class and a 5 Days 4 Nights hotel accommodation (from December 1 to 5, 2009), upon your acceptance to be the plenary Keynote Speaker of the above mentioned theme-based sub-conferences. We shall reimburse you this expense in Hong Kong Dollars upon your arrival for the participation in the Conference.

It is anticipated that your insightful keynote speech for the concerned theme-based sub-conferences would greatly contribute to the success of the Conference. We are looking forward to your acceptance of this invitation. It would be much obliged if you would inform us your decision at your earliest convenience. Should you have any queries, please feel free to contact Dr. K for the logistic arrangement.

Thank you very much for your kind consideration and looking forward to your positive reply!

Yours sincerely,

K, Ph.D.

The Hong Kong Institute of
Education

H, Ph.D.

University of T

Y, Professor

University of T

Program Coordination Chair of
the 17th ICCE

Program Coordination Chair of
the 17th ICCE

Conference Chair of the 17th
ICCE

Invitation Letter to Theme-Based Invited Speaker (Version 1)

Dear Prof. Y,

**Invitation as the Theme-Based Invited Speaker of ICCE 2009 hosted by
the Hong Kong Institute of Education**

To cope with the trend in Computers in Education – the rapidly diversifying research themes or sub-fields – as well as to nurture and enhance the identities of these research communities in the Asia-Pacific region, ICCE’s structure has become a distributive model with six coherently interrelated theme-based sub-conferences. After nomination by the SIG of the Asia-Pacific Society for Computers in Education (APSCE), we, on behalf of the organizing committees of ICCE2009, are delighted to invite you to be an Invited Speaker for the sub-conference “C1: Artificial Intelligence in Education/Intelligent Tutoring System (AIED/ITS) and Adaptive Learning” of ICCE 2009.

Your distinguished accomplishments in the concerned research area would greatly help us to upkeep the academic and professional quality of the Conference. One of the major scholarly activities for the Invited Speaker we expect from you is the delivery of an invited speech in the span of 30 to 60 minutes (the exact duration will be announced in due course) in the Theme-Based Invited Speaker Session, in parallel with other main conference presentation sessions, between December 2 and 4, 2009. Although we do not know at the moment, it is possible that other program organizers such as the Chairs of Doctoral Student Consortium or Workshops and Tutorials might invite invited speakers to participate in their pre-conference activities.

For your acceptance to be a Theme-Based Invited Speaker, please visit the official website of the Conference (URL: <http://www.icce2009.ied.edu.hk/index.html>) to register for the participation in the Conference. Please be reminded that you have to pay for the registration fee yourself. You are most appreciated if you could mark down the following issues on your schedule for your contributions as a Theme-Based Invited Speaker:

1. In early August, giving us a provisional title of your invited speech, a copy of your photo and your bio in no more than 500 words. The provided information will be uploaded onto the official website of the Conference.
2. In early September, providing us with the title and a 250-word abstract of your speech.
3. In mid November, sending us a PowerPoint file (of which the contents related to your intellectual concern are omitted) for your speech. The PDF version of this PowerPoint file will be uploaded onto the official website of the Conference.
4. Right after the conference, providing us with the final revised version of the PowerPoint file of your speech.

To express our gratitude for your generous support to the Conference, the organizer of the Conference, the APSCE, will provide you with an honorarium in the amount of US\$500

fixed upon your acceptance to be the Invited Speaker of the above mentioned theme-based sub-conference. In addition, the host of the Conference, the Hong Kong Institute of Education, will offer you a 7 Days 6 Nights accommodation (from the afternoon session on November 29 to the morning session on December 5, 2009) in the Visitors' Centre at the Tai Po Main Campus in the Institute, upon your acceptance to this invitation. You will be informed about the details after your acceptance to this invitation.

It is anticipated that your insightful speech for the concerned theme-based sub-conference would greatly contribute to the success of the Conference. We are looking forward to your acceptance of this invitation. It would be much obliged if you would inform us your decision at your earliest convenience. Should you have any queries, please feel free to contact Dr. K for the logistic arrangement.

Thank you very much for your kind consideration and looking forward to your positive reply!

Yours sincerely,

K, Ph.D.

The Hong Kong Institute of
Education

Program Coordination Chair of
the 17th ICCE

H, Ph.D.

University of T

Program Coordination Chair of
the 17th ICCE

Y, Professor

University of T

Conference Chair of the 17th
ICCE

Invitation Letter to Theme-Based Invited Speaker (Version 2)

Prof. R
Professor & Deputy Dean
Faculty of Education,
B University,
19 Street,
China.

5 November, 2009

Dear Prof. R,

**Invitation as the Theme-Based Invited Speaker of ICCE 2009 hosted by
the Hong Kong Institute of Education**

To cope with the trend in Computers in Education – the rapidly diversifying research themes or sub-fields – as well as to nurture and enhance the identities of these research communities in the Asia-Pacific region, ICCE’s structure has become a distributive model with six coherently interrelated theme-based sub-conferences. After nomination by all the PC members and several rounds of discussion and voting among the PC Chairs of these sub-conferences, we, on behalf of the organizing committees of ICCE2009, are delighted to invite you to be an Invited Speaker for the sub-conference “C6: Technology, Pedagogy and Education” of ICCE 2009.

Your distinguished accomplishments in the concerned research area would greatly help us to upkeep the academic and professional quality of the Conference. One of the major scholarly activities for the Invited Speaker we expect from you is the delivery of a 60-minute invited speech in the Theme-Based Invited Speaker Session, in parallel with other main conference presentation sessions, on December 3, 2009.

For your acceptance to be a Theme-Based Invited Speaker, please visit the official website of the Conference (URL: <http://www.icce2009.ied.edu.hk/index.html>) to register for the participation in the Conference. Please be reminded that you have to pay for the registration fee yourself.

To express our gratitude for your generous support to the Conference, the Microsoft Hong Kong Limited, one of our sponsors, shall cover the round-trip airfares between your home

city (i.e., Beijing) and Hong Kong on economy class and a 7 Days 6 Nights hotel accommodation (from the afternoon session on November 29 to the morning session on December 5, 2009), upon your acceptance to be the Invited Speaker of the above mentioned theme-based sub-conference. You will be informed about the details after your acceptance to this invitation.

It is anticipated that your insightful speech for the concerned theme-based sub-conference would greatly contribute to the success of the Conference. We are looking forward to your acceptance of this invitation. It would be much obliged if you would inform us your decision at your earliest convenience. Should you have any queries, please feel free to contact Dr. K for the logistic arrangement.

Thank you very much for your kind consideration and looking forward to your positive reply!

Yours sincerely,

K, Ph.D.

The Hong Kong Institute of
Education

Program Coordination Chair of
the 17th ICCE

H, Ph.D.

University of T

Program Coordination Chair of
the 17th ICCE

Y, Professor

University of T

Conference Chair of the 17th
ICCE

Invitation Letter to Theme-Based Invited Speaker (Version 3)

Prof. R
Professor & Deputy Dean
Faculty of Education,
B University,
19 Street,
China.

6 November, 2009

Dear Prof. R,

**Invitation as the Theme-Based Invited Speaker of ICCE 2009 hosted by
the Hong Kong Institute of Education**

To cope with the trend in Computers in Education – the rapidly diversifying research themes or sub-fields – as well as to nurture and enhance the identities of these research communities in the Asia-Pacific region, ICCE’s structure has become a distributive model with six coherently interrelated theme-based sub-conferences. After several rounds of discussion of these sub-conferences, we, on behalf of the organizing committees of ICCE2009, are delighted to invite you to be an Invited Speaker for the sub-conference “C6: Technology, Pedagogy and Education” of ICCE 2009.

Your distinguished accomplishments in the concerned research area would greatly help us to upkeep the academic and professional quality of the Conference. One of the major scholarly activities for the Invited Speaker we expect from you is the delivery of a 60-minute invited speech in the Theme-Based Invited Speaker Session of the conference.

It is anticipated that your insightful speech for the concerned theme-based sub-conference would greatly contribute to the success of the Conference. Should you have any queries, please feel free to contact Dr. K for the logistic arrangement.

Yours sincerely,

K, Ph.D.

The Hong Kong Institute of Education

Program Coordination Chair of the 17th ICCE

Formal Invitation Letter to Participant with Acceptance Paper

November 20, 2009

Dear XXX,

Invitation to the International Conference on Computers in Education (ICCE) 2009

The 17th International Conference on Computers in Education, ICCE 2009 is a meta-conference to be held in Hong Kong between November 30 (Mon) and December 4 (Fri), 2009 at the Hong Kong Institute of Education (HKIEd). ICCE provides a platform for researchers in Asia-Pacific region to share their expertise and their groundbreaking ideas concerning the Computers in Education. Among the 295 submissions we received for the Conference, we finally accept 69 full, 98 short and 62 poster papers.

We are very pleased to inform you that the following paper has been accepted for publication as a short paper in C3 (ICCE Conference on Advanced Learning and Performance Technologies, Open Contents, and Standards).

Paper: #000
Title: "ABC"
Presenter: XXX
Institution: ZZZ University

We are looking forward to your presentation at the Conference.

Yours sincerely,

K
Programme Coordinator Chair of ICCE 2009

Formal Invitation Letter to Participant without Acceptance Paper

October 6, 2009

Dear XXX,

Invitation to the International Conference on Computers in Education (ICCE) 2009

The 17th International Conference on Computers in Education, ICCE 2009 is a meta-conference to be held in Hong Kong between November 30 (Mon) and December 4 (Fri), 2009 at the Hong Kong Institute of Education (HKIEd). ICCE provides a platform for researchers in Asia-Pacific region to share their expertise and their groundbreaking ideas concerning the Computers in Education. Among the 295 submissions we received for the Conference, we finally accept 69 full, 98 short and 62 poster papers.

