

**PROCEDURES MANUAL FOR PLANNING AND
RUNNING AN ASEE NORTHEAST SECTION
ANNUAL CONFERENCE**

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1. Introduction and Purpose for Manual

The Northeast section of ASEE runs a regional technical conference every year, except those years when Zone I conferences are also held. Each ASEE-NE conference is hosted by a regional college or university, called the Host Institute, or HI, which is ultimately responsible for the successful implementation of the event.

There has been considerable discussion and confusion over the years on how the location for such conferences is selected; how such conferences should be formatted; what arrangements need to be made prior to, during, and after a conference; what costs can be anticipated and how they are to be covered; and various other aspects of the event. This manual is designed to provide specific guidance on the various, foreseeable, issues and considerations that need to be managed when hosting a conference.

2. General Timeline

To be successful, a conference requires a significant amount of time and effort on the part of many players. Most of the effort is required from the faculty, staff and administrators at the HI, but there is also a considerable amount of time and effort expended by the members of the ASEE-NE Executive Board and from other members of the Section who are not directly affiliated with the HI. Effective coordination of all those people and activities is the key to effective conference presentations.

It is important that certain events occur as early in the process as possible to minimize disruption to other activities later in the process. Table 1 provides a timeline for general guidance on the timing of major milestones in the process. There are many other activities, further described in this manual, which need to occur between the major milestones.

Table 1: Timeline of Key Planning Events

Expression of interest by a prospective HI in hosting a conference	2 to 3 years prior to the year hosting is desired
Confirmation of hosting date	2 to 3 years prior to the year hosting is desired
Creation of conference team by HI	2 to 2 1/2 years prior to the year hosting is desired
Initial planning meeting of HI conference team, ASEE-NE Executive Board, and Prior year conference team	1 ½ to 2 years prior to the year hosting is desired (To overlap final planning for previous year conference)

Monthly planning meetings with ASEE-NE Executive Board and following year planning team	Monthly following initial meeting
Call for abstracts/Notice of Conference Dates	1 year prior to conference
Have a booth at this year's conference publicizing the next year's conference location	1 year prior to conference
Reserve facility and/or meeting rooms	12 to 24 months prior to conference
Call for peer reviewers	1 year prior to conference
Approval of Abstracts and request for papers	10 months prior to conference
Review of draft papers	6 months prior to conference
Receipt of final papers/Approval of Final papers	4 months prior to conference
Early registration deadline	3 months prior to conference
Late registration deadline	1 month prior to conference
Establish lecture room use schedule, vendor locations, and poster competition locale; notify vendors of location	2 to 3 months prior to conference
Contact/Contract with Vendors/Sponsors	6 to 9 months prior to conference
Contact/Contract with local housing options	6 to 9 months prior to conference
Contact/Contract with local transportation firms for family event transportation	3 to 6 months prior to conference
Contact/Contract with local event hosts for family events	3 to 6 months prior to conference
Contact/arrange for suitable keynote speaker	6 to 12 months prior to conference
Verify Keynote Speaker	1 month prior to conference
Arrange for food events with local catering provider	3 to 6 months prior to conference

Arrange for signage, student assistants to guide conference attendees around campus, etc.	4 to 6 weeks prior to conference
Send awards to winners	1 week after end of conference
Send Certificates of Appreciation to conference team members inside and outside HI	1 week after end of conference
Submit invoice for reimbursement of ASEE-NE cash awards contribution to ASEE-NE Treasurer	30 days after end of conference
Post all accepted papers to ASEE-NE and ASEE websites through ASEE-NE Webmaster	30 days after end of conference
Provide Post-Conference Data to Section Secretary (See paragraph 17.f. in this Manual)	60 days after end of conference

3. Expression of Interest in Hosting a Conference

An institution interested in hosting an ASEE-NE conference needs approval from the ASEE-NE Executive Board for the year in which the HI desires to host the conference. The intent is not to deprive an institution of the honor of being a HI, but rather to minimize conflict over specific years and to establish a reasonable protocol for being a HI.