We are writing to invite you to participate in the Conference. Looking forward to your visit to Hong Kong!

Yours sincerely,

K
Programme Coordinator Chair of ICCE 2009

Formal Invitation Letter to Participant for Applying Sponsorship

Director,
Teacher Education Division
Ministry of Education
Government Complex
62604 Putrajaya
XXX

August 5, 2009

Dear Sir,

The 17th International Conference on Computers in Education, ICCE 2009 is a meta-conference to be held in Hong Kong between November 30 (Mon) and December 4 (Fri), 2009 at the Hong Kong Institute of Education (HKIED). ICCE provides platform for researchers in Asia-Pacific region to share their expertise and their groundbreaking ideas concerning the Computers in Education. Among the 295 submissions we received for the Conference, we finally accept 69 full, 98 short and 62 poster papers.

We are very pleased to inform you that the following has been accepted for publication as a full paper in C6 (ICCE Conference on Technology, Pedagogy and Education).

Paper: #000,
Title: "xxx xxx xxx"
Presenter: Dr. G
Institution: Institute Xxxx
Paper Review: As appended

This acceptance is contingent upon your submission of the revised paper which further addresses the comments from the reviewers as appended in this letter. Your revised paper should be properly formatted according to the Author Guidelines listed on the official website of ICCE 2009 (http://www.icce2009.ied.edu.hk/cfp_author_guid.html). Papers failing to follow the stipulated formatting requirements will be returned. The camera-ready version of your revised paper should be submitted by August 31, 2009. For details of the submission, please refer to the email that we have to send to you through email.

We welcome your sponsorship for all related expenses for Dr. G to attend and present at our conference. We are looking forward to sharing research experience with your colleagues at the Conference.

Yours faithfully,

K

Programme Coordinator Chair of ICCE2009

Formal Bank Draft Letter

Dr. V,
School of Business Administration
University of B
52,
xxxx Belgrade
xxxxx

August 28, 2009

Dear Dr. V,

The 17th International Conference on Computers in Education, ICCE 2009 is a meta-conference to be held in Hong Kong between November 30 (Mon) and December 4 (Fri), 2009 at the Hong Kong Institute of Education (HKIED). ICCE provides platform for researchers in Asia-Pacific region to share their expertise and their groundbreaking ideas concerning the Computers in Education. Among the 295 submissions we received for the Conference, we finally accept 69 full, 98 short and 62 poster papers.

We are very pleased to inform you that your paper #000, "Name of paper", has been accepted for publication as a short paper in C3. You are highly recommended to make the Early Bird Registration by **September 15, 2009** to enjoy a special registration fee for Non APSCE Member at **HK\$4,700**. You may pay the registration fee by bank draft with details as attached. More information on conference registration fee payment is available at:

http://www.icce2009.ied.edu.hk/regist_bd.html

We are looking forward to seeing you in Hong Kong!

Yours sincerely,

K
Program Coordination Chair of ICCE2009

The 17th International Conference on Computers in Education ICCE 2009
Bank Draft Payment Information

General Information on Registration

For authors of conference papers: At least one author for every accepted paper is required to register by **September 30, 2009** for papers to be published in the proceedings of the Conference. Late registrations are welcomed but your paper will not be included in the proceedings of the Conference. You are highly recommended to make the Early Bird Registration by **September 15, 2009** to enjoy a special registration fee. A registrant will have at most two papers published in the proceedings of the Conference.

For participants at “Student” status: Please provide proof of your full-time student status, such as a copy of your student ID card or a statement from your adviser, at the on-site registration. The Conference will charge you registration fee at the regular rate if you are unable to provide the supporting documents.

Registration Cancellation Policy: Authors whose papers are to be published cannot cancel their registration but can nominate a representative to present their paper. Other delegates receive a **50%** refund on cancellation before **September 30, 2009** and a **20%** refund on cancellation before **October 15, 2009**. There will be **no refund** on cancellation after **October 31, 2009**.

Notes of Bank Draft Payment

Participants from regions outside Hong Kong could pay the registration fee in **Hong Kong Dollars** by bank draft payable to "**The Bank of East Asia, Limited**" with Account No: xxx-xxx-25-000xx-0.

Participants are required to **write down their own name and the name of their institution** on the back of the bank draft for identification purposes.

Please be noted that an administrative fee may be required for the payment by bank draft.

Please be reminded that cash payment is not accepted by the Conference.

The bank draft should be sent to the following address:

Dr. K, Department of Mathematics and Information Technology, The Hong Kong Institute of Education, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong

Letter Agreement for the Transfer of Copyright

**Asia-Pacific Society for Computers in Education
Transfer of Copyright Agreement**

Completion of this form transfers to the Asia-Pacific Society for Computers in Education (“APSCE”), copyright holder for the ICCE 2009 Proceedings, all of your copyright in the Paper described below. This form must be signed and returned along with your camera ready version before your paper can be published in the Proceedings.

Complete List of Authors:

The Paper entitled (hereinafter, “the work”):

is herewith submitted for publication.

The undersigned hereby transfers to the APSCE the exclusive rights comprised in the copyright of the work and assigns to APSCE, during the full period of copyright and extensions thereof, all rights to publish and sell the work and the Proceedings in all media of expression now known or later developed, in its original edition and in all revisions thereafter; to have translated and published foreign editions of the work and the Proceedings throughout the World; to distribute derivative works based thereon, in English and in other languages; to license or permit others to do so; and to post in on the ICCE 2009 website.

The copyright of the work and Proceedings in digital or hard copies will be taken out in the name of APSCE.

You certify that the work is original; to the extent the Work incorporates text passages, figures, data or other material from the works of others, the undersigned has obtained any necessary permission. You further warrant APSCE that the work contains nothing that violates the copyrights of another person or entity and that you will hold APSCE harmless

against any suits, claims, and proceedings which may be brought against you or APSCE with regard to copyright.

APSCE grants you the following rights to the work (but not the entire Proceedings) (1) The right to make copies of whole or portion of the published article for your use in teaching; (2) The right to re-use whole or portion of the work in a collection of your works or in a textbook of which you are the author; (3) The right to make copies of the published work for internal distribution within the institution which employs you; (4) The right to make copies of published work available via the Web on your personal web site.

Include the following acknowledgement in the header of the paper whenever you distribute copies: “K, O, A, C, T (eds.) (2009). *Proceedings of the 17th International Conference on Computers in Education [CDROM]. Hong Kong: Asia-Pacific Society for Computers in Education.*”

For jointly authored works, all joint authors should sign or one of the authors should sign as authorized agent for the others.

Date: _____

Signed:

First Author
First author/authorized agent for joint authors

Email Notification to Early Bird Registration

Subject: Reminder: Early Bird Registration by 15 Sep. 2009 (ICCE2009)

Dear XXX,

This is from ICCE2009. As the registration deadline is coming, you are highly recommended to make the Early Bird Registration by September 15, 2009 to enjoy a special registration fee.

At least one author for every accepted paper is required to register by September 30, 2009 for papers to be published in the proceedings of the Conference.

Late registrations are welcomed but your paper will not be included in the proceedings of the Conference.

A registrant will have at most two papers published in the proceedings of the Conference.

Thank you very much for your attention.

Regards,
ICCE2009

Email Notification for the Extension of Submission Deadline

Subject: The 17th International Conference on Computers in Education - ICCE 2009 Call for Paper - Submission Deadline Extension to 18 May 2009

Please be informed that the deadline for the submission of conference papers and workshop proposals is postponed to May 18, 2009 (Mon) due to numerous request.

The 17th International Conference on Computers in Education

ICCE 2009 Call for Paper

November 30, 2009 (Monday) to December 4, 2009 (Friday)

Hong Kong

<http://www.icce2009.ied.edu.hk>

Organized by the Asia-Pacific Society for Computers in Education

<http://apsce.net/>

Hosted by the Hong Kong Institute of Education, Hong Kong

<http://www.ied.edu.hk>

Community Building of Frontiers in Computers in Education

ICCE 2009 will be a meta-conference for researchers in the Asia-Pacific region to connect with international research communities for the worldwide dissemination and sharing of ideas for research in the field of Computers in Education. Six coherently interrelated sub-conferences, of each is organized by its own program committee on a specialized theme, will be arranged in the five-day Conference. Researchers and graduate students are

welcomed to participate in paper presentations (8-page full papers, 5-page short papers and 2-page poster papers), workshops, open forums, tutorials, doctoral student consortia, panel discussions and interactive sessions under the following six themes:

C1: ICCE Conference on Artificial Intelligence in Education/Intelligent Tutoring System (AIED/ITS) and Adaptive Learning

C2: ICCE Conference on Computer-supported Collaborative Learning (CSCL) and Learning Sciences

C3: ICCE Conference on Advanced Learning Technologies, Open Contents, and Standards

C4: ICCE Conference on Classroom, Ubiquitous, and Mobile Technologies Enhanced Learning (CUMTEL)

C5: ICCE Conference on Digital Game and Intelligent Toy Enhanced Learning (DIGITEL)

C6: ICCE Conference on Technology, Pedagogy and Education

The six theme-based sub-conferences will foster the building of research communities in the field of Computers in Education. The meta-conference is anticipated not only allowing researchers to enhance their identity in the thematic research communities, but also bringing them the open-mindedness and inspiration for their future research.

The submission deadlines for the scholarly work for the Conference are listed below.

May 18, 2009: Conference Papers

May 18, 2009: Workshop Proposals

June 30, 2009: Workshop Papers, Tutorial Proposals, Doctoral Student Consortium Papers, Panel Proposals, Interactive Sessions Proposals

July 31, 2009: Open Forum Proposals

PROGRAM STRUCTURE (tentative)

ICCE2009 will be a 5-day program.