An expression of interest in hosting an ASEE-NE conference takes the form of an email or letter to the Chairperson of ASEE-NE indicating the desire of the responding institute to be a HI. The letter should indicate the year in which the hosting is desired, any unusual circumstances that may warrant selection of the responding institute for hosting that year (a new engineering building is coming on line, a new school of engineering has been, or will be, established, etc.) and a commitment from the Dean of the engineering program that the responding institute is willing and able to be the host in the year requested, if selected by the ASEE-NE Executive Board. That expression of interest should be submitted 2 to 3 years in advance of the year in which hosting is desired. Later expressions may be considered in unusual circumstances but are not desirable when avoidable.

4. Historic Costs, Attendance and Conference Data

The data in the tables on the following pages have been supplied by previous host institutions regarding conference dates, attendance reported, costs incurred, cash

awards provided, sponsors of the conference, and other details. Those data are provided here as a general guide, but not an affirmative expectation, for planning purposes of potential HIs. Costs, in particular, can be highly variable, depending on the location of the HI, the food programs planned, and other specifics of the conference.

5. Pricing Conference Registration Fees

Registration fees are often a significant disincentive for section members to attend regional conferences. Most colleges and universities do support conference attendance by faculty and administrators, but reimbursements are often limited either to a single conference or to a dollar amount that does not provide sufficient support for more than one conference. Faculty often tend to use the available financial assistance to attend national conferences when faced with a hard choice. The focus of ASEE-NE on students, with a huge annual poster competition for students and cash awards for student papers and posters, does help gain faculty attendance because they are able to get supplemental funding when taking student groups to such conferences. Nevertheless, the cost of the conference can still be a disincentive when it exceeds available resources. Carefully and fairly pricing the conference registration fees is a critical factor in making the conference work.

Conference fees are designed for the HI to essentially “break-even”. An ASEE-NE conference is not intended to be a money-maker for the HI; nor is it intended to be a significant financial drain on the HI. ASEE-NE participants in the cost of the conference by providing \$1,000 in cash awards for students. All other costs need to be figured into the price of the registration.

Note that student registrations are usually subsidized in part by the faculty registrations. ASEE-NE Executive Board members, conference planning team members, and HI faculty and administrators are NOT provided with complimentary registrations. A Keynote Speaker normally is provided with a complimentary registration. Anyone presenting a paper or a poster must also register for the conference at the normal registration rate. Rates may be set for one-day and full-conference, or for the full conference, only. Clearly, a split fee arrangement provides increased difficulty in pricing fees fairly. Moreover, if a separate cost is included for workshop on the first day of the conference, then a separate day registration is not needed; everyone should register for the conference and then pay extra fees for any workshops attended.

Table 2: Historic Attendance and General Conference Data

Year	Location	No. Of Student Registrations	No. Of Faculty Presentations Received	No. Of Faculty Presentations Accepted	No. Of Faculty Papers Received	No. Of Faculty Papers Accepted	No. Of Student Papers Received	No. Of Student Papers Accepted	No. Of Posters Received	No. Of Posters Accepted	Est. Labor Hours By Hi Personnel
2012											
2013											
2014											
2015											
2016											
2017											
2018											

Table 3: Historic Conference Cost Data

Year	Location	Total Registration Fees Paid (\$)	Total Food Costs (\$)	Space/ Equip and Other Direct HI Costs (\$)	Amount Of Cash Awards Made (\$)	Other Expenses (\$)	Total Conference Costs (\$)
2012							
2013							
2014							
2015							
2016							
2017							
2018							

The following elements are normally considered part of the cost of the registration fee. This is not intended to be an exhaustive or limited list, but rather a general guide as to the costs normally included by a HI when establishing a registration fee. Fees will vary from HI to HI due to locations, services available, and other factors. Separate fees may be charged for family events and special events, in addition to regular conference fees.