1st day:

Workshops, Tutorials, Doctoral Student Consortium Sessions

2nd day:

Workshop, Tutorial, Doctoral Students Consortium Sessions

3rd day:

Opening Ceremony, Invited Speaker Sessions, Parallel Sessions, Panels and Interactive Sessions

4th day:

Invited Speaker Sessions, Parallel Sessions and Panels and Interactive Sessions, Poster Sessions, Banquet

5th day:

Invited Speakers, Parallel Sessions, Panels and Interactive Sessions, Closing Ceremony

Please visit our official website at <http://www.icce2009.ied.edu.hk> for the full details of the Conference.

Hong Kong is a vibrant city which cares about the use of digital technology to improve quality of education. We look forward to your participation in this important event in Hong Kong.

Email Notification to Authors (Acceptance Letter)

Subject: [ICCE2009] Paper #000: Notification (xxx@abc.edu)

Dear C, W and G,

We have received 295 submissions for ICCE 2009 to be held in Hong Kong. We finally accept 69 full, 98 short and 62 poster papers.

We are very pleased to inform you that your paper #000,

"xxx xxx xxx,"

has been accepted for publication as a **short paper / full paper / poster** in C6. Full, short papers and posters are included in the proceedings published by the Asia- Pacific Society for Computers in Education (APSCE).

This acceptance is contingent upon your submission of the revised paper which further addresses the comments from the reviewers as appended in this letter.

Your revised paper should be properly formatted according to the Author Guidelines listed on the official website of ICCE 2009 (http://www.icce2009.ied.edu.hk/cfp_author_guid.html). Papers failing to follow the stipulated formatting requirements will be returned. The camera- ready version of your revised paper should be submitted by August 31, 2009.

The page limit of full papers is 8 pages.

The page limit of short papers is 5 pages.

The page limit of poster papers is 3 pages.

Your paper is accepted as a **short paper / full paper / poster**.

You are also required to send us the form of APSCE Transfer of Copyright Agreement (http://www.icce2009.ied.edu.hk/cfp_author_guid.html) in your final submission. Please download the form from <http://www.icce2009.ied.edu.hk/doc/ICCE2009agreement.doc> for your signature.

Please pass all the files for your final submission (including BOTH the MS Word (.DOC

or .RTF) file and the PDF file of your revised paper, and the PDF file of the signed APSCE Transfer of Copyright Agreement) to us through the ICCE2009 Paper Management System (<http://pss.cl.ncu.edu.tw/>).

Your username and password for the login to the system are as follows.

Username: xxx@zzz.com

Password: jxxxxxx

At least one author for every accepted paper is required to register for the participation in the Conference by September 30, 2009. Late registrations are welcomed but your paper will not be included in the proceedings of the Conference. You are highly recommended to make the Early Bird Registration by September 15, 2009 to enjoy a special registration fee. A registrant will have at most two papers published in the proceedings of the Conference. More Registration information is available at http://www.icce2009.ied.edu.hk/regist_cf.html.

For authors of full or short papers, oral presentations will be scheduled in the main conference period. A computer connected to a projector will be provided in each presentation session. Details of the configuration of the computers in the conference venue will be provided on the official website of the Conference (http://www.icce2009.ied.edu.hk/program_pa_pi.html) in due course. If you require special A/V requirement for your presentation, please contact us at icce2009@ied.edu.hk for possible arrangement.

For authors of poster papers, a poster display will be arranged in the Conference. More information will be available at http://www.icce2009.ied.edu.hk/program_po_pi.html in due course.

We would like to thank you for your interest in the Conference and your effort in preparing your submission. We look forward to seeing you in Hong Kong.

With best regards,

Program Co-chairs ICCE 2009

----- Reviews: -----

The full reviews follow:

SUMMARY -

Reviewer 1:

Reviewer 2:

Reviewer 3:

CRITERIA -

1. Relevance

Reviewer 1: agree.

Reviewer 2: agree.

Reviewer 3: agree.

2. Literature

Reviewer 1: agree.

Reviewer 2: agree.

Reviewer 3: agree.

3. Impact

Reviewer 1: agree.

Reviewer 2: disagree.

Reviewer 3: agree.

4. Evidence

Reviewer 1: neutral.

Reviewer 2: disagree.

Reviewer 3: agree.

5. Presentation

Reviewer 1: neutral.

Reviewer 2: disagree.

Reviewer 3: neutral.

6. Length

Reviewer 1: agree.

Reviewer 2: agree.

Reviewer 3: agree.

COMMENTS -

Reviewer 1:

Reviewer 2:

Reviewer 3:

ACCEPTANCE -

Reviewer 1: inclined to accept (confident)

Reviewer 2: neutral (very little confidence)

Reviewer 3: inclined to accept (confident)

Decision: Accept

PUBLICATION CATEGORY -

Reviewer 1: poster

Reviewer 2: poster

Reviewer 3: full paper

Decision: short paper

----- End of Forwarded Message -----

Email Notification to Authors (Rejection Letter)

Dear C,

We have received 295 submissions for ICCE 2009 to be held in Hong Kong. We finally accept 69 full, 98 short and 62 poster papers.

We regret to inform you that we are unable to accommodate your paper #000,

"xxxxxxx xxxxxxxxxx,"

in the planned program. The comments from the reviewers on your submission are appended in this letter for your reference. It is worthwhile for you to carefully study the comments for future refinement of your work

We encourage you to, if appropriate, rewrite your paper and submit your rewritten work for the workshops of the Conference. Please find the Call for Workshop Papers at http://www.icce2009.ied.edu.hk/program_wp.html for more information.

We would like to thank you for your interest in the Conference and your effort in preparing your submission. Please register for the participation in the Conference through the official website of ICCE 2009 at

<http://www.icce2009.ied.edu.hk/>.

We look forward to seeing you in Hong Kong.

With best regards,

Program Co-chairs ICCE 2009

----- Reviews: -----

The full reviews follow:

.....

ACCEPTANCE -

Reviewer 1: definitely reject (confident)

Reviewer 2: inclined to reject (confident)

Decision: Reject

----- End of Forwarded Message -----

Email Notification to Author for Revising the Paper (Version 1)

Dear **(Author names)**,

We are very pleased to inform you that your paper **#WM-N**,

"Paper title"

has been accepted for publication as a workshop paper in **#Workshop Number and Workshop Name**. All workshop papers are included in the workshop proceedings published by the Asia- Pacific Society for Computers in Education (APSCE).

This acceptance is contingent upon your submission of the revised paper which further addresses the comments from the reviewers as appended in this letter. Your revised paper should be properly formatted according to the Author Guidelines listed on the official website of ICCE 2009 (http://www.icce2009.ied.edu.hk/cfp_author_guid.html). Papers failing to follow the stipulated formatting requirements will be returned. The camera-ready version of your revised paper should be submitted by August 31, 2009.

The page limit of workshop papers is 5 pages.

You are also required to send us the form of APSCE Transfer of Copyright Agreement (http://www.icce2009.ied.edu.hk/cfp_author_guid.html) in your final submission. Please download the form from <http://www.icce2009.ied.edu.hk/doc/ICCE2009agreement.doc> for your signature.

Please pass all the files for your final submission (including BOTH the MS Word (.DOC or .RTF) file and the PDF file of your revised paper, and the PDF file of the signed APSCE Transfer of Copyright Agreement) to the Workshop Co-chairs via email (**email address of the Co-chair**).

At least one author for every accepted paper is required to register for the participation in the Conference by September 30, 2009. Late registrations are welcomed but your paper will not be included in the workshop proceedings of the Conference. You are highly recommended to make the Early Bird Registration by September 15, 2009 to enjoy a special registration fee. A registrant will have at most two papers published in the

proceedings of the Conference. More Registration information is available at http://www.icce2009.ied.edu.hk/regist_cf.html.

For authors of workshop papers, oral presentations will be scheduled before the main conference period. A computer connected to a projector will be provided in each presentation session. Details of the configuration of the computers in the conference venue will be provided on the official website of the Conference (http://www.icce2009.ied.edu.hk/program_pa_pi.html) in due course. If you require special A/V requirement for your presentation, please contact us at icce2009@ied.edu.hk for possible arrangement. Please bring along with your notebook with the necessary software for presentation.

We would like to thank you for your interest in the Conference and your effort in preparing your submission. We look forward to seeing you in Hong Kong.

With best regards,

#WM Workshop Co-chairs ICCE 2009

Email Notification to Author for Revising the Paper (Version 2)

Subject: Please revised your paper for ICCE 2009

Dear M,

Your revised paper (CRC) has been received but its format does not properly meet the Author Guidelines listed on the official website of ICCE 2009 (http://www.icce2009.ied.edu.hk/cfp_author_guid.html). Please delete all the unnecessary comments and limit the page number to 8 pages (Full papers), 5 pages (Short papers) and 3 pages (Poster) respectively.

We have made some amendments to your paper. Please kindly find the Word file in attachment and upload this revised version to ICCE2009 Paper Management System if you have no further revision. Please upload a further revised version on or before 14/9/2009 (Monday) if you wish but make sure it complies with the Author Guidelines.

Please note that your paper will not be published in the Proceedings of ICCE2009 unless you pay the registration fee.

Thank you very much for your help.

Regards,
ICCE 2009

Email Reminder to Author about Paper Submission Reminder

Subject: Paper submission reminder for ICCE2009

Dear Dr. C,

This is from ICCE2009.

Your paper titled "W" #000 in C3 poster is accepted.

However, we did not receive your paper.

At least one author for every accepted paper is required to register for publishing in the proceedings of the Conference.

A registrant will have at most two papers published in the proceedings of the Conference.

According to our record, you made the registration on 15/9/09.

If you want to publish your paper in the proceedings, please reply this mail and upload the paper on or before 13 October 2009 (Tuesday).

Thank you very much for your attention.

Regards,
ICCE2009

Email Reminder to Author about Registration Reminder

Subject: Registration reminder for ICCE2009

Dear M,

This is from ICCE2009.

You paper titled “XXX” #000 in C3 full paper has been received.

However, we did not receive your registration.

At least one author for every accepted paper is required to register for publishing in the proceedings of the Conference.

A registrant will have at most two papers published in the proceedings of the Conference.

If you want to publish your paper in the proceedings, please reply this mail and pay the registration fee on or before 13 October 2009 (Tuesday).

If another author of your paper will present and has made the registration. Please also let us know.

For details of payment, please refer to:

http://icce2009.ied.edu.hk/regist_cf.html

Thank you very much for your attention.

Regards,
ICCE2009

Email Reminder to Participants to Register Before Issuing the Letter of Invitation

Dear T, A, K, V and D,

On behalf of the ICCE2009 Organizing Committee, we are pleased to invite your participation in this important event in Hong Kong. But before we offer you the letter of invitation to participate the conference, you are highly recommended to make the registration first. More registration information is available at http://www.icce2009.ied.edu.hk/regist_cf.html and http://www.icce2009.ied.edu.hk/regist_r.html.

All the expenses (including transportation, food, accommodation and registration) for the conference trip shall be the responsibility of xxx Foundation.

We are looking forward to sharing research experience with your colleagues at the Conference.

Yours sincerely,

K

Programme Coordinator Chair of ICCE2009

Email Acceptance Notification to Interactive Event Proposer

Subject: ICCE 2009 Interactive Event Proposal Notification

Dear Professors,

We received a good number of Interactive Event proposal submissions for ICCE 2009.

We are pleased to report that your proposal: **IE5-1 Playing and learning with dinosaurs in and out of school boundaries** has been accepted to be run in the Morning Session (around 3 hours) on 1 December 2009 in ICCE 2009, in the form of an interactive event provided you agree and accept the conditions as laid down by the Conference Organizing Committee as follows:

1. The interactive event proposer becomes the Interactive Event Co-chair of that theme.
2. The Interactive Event Co-chair follows the schedule as specified by the Conference Organizing Committee.
3. The Interactive Event Co-chair prepares a Call for Participation for your Interactive Event and sends it to Workshop/Tutorial/Interactive Event Coordination Chairs.
4. The Interactive Event Co-chair collects the respective Interactive Event participants via email as specified and files a copy to the Workshop/Tutorial/Interactive Event Coordination Chairs.
5. The Conference Organizing Committee will check the list for registration payment.
6. The Conference Organizing Committee will make a final decision, together the Workshop/Tutorial/Interactive Event Coordination Chairs, on whether an Interactive Event is to be run or not, and inform the Interactive Event Co-chair.
7. Interactive Event Co-chair will send acceptance/rejection notification letters to participants.
8. Interactive Event Co-chair prepares the event, sends a copy of the material to the Conference Organizing Committee for preparing the details of the operation of the Interactive Event, and makes a cc copy to Workshop/Tutorial/Interactive Event Coordination Chairs for final perusal.
9. An Interactive Event will only be held with 15 to 50 participants.
10. All participants should pay registration fee to the conference.

Note: The venue for your Interactive Event will be in a lecture theater with a capacity of 100 with standard equipment (PC with projector, microphone, and Internet access). Please bring along your own notebooks if you need them in the Interactive Event.

Important Date:

- Interactive Event Proposal: **July 31, 2009**
- Acceptance Notification: **August 17, 2009**
- Final Version: **August 31, 2009**

If you agree to the above conditions in running your Interactive Event in ICCE 2009, please send in your reply with the final version of Call for Participants to be posted on the conference website. We are working on a tight schedule and thus, your reply before 31 August is most appreciated.

With best regards,

L, PhD

ICCE 2009 Workshop/Tutorial/Interactive Event Coordination Chair

email:

URL:

Email Rejection Notification to Workshop Proposer

Subject: ICCE 2009 Workshop Proposal Notification

Dear K,

The ICCE workshop/interactive event organizing committee has reviewed your workshop proposal “Xxxxx” seriously but we regret to inform you that we are not able to accept it for the workshop because your proposal does not comply with the requirement of a workshop proposal.

The purpose of a workshop is to provide opportunity for a group of participants to discuss technical issues, to exchange research ideas, and to share practical experiences on some focused topics or emerging sub-areas in computers in education. (Your current proposal is a paper proposal instead of a workshop proposal. The workshop proposal should not focus on your own case study.)

Thank you for your submission and your continued support for ICCE.

Regards

LF

LF, PhD

ICCE 2009 Workshop/Tutorial/Interactive Event Coordination Chair

email:

URL:

Email Reminder for the Final Version of Workshop Proposal

Subject: Courtesy Reminder: ICCE 2009 Workshop Proposal Notification

Dear Prof C,

It is a courtesy reminder that we are preparing for posting your final version of Call for Workshop Paper:

(Wx-x) xxxxxx on the conference website.

Would you please send your reply with the final version of Call for Workshop Paper to us as soon as possible?

Thank you very much for your attention and I look forward to your reply.

Regards,
ICCE2009

Email Reminder to Event Organizers for the Program Schedule

Subject: Reminders for ICCE2009

Dear event organizers,

This is from ICCE2009.

Here are some friendly reminders for the program schedule.

Firstly, no lunch will be provided in the first two days of conference (30 Nov - 1 Dec, 2009). There is a canteen nearby at the conference venue at Block C - LP. The price for lunch is about HK\$40 - \$50 for each person.

Secondly, coffee break is not scheduled for the first two days of conference. In order to enhance opportunities for interactions among participants in these events, we re-schedule the programme of the first two days with coffee breaks with light refreshment at 10:15-10:45 am and 15:00-15:30 pm respectively. Please design your activities with coffee break sessions as scheduled.

As we are going to prepare for coffee break sessions, the number of person participating each event is needed. Please send us the most up to date name list and the number of participants that will attend the event (include organizers, speakers and participants). This can help us to better estimate the number of person for the coffee breaks.

Details of program schedule can be found here:

http://www.icce2009.ied.edu.hk/program_cp.html

Thanks again for your help and support to ICCE2009!

Regards,

ICCE2009

Email Reminder to Meta-reviewer (Version 1)

Subject: The Task of Meta-review of ICCE2009

Dear P,

Thank you very much for your support in serving as meta-reviewer of ICCE2009!

For details, please read the details inside this email.

Attached is the file assigning the paper for your meta-review (12 papers).

Please login to the system using your email account in this email and apply for a password if you have not done so.

<http://pss.cl.ncu.edu.tw/>

Then you can login as meta-reviewer after receiving your password from email.

You can browse the reviewing work assigned to you in the attached file and conduct the meta-review.

Please email me for discussion about the meta-review result. Please put your recommendation of acceptance (Full, Short or Poster paper) or reject to me in the attached file (filling in the last column for the 12 papers).

Please complete this in this one or two week and no later than the mid of July.

There are some outstanding reviews which we shall ask the reviewers to complete.

***AIM

The aim of meta-review is to ensure the quality of review of ICCE2009.

WORKING PRINCIPLE

One of the working principles of the review task of ICCE2009 is to select full papers with academic vigor so that it can reflect the quality of ICCE. To the greatest extent, no more than one-third of papers submitted will be accepted as full paper. Experiences from the past ICCE indicated that around one-quarter of paper were accepted as full-paper. We understand that this percentage may vary year by year and theme by theme depending on the quality of paper submitted in that year to that theme. On the other hand, short paper and poster paper will be a mean to encourage participation of ICCE2009.

WORKING GUIDELINE

The following guidelines may help the meta-reviewer to carry out this duty. Please work closely with the PC Co-chairs of your theme.

1. Please read the reviews assigned to you carefully and ensure that they are constructive.
2. You may communicate with PC Co-chairs to see whether some clarifications from some reviewers needed to improve the quality of review. Please insist that those very bad reviews are improved and the authors are provided with valuable feedback.
3. The alternative way is to provide an additional review in order to improve the quality of review to a paper. The additional review has two functions. One is for achieving the goal of providing constructive feedback to authors. Another is to help to make decision on paper acceptance / rejection which may be needed in some occasions when the review results is not clear for making a decision from the three original reviewers. The additional review can be in the form of a summary justifying your decision by pointing at the strengths and limitations of the paper. Please work very closely with the PC Co-Chairs for providing additional review with the latter function and making the decision of acceptance / rejection.
4. In order to reduce the workload of meta-reviewers, we may accept the criterion that those papers with agreement of three reviewers for paper acceptance / rejection will be accepted / rejected as it is. Of course, the adoption of this criterion still needs the judgment of the meta-reviewers on the quality of these reviews. Please work closely with PC Co-chairs.
5. When full-paper acceptance is not considered as appropriate for a paper, please comment whether the paper should be rejected or alternatively can be recommended

for short paper or poster paper. For some papers as considered inappropriate to be accepted for presentation in the main conference of ICCE2009 in the category of full, short or poster papers, authors still may have opportunities to present in workshops of ICCE2009 and published in the workshop proceedings if they submit their papers to workshops for consideration. We shall call for workshop paper in early July.

6. Thank you very much for your support in this scholarly activity!

Cheers,
K

Email Reminder to Meta-reviewer (Version 2)

Subject: Friendly Reminder of Deadline Approaching of Review Assignment for ICCE2009: Theme-based Sub-conference C2 on Computer-supported Collaborative Learning (CSCL) and Learning Sciences

Dear K,

Thank you for assisting in reviewing submissions for ICCE2009. This is a friendly reminder that the deadline 6 July 2009 (Monday) is approaching. Please help to complete the review assignment on or before the deadline. Please ignore this email if you have already finished the review assignments.

In preparing your reviews we ask that you bear in mind that this is an international conference and that many of our submissions come from authors who are not writing in their first language. If you detect problems with English usage, please bring this to our attention. If the problems can be readily rectified through the services of an editor, please make this recommendation to the author(s).