- a. Food services – Food costs may be included as part of the overall fees for all meals, or they may be included for some meals and other meals can be left to the individual. The idea of not including all meals in the basic fee has appeal to those who do not usually eat a large breakfast or lunch and resent paying for those meals. Including the dinners in the basic fees tends to encourage attendees to stay for those meals where good networking can take place, particularly with a limited number of drinks is provided at a pre-dinner cocktail hour with a cash bar for additional drinks. Coffee and sodas in the lecture rooms, or generally available throughout the facility during the conference is a welcome addition to the day.
- b. Rental of AV equipment – all lecture rooms must be provided with a laptop connected to the internet and connected to a projector for the presentation of PowerPoint and similar slide shows. Easels with flip charts may be required when requested or made available generally. A technician needs to be available at all times during the conference to assist with A/V and computer problems. Free access to Wi-Fi is required for all attendees while on campus.

- c. Rental of additional tables, chairs, dishes, easels, and other equipment necessary to properly run the conference.
- d. Special transportation costs associated with tours or family events – Tours intended for attendees can be priced separately for those who pre-register to go, as can family events.
- e. Direct costs of hosting a suitable Keynote Speaker, when necessary. Voluntary payment of costs by the speaker are encouraged, but the HI may make the decisions regarding costs to be shared as part of the registration fees.
- f. Any other reasonable costs associated with running the conference that the HI believes are fair and appropriate for inclusion in the registration fees.

6. Food and Refreshments: Items to Consider

- a. First night dinner
- b. Breakfast
- c. Luncheon
- d. Banquet

The first day of the conference, typically a Friday, very little tends to happen beyond initial conference registrations and workshops that may be scheduled. It is an excellent time, however, to initiate networking and collaboration meetings with colleagues over drinks and dinner. Consequently, it is common to provide that reception and dinner for arriving attendees and family members.

Since not all attendees will be arriving the day or night before, it is customary to charge a separate fee for this event. Including one or two drink coupons with the price of the meal is also common. A slightly subsidized fee for this event, with the subsidy built into the general admission fee for everyone, may encourage those who can do so, but might otherwise not do so, to join this event.

Breakfast is not commonly provided as part of the registration because most attendees will be staying off campus and many hotel chains already provide those services in the hotel rate, or they will be traveling from home and will have breakfast before arriving.

However, it is also important for attendees to have coffee and tea available during the morning, usually at several locations around the campus and for those coffee and tea services to be included in the conference fees. Providing fruit, donuts, scones, small muffins, and/or breakfast pastries with the coffee and tea service is a welcome addition to the conference and should be included in the conference fees, if provided.

Luncheons are a challenge for several reasons. On the first day of the conference, there will be far fewer attendees on campus than on the second day. If there are

suitable locations on campus or adjacent to campus to provide lunches on demand, then it is common to leave lunch on the first day to the participants.

On the second day, there will be hundreds of students milling about and hundreds of faculty and family members on campus. It is customary to include a box lunch for registered students and a box lunch or smorgasbord or buffet lunch for registered faculty and families and to include the cost of all those lunches in the appropriate registration fees.

The second day of the conference is when most of the activities occur. The paper presentations, the poster competition, and the award ceremony (including the Keynote Speaker presentation). The conference is generally focused on the students participating, consequently, there is interest in encouraging participation in the Awards ceremony to showcase the student poster competition winner and any other awards being given. Consequently, the cost of this dinner should be included in the general admission fee for the conference. In addition, students are more likely going to be allowed to attend the dinner if the cost is already included in their conference fee. Students traveling a long distance often find it difficult to secure adequate funding to allow for an extra overnight stay and, therefore, tend to leave as soon as the poster competition is done and before the Awards ceremony.