If, however, you find that you cannot effectively assess the contribution of the paper because of problems with the writing, this may be grounds for rejection.

You may also find some of the submissions slightly too long. This may be the result of formatting or other problems and you may ignore these discrepancies for now. In the event that the paper is accepted, we will rectify this prior to publication. Of course, if the paper is much too long, this may be grounds for rejection.

The papers assigned to you have been listed below:

(#000) Xxx Xxx

If you identify any papers with conflict of interests (e.g. the author or co-authors are from the same lab or department or institution), please let us (cn@abc.com; cl@abc.com) know immediately so that we can re-assign the papers to other reviewers.

Please be thorough, constructive and impartial in your reviews. Please help to complete

this reviewing task on or before 6 July 2009 (Monday).

Use the website listed below to file your reviews:

<http://pss.cl.ncu.edu.tw/>

Your user ID and password are provided below:

Username: abc@abc.com

Password: xxxxxx

Login type: Reviewer

Regards,

ICCE2009 C2 Sub-Conference Program Co-Chairs,
CN and CL

Email Reminder to Meta-reviewer (Version 3)

Subject: Reminder of Completing the Review Assignment for ICCE2009: Theme-based Sub-conference C4 on Classroom, Ubiquitous, and Mobile Technologies Enhanced Learning (CUMTEL)

Dear xxx,

Thank you for promising to assist us to review papers submitted to ICCE2009. This is a reminder that the deadline was June 29, 2009 (Monday). Please help to complete the review assignment as soon as possible. We shall start another stage of the review exercise in the coming week.

Please ignore this email if you have already finished the review assignments.

Thank you very much for your effort in serving this scholarly activity!

Regards,

ICCE2009 C4 Sub-Conference Program Co-Chairs,
CL and MM

Email Reminder to Meta-reviewer (Version 4)

Subject: Review Assignment for ICCE2009: Theme-based Sub-conference C5 on Digital Game and Intelligent Toy Enhanced Learning (DIGITEL)

Dear W,

Thank you for assisting with reviewing submissions for ICCE2009. We appreciate your help in ensuring that every submission is carefully and fairly evaluated.

In preparing your reviews we ask that you bear in mind that this is an international conference and that many of our submissions come from authors who are not writing in their first language. If you detect problems with English usage, please bring this to our attention. If the problems can be readily rectified through the services of an editor, please make this recommendation to the author(s). If, however, you find that you cannot effectively assess the contribution of the paper because of problems with the writing, this may be grounds for rejection.

You may also find some of the submissions slightly too long. This may be the result of formatting or other problems and you may ignore these discrepancies for now. In the event that the paper is accepted, we will rectify this prior to publication. Of course, if the paper is much too long, this may be grounds for rejection.

The papers assigned to you have been listed below:

(#000) Xxxxxx

(#000) Xxxx?

If you identify any papers with conflict of interests (e.g. the author or co-authors are from the same lab or department or institution), please let us know immediately so that we can re-assign the papers to other reviewers.

Please be thorough, constructive and impartial in your reviews. Please help to complete this reviewing task on or before June 29, 2009 (Monday).

Use the website listed below to file your reviews:

<http://pss.cl.ncu.edu.tw/>

Your user ID and password are provided below:

Username: abc@263.net

Password: 7539987306

Login type: Reviewer

Regards,

Program Co-Chairs, ICCE 2009 C5

HA

JL

Email Reminder to Meta-reviewer (Version 5)

Subject: Reminder of Completing Review Assignment of ICCE2009: C6 Technology, Pedagogy and Education

Dear Dr. Y,

This is a reminder that the deadline of the captioned activity was June 29, 2009 (Monday). Please help to complete the review assignment in your earliest convenience.

Here is the procedure for login to our system to conduct the review task.

1. Visit our system and login as Reviewer in <http://pss.cl.ncu.edu.tw/>
2. Apply for a password as a "New User" if you have not done so. Please use your email address in this email.
3. Wait for the password which will be sent to your email account.
4. Use the email account and password to login as reviewer after receiving your password from email.

Thank you very much for your effort in serving this scholarly activity!

Cheers,

K

Program Coordination Chair of ICCE2009

Preliminary Invitation Email to be a Theme-based Invited Speaker

Subject: Invitation to be a Theme-based Invited Speaker at ICCE 2009

Dear G,

Greetings from Hong Kong!

We would like to invite you to be a theme-based Invited Speaker in ICCE 2009 C5 (DIGITEL track). The conference will offer you US\$500 honorarium and accommodation, but you have to pay your airfare and registration.

Would you accept our invitation?

We would appreciate your indication of interest at your earliest convenience. If you agree, the coordinating PC Chair of the conference will send you a formal invitation.

We look forward to seeing you in Hong Kong.

Cheers,

xxx

Email to Theme-Based Invited Speaker for Arrangement of Accommodation

Subject: Invitation as Theme-Based Invited Speaker of ICCE 2009 which is hosted by the Hong Kong Institute of Education

Dear Professor Y,

Thank you very much for your acceptance of delivering a theme-based invited speech of ICCE2009.

You are entitled for the accommodation to stay in our Visitors' Centre at the Tai Po Main Campus in the Hong Kong Institute of Education from the afternoon session on November 29 to the morning session on December 5, 2009. It is a guest house for a couple with self-contained toilet.

With this regard, may I know your planning of stay in our Visitors' Centre so that we can plan for your stay in the HKIEd.

Cheers,

K

Head of Department of Mathematics and Information Technology
The Hong Kong Institute of Education (HKIEd)

Email to Keynote Speaker for the Consent of Uploading the Video for Internal Use

Subject: Powerpoint file for your Keynote Speech of ICCE 2009

Dear KK,

Time flies. ICCE2009 is approaching.

Firstly, may I have your help to send us a PowerPoint file (of which the contents related to your intellectual concern are omitted) for your speech by 16 November 2009 (Monday). The PDF version of this PowerPoint file will be uploaded onto the official website of the Conference.

Secondly, may I also have your consent to video-tape your keynote speech? The digital video will be for internal use of our students especially our students in Master and Doctoral levels of the Hong Kong Institute of Education. Students and teachers of HKIEd need to login using their HKIEd account to access the speeches of the keynote speakers of ICCE2009.

Cheers,

K

Invitation Email to Program Committee Co-Chair

Subject: Forming Programme Committee of Each Theme-based sub-conference of ICCE 2009

Dear T, D, A and C,

Thank you very much for your commitment in serving in the capacity as Programme committee Co-Chair of our six theme-based sub-conferences of ICCE2009!

May I have your help to form the Programme Committee of your theme-based sub-conference of ICCE2009 in mid March 2009.

Please pass the name list of the programme committee member and additional reviewer with name (surname first then last name with last name in CAPITAL letter to avoid confusion), Institute working, country of the institute and email address.

The PC member list and additional reviewer list of a theme should look like this
PC Member List of a theme (the following name are just samples for illustration)

Xxx XXX, T University, Japan (Email: abc@abc.com)

Xxx XXX, N University, Taiwan (Email: abc@abc.com)

Xxx XXX, The Hong Kong Institute of Education, Hong Kong (Email: xxx@ied.edu.hk)

Additional Reviewer of a theme

Firstname LASTNAME, XYZ University, Country (Email: abcdef@ghi.jkl.mn)

I shall write to say thank you to the PC members and additional reviewers formerly at a later stage.

Please make reference to the PC members in the previous year to avoid too much overlapping of members among sub-conferences.

Cheers,

K, Ph.D.

The Hong Kong Institute of Education

For and on behalf of the Program Coordination Committee of the 17th ICCE2009

Please help to disseminate the Call For Paper of ICCE2009.

The 17th International Conference on Computers in Education, ICCE 2009
Call for Paper

November 30, 2009 (Monday) to December 4, 2009 (Friday)
Hong Kong

Organized by the Asia-Pacific Society for Computers in Education

<http://apsce.net/>

Hosted by the Hong Kong Institute of Education, Hong Kong

<http://www.icce2009.ied.edu.hk/>

Community Building of Frontiers in Computers in Education

ICCE 2009 will be a meta-conference for researchers in the Asia-Pacific region to connect with international research communities for the worldwide dissemination and sharing of ideas for research in the field of Computers in Education. Six coherently interrelated sub-conferences, of each is organized by its own program committee on a specialized theme, will be arranged in the five-day Conference. Researchers and graduate students are welcomed to participate in paper presentations (8-page full papers, 5-page short papers and 2-page poster papers), workshops, open forums, tutorials, doctoral student consortia, panel discussions and interactive sessions under the following six themes:

C1: ICCE Conference on Artificial Intelligence in Education/Intelligent Tutoring System (AIED/ITS) and Adaptive Learning

C2: ICCE Conference on Computer-supported Collaborative Learning (CSCL) and Learning Sciences

C3: ICCE Conference on Advanced Learning Technologies, Open Contents, and Standards

C4: ICCE Conference on Classroom, Ubiquitous, and Mobile Technologies Enhanced Learning (CUMTEL)

C5: ICCE Conference on Digital Game and Intelligent Toy Enhanced Learning (DIGITEL)

C6: ICCE Conference on Technology, Pedagogy and Education

The six theme-based sub-conferences will foster the building of research communities in the field of Computers in Education. The meta-conference is anticipated not only allowing researchers to enhance their identity in the thematic research communities, but also bringing them the open-mindedness and inspiration for their future research.

The submission deadlines for the scholarly work for the Conference are listed below.

May 4, 2009: Conference Papers

May 31, 2009: Workshop Proposals

July 31, 2009: Open Forum Proposals, Tutorial Proposals, Doctoral Student Consortium Papers, Panel Proposals, Interactive Sessions Proposals

August 31, 2009: Workshop Papers

Please visit our official website at <http://www.icce2009.ied.edu.hk> for the full details of the Conference.

Hong Kong is a vibrant city which cares about the use of digital technology to improve quality of education. We look forward to your participation in this important event in Hong Kong.

Yours truly,

K, Ph.D.

The Hong Kong Institute of Education

For and on behalf of the Organizing Committee of the 17th ICCE

Invitation Email to Program Committee Member (Version 1)

Subject: Invitation as the PC Member of the Theme-based Sub-conference “Classroom, Ubiquitous, and Mobile Technologies Enhanced Learning (CUMTEL)” of ICCE

March 12, 2009

Dear Professor K,

**Invitation as the Program Committee Member of the Theme-based Sub-conference
“Classroom, Ubiquitous, and Mobile Technologies Enhanced Learning (CUMTEL)”
of ICCE 2009**

With regard to our organization of the International Conference on Computers in Education (ICCE) in November and December 2009, I am writing to invite you to serve as the Program Committee (PC) Member of the theme-based sub-conference “Classroom, Ubiquitous, and Mobile Technologies Enhanced Learning (CUMTEL)” of ICCE 2009.

ICCE 2009 will be a meta-conference with six coherently interrelated sub-conferences for the dissemination and sharing of ideas for research in the field of Computers in Education. Your impressive accomplishments and notable contributions in the research area of CUMTEL would greatly help us to host the captioned theme-based sub-conference. It would be grateful if you could serve as the PC member of this theme-based sub-conference to upkeep the academic and professional quality of the Conference.

It is anticipated that your collaborative input as a PC member of the captioned theme-based sub-conference would greatly contribute to the success of the Conference. We eagerly await your acceptance of this invitation. It would be much obliged if you would inform us your decision at your earliest convenience. Should you have any queries, please feel free to contact us at (icce.cumtel@gmail.com).

We look forward to working with you in the ICCE 2009. Thank you very much for your kind consideration.

Yours sincerely,

C (University, Taiwan)

M (University, Sweden)

Program Committee Co-Chairs of theme-based sub-conference “Classroom, Ubiquitous, and Mobile Technologies Enhanced Learning (CUMTEL)” of ICCE 2009

K (The Hong Kong Institute of Education, Hong Kong)
Organizing Committee Chair of ICCE 2009

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Call for papers for ICCE Conference on Classroom, Ubiquitous, and Mobile Technologies
Enhanced Learning (CUMTEL)

30 November to 4 December, 2009
Hong Kong

Organized by the Asia-Pacific Society for Computers in Education
Hosted by the Hong Kong Institute of Education, Hong Kong
<http://www.icce2009.ied.edu.hk/>

In response to the emerging research diversity, ICCE2009 will be a meta-conference – a conference of collocated theme-based conferences. This is the Call for Papers for the theme-based conference, C4: ICCE Conference on CUMTEL, standing for “Classroom, Ubiquitous and Mobile Technologies Enhanced Learning”.

Advocated by educators and researchers, the notion of ONE-TO-ONE technology enhanced learning (the OLPC project of MIT is an example) is attributed to the increasing adoption of mobile, connected, and personal computing devices in everyday life and work. This latest approach brings the potential for promoting rapid changes to the field of education. Together with pervasively embedded cheap and tiny computing chips and sensors in our living and learning environment, such technologies do not only make tangible objects smart, but also provide us with novel ways to interact with our environment both, from an individually and collaboratively perspective. Thus, these new technologies can be considered as driving forces that connect seamlessly formal learning settings, such as classrooms or lecture halls in schools or universities, and informal learning settings, such as outdoor environments or museums, forming various learning scenarios. Therefore, CUMTEL has initiated a new line of educational research that highlights both pedagogical and technological innovation in order to support and amalgamate contemporary pedagogical design for individual and collaborative learning including also game-like based learning. This theme-based conference will expose the results of current research efforts in this field as well as future challenges in terms of pedagogies and technologies. The scope of CUMTEL will cover but not be limited to:

- Classroom human-computer interaction
- One-to-one learning scenarios
- Mobile social networks

- Mobile and ubiquitous computing support for collaborative learning
- Web 2.0 and mobile applications for learning and teaching
- Wireless sensor networks to support learning
- Small-screen interface design
- Context-aware learning environments
- Mobile Collaborative Learning Systems
- Issues related to the adoption of one-to-one technology for learning
- New learning/instruction devices
- Game-based learning with ubiquitous and one-to-one technologies
- Adaptive and adaptable learning environments using mobile and ubiquitous devices
- New pedagogical approaches for ubiquitous learning environments
- Agent support for ubiquitous learning and one-to-one classrooms
- Surveys of learners
- Architectures and infrastructures for ubiquitous learning and one-to-one classroom systems
- Evaluation and evaluation methodologies

Important Dates

Event	Submission	Acceptance Notification	Final Version Due
Conference Papers	May 4, 2009	July 31, 2009	Aug. 31, 2009
Workshop Proposals	May 31, 2009	June 30, 2009	July 31, 2009
Workshop Papers	Aug. 31, 2009	Sep. 15, 2009	Sep. 30, 2009
Call for Open Forum Proposals	July 31, 2009	Aug. 31, 2009	Sep. 30, 2009
Tutorial Proposals	July 31, 2009	Aug. 15, 2009	Aug. 31, 2009
Doctoral Student Consortium Papers	July 31, 2009	Aug. 15, 2009	Aug. 31, 2009
Panel Proposals	July 31, 2009	Aug. 15, 2009	Aug. 31, 2009
Interactive Sessions Proposals	July 31, 2008	Aug. 15, 2008	Aug. 31, 2008

Some of the best papers from this ICCE conference on CUMTEL will be invited to submit an extended and revised version for a special issue to be published in the journal of *Educational Technology and Society* (SSCI indexed) in October 2010.

Invitation Email to Program Committee Member (Version 2)

Subject: Invitation to serve as Program Committee Member of the 17th ICCE 2009

Dear Professor G,

On behalf of the 17th ICCE2009 Program Committee, may I have the honour to invite you to be our Program Committee member of ICCE 2009 in the following sub-theme:

C6: ICCE Conference on Technology, Pedagogy and Education.

We need your expertise to advise our program, help to review paper of the conference and advise keynote speakers of ICCE 2009.

Details of the conference can be reached at <http://www.icce2009.ied.edu.hk>

May I thank you in advance for your consideration and looking forward to your positive response!

Cheers,

K, Ph.D.

The Hong Kong Institute of Education

For and on behalf of the Program Committee Co-Chairs of the 17th ICCE2009

Invitation Email to Program Committee Member (Version 3)

Subject: ICCE 2009

Dear Professor T,

I am organizing ICCE2009. Details of the conference can be reached at <http://www.icce2009.ied.edu.hk>

On behalf of the organizing committee, may I have the honour to invite you to be our Program Committee member of ICCE 2009 in the following sub-theme:

C6: ICCE Conference on Technology, Pedagogy and Education.

We need your help to advise our programme in this sub-theme, help to review paper of the conference of this sub-theme and advise additional conference paper reviewer of this sub-theme if there are.

Looking forward to your positive response!

Cheers,

K, Ph.D.

The Hong Kong Institute of Education

Hong Kong

Email to Program Committee Member to Express Gratitude

Dear Program Committee Member,

We have received 295 submissions for ICCE2009. We finally accept 69 full, 98 short and 62 poster papers.

We would like to take this opportunity to express our heartfelt thanks for your efforts in serving as the Program Committee Member and your dedication of time and expertise to this most challenging and demanding review task of ICCE2009.

ICCE initially was a biannual event and then has been an annual event since 1989. This year is the 20th Anniversary of this Conference Series. ICCE2009 will be a meta-conference for researchers in the Asia-Pacific region to connect with international research communities in the field of Computers in Education.

Please join us to build the community in the frontiers in Computers in Education. You are most appreciated to check the details of the theme-based conference activities at our official website

<http://www.icce2009.ied.edu.hk/>

We look forward to your continual support for ICCE2009 and your visit to the Hong Kong Institute of Education (HKIED), Hong Kong from November 30 to December 4, 2009.

Cheers,

K, PhD

The Hong Kong Institute of Education

Program Coordination Chair of ICCE2009

Invitation Email to Participants to Join the Tutorial and Interactive Events

Subject: Invitation to Tutorial and Interactive Events of ICCE2009

Dear ICCE2009 Participants,

You are invited to join the tutorial and interactive events on Nov 30 (Mon) and Dec 1, 2009 (Tue).

There are one tutorial and seven interactive events during these two days.

For tutorial: http://www.icce2009.ied.edu.hk/program_t.html

For interactive events: http://www.icce2009.ied.edu.hk/program_i.html

There are quotas for these events which are open for enrollment on a first-come-first-served basis for **registered participants**. There is no additional fee for participating in these activities.

If you are interested in joining these events, please contact the event organizers **directly** by Nov 22, 2009.

For the schedule of these tutorial and interactive events, please visit

http://www.icce2009.ied.edu.hk/program_cp.html

Thank you for your support to ICCE2009!

Regards,
ICCE2009

Email for Nomination of Keynote Speakers for ICCE2009 – Stage I

Subject: Nomination of Keynote Speakers for ICCE2009 – Stage I: Nomination with no discussion

Dear Program Committee Members of ICCE2009,

First of all, may we take this opportunity to say thank you for accepting our invitation to serve as PC member for ICCE2009.

We are now in a position to nominate keynote speakers for ICCE2009. We are looking for 3 to 4 keynote speakers. The six themes of the conference can be reached at <http://www.icce2009.ied.edu.hk>.

With this in mind it is my pleasure to invite all of you to nominate keynote speakers of ICCE2009 who are working at the frontiers of computers in education and will contribute significantly to the themes of ICCE2009.

Please start the nomination process as soon as possible. We hope this can be done in about one or two weeks. In order to make this nomination run smoothly, we shall work in two stages.