7. Papers, Posters, and Presentations

There are multiple ways to present work at an ASEE-NE conference. These are:

- a. Faculty presentations,
- b. Faculty papers,
- c. Student papers (Graduate and undergraduate),
- d. Student posters, and
- e. Workshops

Generally, faculty presentations are not peer reviewed, but serve primarily as a means for faculty to easily disseminate pedagogical ideas to the academic community. Presentations are not published by the section or by ASEE. Faculty and student papers are expected to be peer reviewed and archived. Workshops would be on some specific topic of interest to the engineering community and also not published or archived. Topics might include accreditation, pedagogical ideas, technical innovations, etc.

8. Review and Approval of Faculty Presentations

While faculty presentations are not published or archived, it is still important to ensure that presentations are within the general area of engineering education, they are appropriate for the audience, they are not political, biased, or in any way contravene

the community and ASEE standards of non-discrimination against any persons, schools, or places. Consequently, there does need to be a review process by which proposed presentations can be reviewed and approved for presentation or rejected for cause. Simply stating a new or controversial scientific position is not grounds for rejection of a presentation; education is a principle objective of what we do in ASEE and ASEE conferences should be considered safe spaces for the presentation and dissemination of controversial scientific theories and premises. Thus, reviews of presentations are less rigorous than those of papers and offer the opportunity for topics with limited historic research or investigation to be aired and discussed.

9. Review and Publication of Faculty Papers

One of the reasons that faculty attend regional conferences is so that they can get peer-reviewed papers published more easily than submitting to a national conference. That does not mean that the peer reviews should be any less rigorous at a regional conference. It merely means that there are usually fewer papers competing for a limited number of slots and the cost to attend the conference to present the paper is usually lower than that to attend a national conference. Accordingly, calls for papers and reviews of papers need to be made in a timely fashion since many schools will not approve funding unless a paper, or at least an abstract, has been accepted. Late acceptances mean that available funds may already have been allocated to others or that the cost of the conference has risen due to delays.

In general, papers should be reviewed by at least two, and preferably three, qualified peer reviewers. Paper submittals, paper reviews, and paper acceptances or rejections should be managed through the ASEE paper management portal for consistency of format and handling. The ASEE-NE Webmaster can assist with accessing and using this paper management system most efficiently.

In addition to use of the ASEE paper management system, ASEE-NE requires that the format for submittal of papers also follow the ASEE guidelines, as published on the ASEE.org website from time to time.

Acceptance of papers is at the discretion of the Conference Chair, but that authority must not be abused or misused to allow good papers to be rejected simply because a Chair does not agree with the premise, or poorly written papers to be accepted simply because the Chair knows the writer or agrees with the premise. Conferences should be safe places to offer new ideas and new takes on old ideas without fear of reprisal or negativity. Controversy drives discovery and new ideas most often come from controversy.

10. Review, Acceptance and Judging of Student Papers

Student paper presentations are an excellent way for students to showcase the work they are doing, and they can provide an edge for undergraduates when applying for graduate school. It has been found that when papers are allowed in the form of a competition, and when that competition is separated between graduate and undergraduate, that more students tend to participate than when student papers are simply allowed in a separate conference session that ends up being poorly attended.

Providing students the opportunity to present papers in a competitive atmosphere is encouraged but is done at the discretion of the HI. When done, student papers must be peer reviewed from abstracts and then from final papers. Those reviews need to be more comprehensive in the sense of providing more complete feedback to the writer when the abstract is reviewed and again when a paper is reviewed. It is not uncommon for a student paper to require two or three submissions to be acceptable. Reviewers should not be re-writing student papers, of course, but they should be providing the same quality of feedback they would expect to give their own students.

Student papers should be managed the same way that faculty papers are managed through the ASEE paper management portal. Consistency is a good thing in conference management and in maintaining the quality of conferences from year to year.

When student papers are submitted for a competition, it is important to know and demand that the paper has been written solely by the student or a group of students. ***A student paper submitted for a competition that includes the name of a faculty advisor as a named author is not acceptable for student paper competitions.*** These are to be viewed as *Student* work, not Faculty work.

The rules for evaluating student papers are based on a suitable rubric provided to the students with the Call for Papers. Appendix C provides the rubric used by ASEE-ME and every HI is expected to utilize this rubric to evaluate any student paper submitted for a conference.

Student paper competitions should include some cash awards as incentives to participate. It is recommended that First Place, Second Place and Third Place awards be given in the amounts of \$500, \$330 and \$200, respectively. These awards need to be but into the cost of the conference fees.

11. Review, Acceptance and Judging of Student Posters

The main focus of an ASEE-NE conference has evolved over time to become a key showcase for student work, both graduate and undergraduate. Accordingly, one of the

key reasons faculty attend the regional conference is to bring students who have been encouraged to submit papers and posters to the conference. Therefore, care must be taken to ensure a fair and reasonable approach to poster showcasing and poster competition judging. It has been shown from past conferences that the number of posters submitted far exceeds the space allocated in which to judge them and the time allotted to the judging is way too short. Careful planning of these elements will be essential for a successful conference.

Posters need to be submitted in time for effective peer review prior to acceptance. While the standards for student work need not be as severe as those for faculty, reasonable attention to details and correctness of assertions is important for the quality of the conference, as well as for the education of the student. Student posters should be reviewed by at least two reviewers and preferably three prior to acceptance. A rubric for evaluation of Student Posters is provided as Appendix D.

Student posters should be managed the same way that faculty papers are managed through the ASEE paper management portal. Consistency is a good thing in conference management and with maintaining the quality of conferences from year to year.

Student posters are viewed in the context of a competition. The guidelines for judging student papers are provided in Appendix A to this document. In general, at least five judges are expected to review each poster and to file a review document for each poster reviewed. Judges are provided with colored stickers to place on posters that they have reviewed so that other judges know which posters have been reviewed by a sufficient number of judges and which have not. Judges should be instructed not to spend time judging a poster that has already been judged five times unless and until all posters have been verifiably judged at least five times. This ensures fair treatment for all student work.

Judges should focus on posters that address areas of engineering research within their own areas of expertise to the degree possible. Esoteric areas of practice and interest may not be well represented by available judges, so it is not inappropriate for a judge to evaluate a poster in an area outside his or her own area of expertise. Sometime, faculty can actually learn something new doing that! Judging should be restricted to no more than 10 minutes per poster in order to provide comparable evaluations of each poster reviewed and to allow all the judging to be completed within 1 ½ to 2 hours.

Cash prizes are encouraged for poster competition winners. The structure of the prize categories is generally expected to be First Place, Second Place, Third Place and as many Honorable Mentions as the HI cares to award, up to 10% of the total posters reviewed. It is noted that simply participating in the competition should not be sufficient to earn an award. There needs to be some value and meaning to winning an

award or the awards become meaningless and not worth the trouble for students to submit to additional competitions.

ASEE-NE provides \$1,000 to support cash awards to poster competitions. That is based on an assumption of a \$500 prize for First place, a \$300 prize for second place and a \$200 prize for Third place. No cash award is anticipated for Honorable Mention.

12. Best paper Competition, including ASEE rules (Appendix E), selection procedures and submittal to ASEE national competition

ASEE holds a Best Paper Competition annually at the ASEE National Conference. Papers are submitted from the regional conferences to ASEE National selection committee. It is incumbent upon the regional Sections to select a nominee for the National award. The review process used by ASEE included an opportunity for peer reviewers to offer specific papers for consideration as the Best Paper Award from ASEE-NE. The ASEE-NE awardee is submitted to the ASEE national committee for presentation at the national conference and for consideration of the Best Paper Award there, as well.