Stage one - Nomination without discussion

Nomination details

Title (Dr, Prof, etc), First Name, Last Name, Affiliation, Country, email address

Brief introduction about the research expertise of nominee and potential title of talk contributing to ICCE2009

Stage two – Discussion of Nomination

We shall remove the email addresses of those colleagues being nominated in the mailing list and start the discussion about the nomination.

The program committee will then continue working on the nomination list.

Please start to nominate by replying to all in this email.

Cheers,

K,

O

Chairs of Program Coordination Committee of ICCE2009

Invitation Email for the Nomination of Best Paper Award

Subject: Nomination of Best Paper Award

Dear Colleagues,

May I invite EACH theme-based sub-conference to nominate ONE Best paper in each of the following THREE CATEGORIES? You have the option of not nominating in each of the category. In other words, each theme-based sub-conference will nominate altogether at most three papers.

1. Best Paper Award (First author is not a student)
2. Best Student Paper Award (A Student as first author)
3. Best Technology Design Paper Award (This award is design for those papers with outstanding work on the technical design of systems for pedagogical or educational use. This is for encouraging researchers to conduct also research on technical design of innovative computer systems so that we have a continuum of research of innovative computers systems as well as study on the impact of these systems on pedagogical and educational use. I think later we should also design award for those policy research so that can also encourage research into policies and practices.)

May I have your nomination by 14 of August? You can just give us the Paper ID.

We shall then form a committee with members with no conflict of interest to select ONE Best paper in each category. All papers being nominated will be indicated in the Abstract Summary Handbooks of the conference and all nominated papers will be presented with a certificate of nomination in their presentation sessions.

“Best Papers” are considered to be presented in the Open Ceremony of ICCE2009 if the logistic can be arranged. This may help to attract more participants to attend those sessions with Best Paper Award in the above three categories.

Please send all nominations to all colleagues in this email. I shall coordinate this with xxx to form a committee on the selection. I have to declare here that I have not submitted any paper to ICCE2009 and shall not have any conflict of interest except that I am still a co-chair of C6. Therefore, you are still welcome to voice your opinion about the formation of

this committee. I shall let you know the committee member after the nomination.

Cheers,

K

Email Notification to Participants who are Nominated for Best Paper Award

Subject: Nominated for Best Paper Award for ICCE2009

Dear ICCE2009 participants,

Your paper has been nominated for the best paper award.

You are invited to come to the Opening Ceremony of ICCE2009.

The ceremony is held on 2 December, 2009 (Wednesday) from 11:45am to 12:45pm at The Hong Kong Institute of Education, D2-LP-04.

Details of program can be found here.

http://www.icce2009.ied.edu.hk/program_cp.html

(nominated papers are marked with *)

Please let us know if you come to the opening ceremony by replying this email.

Thank you for your help and support to ICCE2009.

Regards,
ICCE2009

Email Notification of the Result of APSCE Young Researcher Leader Award 2009

Subject: Notification of Result: APSCE Young Researcher Leader Award 2009 (Receipt ID: YRLA-02)

Dear Dr. H (candidate), Dr. C and Dr. U (nominators),

First of all, the APSCE award subcommittee would like to express its gratitude to you for your application to the 1st APSCE Young Researcher Leader Award in 2009.

APSCE Young Researcher Leader Award aims to recognize a young APSCE Member who has produced international quality research outputs, and is able to demonstrate ambitious and aspirations consistent with the potential to achieve world-leading status. Applications for this award were solicited for about two months from the beginning of the April to the end of May, 2009.

As the result 6 applications from 4 regions were received. The process of selection includes rounds of careful deliberation, discussion and voting by the Executive Committee of APSCE.

We would like to thank all those who applied to the award.

Focusing on the sound and substantial research work in the fields of Computers in Education as well as contributions to APSCE, we are pleased to inform that you have been selected to receive the APSCE Young Researcher Leader Award. Congratulations!

The award includes:

- 1) Young Researcher Leader Award Certificate
- 2) 500USD prize money
- 3) Indication of your name on APSCE web site
- 4) Indication of your name on ICCE proceedings for five years
- 5) Receiving a nomination for the Theme-Based Speaker for the next ICCE conference

We will formally present the award during ICCE2009 in Hong Kong.

You will be informed about the schedule of the award presentation later.

We look forward to seeing you in Hong Kong.

Regards,

APSCE Award Subcom,

Y (Chair)

T

L

R

Email Invitation to the President of HKIED to be the Officiating Guest in the Opening Ceremony

Subject: Officiate at the 17th International Conference on Computers in Education (ICCE2009) - a 15th Anniversary Event of HKIED

Dear Professor C,

On behalf of the Organizing Committee of the 17th International Conference on Computers in Education, ICCE 2009, I would like to cordially invite you to officiate at the ICCE 2009 opening ceremony, which is scheduled on December 2, 2009 (Wednesday) at around 9:00 am to 10:00 am.

ICCE 2009 is a meta-conference for researchers in the Asia-Pacific region to connect with international research communities for the worldwide dissemination and sharing of ideas for research in the field of computers in education. It is honorable that HKIED has been chosen as the organizing institute to host ICCE 2009 at the Tai Po Main Campus from November 30, 2009 (Monday) to December 4, 2009 (Friday).

I am glad to report to you that our organizing work has been keeping up the high academic profile of the Conference. This year a total of 297 experts specialized in computers in education, who are from 32 different countries in 5 continents, serve as members of the Program Committee to contribute to the organization of the Conference. In addition, we have received 295 paper submissions from researchers in 35 countries, and finally accepted 69 full papers, 98 short papers and 62 poster papers. The acceptance rate of the full paper is 29.5%. We have also successfully invited 11 renowned academics in the field of computers in education as keynote/invited speakers to deliver insightful speech at the Conference. Details of the keynote/invited speakers are available on the official website of the Conference at http://www.icce2009.ied.edu.hk/keynote_speakers.html.

I am now working with the EDB officials in charge of IT in Education to seek the opportunity to invite our Secretary for Education Mr M, GBS, JP, or Under Secretary for Education Mr K, JP, and also hopefully the Member of the Legislative Council of Hong Kong (Functional Constituency - Information Technology) Dr H, JP to officiate the ICCE 2009 opening ceremony with you to share the joy of the Institute in the organization of such an international academic conference.

Your presence to the ICCE 2009 opening ceremony will definitely help the Institute to show the warmest welcome to all the participants of the Conference. I sincerely hope that you could grace us with the presence of the opening ceremony and deliver a short speech to share the vision of educational research with the participants of the Conference.

Thank you very much for your kind consideration and looking forward to your positive reply!

Yours sincerely,

K, Ph.D.

Department of Mathematics and Information Technology,
The Hong Kong Institute of Education

Invitation Email to the Opening Ceremony and Conference Banquet to Officiating Guest

Subject: Invitation to the ICCE2009 Opening Ceremony and Conference Banquet

Dear Mr. XXX,

17th International Conference on Computers in Education, ICCE 2009

November 30, 2009 (Monday) to December 4, 2009 (Friday)

Tai Po Main Campus, Hong Kong Institute of Education

On behalf of the Organizing Committee of the 17th International Conference on Computers in Education, ICCE 2009, I would like to cordially invite your presence at the Opening Ceremony and Conference Banquet of ICCE 2009, which are scheduled on December 2 (Wednesday) and December 3, 2009 (Thursday), respectively.

It is honorable that the Hong Kong Institute of Education (HKIED) has been chosen as the organizing institute to host ICCE 2009 for the worldwide dissemination and sharing of ideas for research in the field of computers in education. Details of the Conference are available on the ICCE2009 official website at <http://www.icce2009.ied.edu.hk/index.html>.

To share the joy with our treasured colleagues in the organization of such an international academic conference, you are cordially invited to attend the Opening Ceremony and Conference Banquet of ICCE2009 with details as follows:

1) Opening Ceremony

Date: December 2, 2009 (Wednesday)

Time: 11:45 am to 12:45 pm

Venue: Room D1-LP-04, Tai Po Main Campus, HKIED, 10 Lo Ping Road, Tai Po, N.T.

Remark: Free parking service will be available at the Tai Po Main Campus of HKIED. Please inform us about your vehicle registration number for this service, if required.

2) Conference Banquet

Date: December 3, 2009 (Thursday)

Time: 7:30 to 9:15 pm

Venue: Happiness Cuisine, 1/F, Science Park West Avenue, Hong Kong Science Park, Shatin, N.T.

Remarks: (i) Free shuttle bus service to the venue of the Conference Banquet will be available at the Tai Po Main Campus of HKIEd. Please assemble at 5:45pm outside Room D2-LP-08 for this service, if required.

(ii) Four-hour free parking service will be available at the venue of the Conference Banquet.

It would be much appreciated if you could confirm your presence at the events by replying this email **on or before November 27, 2009 (Friday)**.

Thank you very much for your kind attention and looking forward to your positive reply!

Yours sincerely,

YYY, Ph.D.

Head of Department of Mathematics and Information Technology,

The Hong Kong Institute of Education

Invitation Email to the Opening Ceremony to Colleagues of HKIEd

Subject: Invitation to the ICCE2009 Opening Ceremony

Dear Colleagues,

17th International Conference on Computers in Education, ICCE 2009

November 30, 2009 (Monday) to December 4, 2009 (Friday)

Tai Po Main Campus, Hong Kong Institute of Education

On behalf of the Organizing Committee of the 17th International Conference on Computers in Education, ICCE 2009, I would like to cordially invite your presence at the Opening Ceremony of ICCE 2009, which is scheduled on December 2 (Wednesday).

It is honorable that the Hong Kong Institute of Education (HKIEd) has been chosen as the organizing institute to host ICCE 2009 for the worldwide dissemination and sharing of ideas for research in the field of computers in education. Details of the Conference are available on the ICCE2009 official website at <http://www.icce2009.ied.edu.hk/index.html>.