Review and judging of the best paper Nominees is done by a separate committee established by the HI. The size and membership on that committee needs to be commensurate with the number of papers nominated by the peer reviewers. The basis for peer review recommendation and subsequent evaluation by the Section review committee is the ASEE National rubric provided in Appendix E. Every HI is expected to utilize this rubric for evaluation of all papers nominated for Best paper at the ASEE-NE Conference

13. Sponsors – Invitations, Fees, Siting and Visibility

Sponsors provide two very important elements to a technical conference. They provide significant money to off-set the cost of the conference, thereby reducing the amount that needs to be charged for admittance fees, and they provide an opportunity for students to interact with professionals in fields they may be considering for future employment. Consequently, careful selection and nurturing of sponsors is an important function of a HI conference team.

Sponsors will pay fees for the privilege of being seen at a conference and for the promotional advantages of being able to say they sponsored, and therefore, support, engineering educational opportunities for young people. They need to earn certain benefits for providing that support, however. In order for a sponsorship to be successful, the sponsor needs to be visible to as many people as possible for as long as possible and that visibility has to be during times when attendees can actually visit

the sponsor booths without distracting from the mission of learning from papers being presented and supporting students.

The location of the sponsor booths becomes the first important consideration for a potential sponsor. If a floor plan cannot be provided early in the negotiation process, the potential sponsor will be hard-pressed to feel comfortable making a significant cash contribution to the HI or to ASEE-NE. Therefore, very early in the planning process, the location of the sponsor booths, in relationship to the rest of the traffic throughout the conference needs to be clearly defined and laid out on floor plans that clearly demonstrate to the potential sponsor how much visibility they will have and for how long during what times of the day.

Some options for providing good visibility are to include the morning and afternoon coffee breaks in the sponsor area. Some sponsors may be willing to foot the entire bill for a coffee break if it held in the sponsor area. Holding the Friday evening or the Saturday evening reception, prior to the two dinners, in the sponsor area is also an excellent way to provide visibility to the sponsors. Serving the student lunches in that area is also an option that can work well. The key is to make sure the sponsors are not stuck off in a corner or a separate room somewhere such that visitors need to make a special effort just to find them and visit with them.

Given good visibility, sponsors can be asked to provide sponsorship dollars in various cash amounts. Those cash amounts can often be structured as levels, such as a Gold Level Sponsorship, a Silver Level Sponsorship and a Bronze Level Sponsorship. More creative titles for those levels of sponsorship are encouraged, where appropriate. The dollars associated with the various levels of sponsorship need to be carefully thought through. Setting a fee too high will discourage participation and setting a fee too low will not help defray conference costs adequately. Local cost of living conditions and the conference site location, along with the estimated number of attendees, will all dictate just how much a sponsor will be willing to pay for a booth. Sponsorships in the \$2,000, \$5,000 and even \$10,000 range are not uncommon, when conditions are good for a sponsor to pay those amounts. Local businesses and larger corporations are the key sponsors, in most cases, but national corporations looking for good candidates to hire are also good sponsors. Other colleges and universities with graduate programs can be good candidates for sponsorship, as well.

It is expected that the HI team will develop a sub-committee of persons responsible for sponsorship development very early in the process, so the conference committee and the sponsors can plan ahead for the income or the expense. Table 4 provides some historic data on sponsors, on their contact information, from prior conferences.

14. Family Events Associated with the Conference

People tend to take families along to conferences when there is an opportunity to combine a short vacation with attendance at the conference. The college or university paying for the fees and travel expenses of the faculty member, however, also expect that member to attend a significant portion of the conference and to support students from that college or university who may be attending and/or presenting. That means that the families may need to spend much of Saturday on their own. Providing information on ways to entertain or educate children and adults not otherwise involved in the conference can be very helpful to attendees.

For example, a package of contact information and fee schedules for whale watching trips or fishing trips from nearby coastal communities can be inviting, ferry boat service between various historic islands along the coast are attractive, local museums, historic walks, old forts, aquariums, and historic places can all be useful to teach children about history while exploring. In addition, places like golf courses, fairs, rides and other attractions in an area are easily identified and described in a short brochure that can be sent electronically to anyone who registers.