To share the joy with our treasured colleagues in the organization of such an international academic conference, you are cordially invited to attend the Opening Ceremony of ICCE2009 with details as follows:

Date: December 2, 2009 (Wednesday)

Time: 11:45 am to 12:45 pm

Venue: Room D1-LP-04, Tai Po Main Campus, HKIEd, 10 Lo Ping Road, Tai Po, N.T.

It would be much appreciated if you could confirm your presence at the event by replying this email **on or before November 27, 2009 (Friday)**.

Thank you very much for your kind attention and looking forward to your positive reply!

Yours sincerely,
YYY, Ph.D.

Head of Department of Mathematics and Information Technology,
The Hong Kong Institute of Education

Speech in the Opening Ceremony by Programme Coordinator Chair

Mr. A, Dr. B, Prof. C, Distinguished Guests, Ladies and Gentlemen,

On behalf of the program coordination committee, I am delighted to report to you about the programme of ICCE2009. This year we have Six Theme-Based Sub-Conferences. They are AIED/ITS and Adaptive Learning; CSCL and Learning Sciences; Advanced Learning and Performance Technologies, Open Contents, and Standards; CUMTEL; DIGITEL and Technology, Pedagogy and Education. They cover nearly all the frontiers of research into computers in education today. This meta-conference is anticipated not only allowing researchers to enhance their identity in the thematic research communities, but also bringing them the inspiration for their future research by crossing over with other research themes.

We have 295 papers submitted this year. You can guess/tell that the double-digit numbers of submission are papers from Japan, Taiwan, Hong Kong, Singapore, Malaysia, the United States, China and South Korea. The long tail is papers from countries of the five continents. These figures tell us that we are an “International conference” and it stands in the Asia-Pacific region.

We have around half of the submission in themes C6 and C2. They are more pedagogical oriented. We have another half of the submission in themes C1, C3, C4, and C5. They stand more on the technical side of this research community. These figures tell us that the ICCE community is working for the advancement of education by researching into the appropriate use of technology and pedagogy.

This year we have 297 Program Committee members. The number of PC members is nearly equal to the number of papers submitted. Therefore, this year each paper was reviewed by three PC members and each PC member reviewed around three papers. What do these figures tell us? We conducted a vigorous paper review process. We did not overload the review work of PC members. This can be done in ICCE because we can recruit nearly 300 academics to serve as our PC members. This is not the end of the paper review task this year. We conducted further a meta-review. We invited meta-reviewers to review the review work of our colleagues before we made the final decision of paper acceptance.

What is the outcome? Among the 234 full papers submitted, only 69 are accepted as full papers. The full paper acceptance rate is 29.5%. Among all the themes, C5 has the lowest. However, please be reminded that these figures just so happen this year. Please do not use it for projection for the coming ICCE.

ICCE2009 has a 5 day programme. In the coming three days, you have 5 keynote speakers and 6 theme-based invited speakers. On behalf of the program coordination committee, may I invite you to join me to thank R, S, T, U and V. We have nearly 300 PC members this year because we have the strongest team of Program Co-Chairs. They are J, K, L and M. Thanks also go to the Doctoral Student Consortium Chairs, AA, BB and CC; Workshop/ Tutorial/ Interactive-Event Coordination Chairs, DD and EE; Poster Coordination Chairs, FF, and GG. Thanks also go to our Co-organizers, CITE of HKU, CAITE of CUHK and Department of Computer Science of CityU; and Sponsors, APSCE, the HKIEd, Microsoft and LTTC of HKIEd.

Dr. T once reminded me that after 10 years nobody will remember ICCE2009 in Hong Kong. However, people will ask which region hosted ICCE in its 20th Anniversary. So I presented to you in this conference the USB Proceedings of ICCE2009 with the 20th Anniversary Logo.

ICCE is an occasion for Community Building of Frontiers in Computers in Education. Wish you enjoy ICCE2009 and have a fruitful tour in Hong Kong!

Thank you!

Speech in the Opening Ceremony by Vice President of HKIEd

Mr. C, Dr. T, Prof. X, Distinguished Guests, Ladies and Gentlemen,

Welcome to the Hong Kong Institute of Education for the ICCE2009! The year 2009 is a year of significance for both our Institute and the ICCE. While the HKIEd celebrates our 15th Anniversary, I understand the ICCE is also celebrating its 20th Anniversary this year.

I would first like to take this opportunity to thank the Asia-Pacific Society for Computers in Education for partnering with the Institute to host this international conference. And it is my great pleasure to meet you all, especially those who have travelled from afar to be here in Hong Kong today.

Hong Kong places great emphasis on the use of IT to enhance the quality of education. Our government has been making significant investment in IT to facilitate education for over a decade. The Hong Kong educational community benefits considerably from the extensive use of IT and digital resources in daily learning and teaching activities. Nowadays, nearly every classroom in Hong Kong schools is equipped with a computer connected to the Internet.

To meet the ever-changing needs of the digital age, our Institute has made a great effort in creating an IT-rich campus environment. Each of our full-time students can now enjoy the privilege of having a Netbook for their personal use throughout their course of studies, with the Netbook facility provided by the Institute. In addition to this support, our campus-wide wireless network allows all members and visitors, including everyone of you, to have access to the Internet with Wi-Fi device for free anytime, anywhere in the Institute. To provide our students with the best learning support environment, our Institute has of late established the “Learning Commons” area which can accommodate 300 students. In this area, students can have discussions and exchange ideas freely with easy access to all types of learning resources which are available in the Library, Language Centre, and the Office of IT and Services. During the conference period, do take a tour of the Learning Commons, which is just next to this lecture theater.

On behalf of the Institute, I would like to express our gratitude to parties and individuals that have given their support to the organization of ICCE2009. My heartfelt thanks go to

Mr. C, and Dr. T, for being the Officiating Guests at the Ceremony. We are also grateful for the support given by the co-organizers of the Conference, Dr. A from the University of Hong Kong, Prof. L from the Chinese University of Hong Kong, and Dr. K from the City University of Hong Kong. May I also take this chance to thank Mr. W from the Microsoft Hong Kong Limited and Prof. F from our Centre for Learning, Teaching and Technology for sponsoring the Conference.

Last but not least, I would like to thank everyone of you for your participation in ICCE2009. I wish you all having a fruitful experience in the Conference and a most enjoyable stay in Hong Kong. Thank you.

Toast Speech in the Conference Banquet

Prof. X, Prof. Y, Distinguished Guests, Ladies and Gentlemen,

It is my great pleasure to meet you all here in the Hong Kong Science Park for the Banquet of ICCE2009. Probably you have just finished taking a tour in the Park. The Hong Kong Science Park is a landmark related to technology and innovations in Hong Kong. ICCE2009 is a conference for connecting research in technology and innovations in education. We hope you enjoy the banquet in this park and make connections with your colleagues in this field and continue to contribute to the field of computers in education!

On behalf of the Hong Kong Institute of Education, I would like to express our gratitude to everyone who has given support in organizing ICCE2009 and thank every one of you for being here joining ICCE2009. I wish you all a fruitful experience in the Conference and an enjoyable stay in Hong Kong.

May I propose a toast of success to your research in computers in education and a toast of healthy to everyone!

Speech in the Closing Ceremony by Programme Coordinator Chair

Prof. X, Prof. Y, Distinguished Guests, Ladies and Gentlemen,

It is my pleasure to say a few words in this closing ceremony about the organization of ICCE2009. First of all, I would like to express my sincere thanks to the Asia-Pacific Society for Computers in Education for providing us with the opportunity to host this conference in the Hong Kong Institute of Education. Special thanks go to Professor X for his kindness and generous support throughout the preparation and the conduction of the conference. Without the model of ICCE2008 set up by Professor Y and his advice on improving the procedures of paper review and selecting keynote speakers this year, ICCE2009 can never have achieved what we have this year. Could you join me to give a big hand to Professor X and Professor Y?

On behalf of the organizing committee, our heartfelt thanks also go to the Institute and the Faculty of Arts and Sciences for supporting the Department of Mathematics and Information Technology to organize this conference. Without the full support of Professor Z, our VP in research and development, ICCE2009 can never have happened in Hong Kong this year. Without the full support of Professor A, our Former Faculty Dean of Arts and Sciences, and Professor B, our Faculty Dean of Arts and Sciences, we would be unable to have the presence of Mr. C and Honorable Dr. D to officiate the opening ceremony.

On top of all these, I have to sincerely thank the colleagues in the Department of Mathematics and Information Technology for their great effort in making this conference a success. Thanks go to Dr. E, our associate head of MIT, Dr. F, Dr. G, (our MC), Dr. K, Mr. L, Miss M (our MC here), Miss N (always sit in the registration counter in these few days), Mr. O (he is the one replying to all emails in the name of ICCE2009), Miss P (all logistics related to accommodation and shuttle bus arrangement and so on), Miss Q, Miss R (they are seconded from our other research projects in these few days), our technicians T, U and V (resolving all matters related to the computers and the lighting in the opening ceremony), colleagues from our General Office, AA, BB and CC and finally all our student helpers (more than twenty) working for us in these few days and the opening ceremony.

Last but not the least, to all of you who have contributed to the success of ICCE2009. May I take this opportunity to thank you once again for your participation up to the closing ceremony.

Thank you!

Official Receipt of ICCE 2009

The Hong Kong Institute of Education
Address: 10 Lo Ping Road, Tai Po, New Territories, Hong Kong.
Phone : +852-2948xxxx Fax : +852-
2948xxxx

OFFICIAL RECEIPT

DATE: (Date)

REGISTRATION CODE: (Code)

RECEIVED FROM:

(Name of participant)

(Affiliation of participant)

(Country/Region)

FOR: 17th International Conference on Computers in Education (ICCCE2009)

REGISTRATION

AMOUNT: HK\$(Amount)