Providing transportation to tour sites arranged as part of a conference is important and tours that can be arranged that are suitable for all ages help with the family activity planning efforts, as well. Providing more than information for most family activities is not generally cost effective for the HI and is discouraged in most cases.

15. Workshops and Other Special Events

One way to increase participation in a conference is to offer a series of workshops on Friday in advance of the general conference on Saturday. The selection of workshop topics is open to the HI team, but they are generally consistent with the general theme of the conference when provided. Since this is a regional conference, rather than a national conference, workshops tend to be less well attended. That does not mean they cannot or should not be offered when suitable topics and presenters can be identified.

Generally, the cost of a workshop is provided through separate fees paid by those planning to attend the workshop, rather than as part of the general admission fee. Workshop fees should include the cost of coffee and tea service throughout the workshops and should be based solely on the estimated costs divided by the estimated attendance. Subsidizing workshops through the general admission fees is discouraged, as is deliberate over-charging for the workshops to defray other conference costs.

Table 4: Sponsors and Sponsor Contact Information

YEAR	LOCATION	SPONSORS	SPONSOR CONTACT INFO
2012			
2013			
2014			
2015			
2016			
2017			
2018			

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16. Keynote Speakers for Plenaries, Banquets, Dinners, and Other Occasions

Well-known, charismatic speakers on topics related directly to the theme of the conference, or who can provide an interesting perspective on a hot topic of the day, can be a big draw for conference attendance. Unknown speakers, however good they may be, will not serve the conference well unless their pedigree and knowledge can be so well promoted and explained as to make them famous, at least for the conference. A good speaker needs to have a light touch to their presentation, a clear message to transmit, be a known entity professionally, and be able to speak extemporaneously on his or her topic. A speaker who needs to read a speech from a written stack or papers or read the words on a series of slides, is not going to be an effective Keynote Speaker.

17. Post-Conference Requirements

a. Distribution of Cash Awards

Cash awards are made to students who have spent considerable time and effort, above and beyond what is required of their classes, to research and learn about various aspects of their engineering field. They have then spent more time and effort to prepare a suitable and acceptable poster presentation and struggled through an often difficult presentation discussing their work with seasoned professionals.

When their work has been selected as the best in the conference, they will have succeeded where hundreds of others have not. The cash awards are not the primary objective for participation in these competitions, but when they have been earned, they need to be paid promptly. Every HI is expected to mail cash awards as soon as possible, but not later than one week following the end of the conference.

Cash awards are paid directly by the HI to all award winners. An invoice is then sent to the ASEE-NE Treasurer for reimbursement of up to \$1,000 of award money paid out. The ASEE-NE Treasurer then sends a reimbursement request forward, with appropriate documentation and certification, to ASEE headquarters and a check is sent directly back to the HI in the full amount authorized.

b. Letters of Appreciation to Sponsors

As noted earlier, sponsors are a key element of the conference due to their ability to underwrite some of the costs and their availability to students who want to learn about their products. Sponsors spend a lot of money and time to prepare for and attend a conference and what they provide is significant. It is important to provide some

feedback to the sponsors so that they will be inclined to sponsor other conferences in the future.

A simple letter of appreciation sent from the HI, preferably the Dean of Engineering or the Conference Chair, within one week of the end of the conference makes a huge difference in the attitude of the sponsor regarding the conference, the HI, and ASEE, in general. Every HI is expected to send such letters to all sponsors as soon as possible, but not later than one week following the end of the conference.

c. Certificates of Appreciation to Organizing Committee Members, Reviewers, Session Chairs, etc.

Just as the sponsors put in a lot of time and effort, so do the members of the HI Conference team and the rest of the members of ASEE-NE who assist with paper reviews, planning assistance, and other tasks that make the conference effective and successful. Those people also deserve some form of recognition for their work that can be used to support their claims of participation when filing annual evaluation reports with their own college or university. ASEE-NE has developed a standard Certificate of Appreciation that may be used for this purpose (See Appendix F). An HI may choose its own form of Certificate, if it chooses to do so, but it is important that whatever form is used, a certificate or other tangible measure of appreciation be sent to all those who assisted with the operation and management of the conference. It is expected that every HI will mail those certificates as soon as possible, but not later than one week after the end of the conference.

d. Publication and Archiving of Papers with ASEE

As noted earlier, there are many ways to present information at an ASEE-NE conference. The one that has the most importance to most faculty is to present a peer-reviewed paper. The concept also includes publication of accepted papers and that is done in two places: the ASEE-NE website and the ASEE national data base.

The HI is expected to provide the ASEE-NE Webmaster with publishable copies of all accepted and peer-reviewed papers with 30 days of the end of the conference. Note that ASEE requires payment of a fee for publication and archiving of papers to its website. That fee must be paid by the presenter before he or she is allowed to present a peer-reviewed paper for publication. Those fees will need to be provided to the ASEE-NE webmaster, in the form of a check made out to ASEE, along with the papers to be archived, so that the Webmaster can submit the fees with the papers. There is no additional fee for publication on the ASEE-NE website.

The ASEE-NE Webmaster is expected to publish and archive all submitted papers on both websites within 14 days of receipt of the papers and the ASEE fees.

e. Invoicing for Reimbursement of Cash Awards

Cash awards are made at the discretion of the HI, but to encourage cash awards for the student paper competition, ASEE-NE provides a stipend to the HI of \$1,000. That stipend is paid directly to the HI, which is responsible for making the direct payments to the students. At the end of the conference, the HI must invoice ASEE-NE for reimbursement of the cost of the cash awards made, up to the \$1,000 maximum stipend allowed.

An invoice must be sent by the HI to the ASEE-NE Treasurer within 30 days of the end of the conference. The invoice must include the purpose for the reimbursement, the amount requested, the name of the person or entity to whom the check is to be made out, and a mailing address for the check. Those may be sent by email directly to the ASEE-NE Treasurer. The Treasurer will then fill out the appropriate account form and submit the payment request, with the invoice, to the ASEE headquarters person responsible for paying those bills. A check is typically cut and mailed from ASEE headquarters within 7 to 10 days of the email repayment request being sent by the Treasurer to headquarters.

f. Attendance and Budget Data to Secretary of ASEE-NE

One of the principle driving forces behind the development of this manual was the inability for potential HIs to properly anticipate and plan for an ASEE-NE conference. Consequently, there has been a lot of reluctance on the part of smaller schools, which may not have hosted significant conferences in the recent past, to offer their schools as a HI. To assist with resolving this reluctance, it is the intent of this manual to provide not only guidance on how to conduct specific activities, but to also provide some historic facts and data from other HI experiences to help with gaining an understanding of what is involved in being a HI. Accordingly, every HI is expected to provide the following information to the Secretary of ASEE-NE, who is charged with maintaining the data bases incorporated herein.

g. Announcement of the Next Annual Conference

It is important to keep the membership apprised regarding up-coming conferences, particularly the dates of up-coming Annual Conferences. An announcement can be made by the Section Chair to all members of the Section, and to all members of all Sections in Zone I, if suitable information is provided to the Chair in a timely fashion. It is expected that every HI will provide the Chair with a suitable announcement regarding the dates of the next Annual Conference, the location of that conference, the theme or paper tracks for which papers will be solicited, and a date by which a formal Call for Papers may be expected., and the name of the Conference Chair, with email, or the name of someone else at the HI who may be contacted for further information. It is expected that this information will be provided to the Section Chair within 60 days of the close of the prior year conference.

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Appendices

- A. ASEE National Paper Format
- B. Checklist for Conference Management
- C. Rubric for Evaluating Student Papers
- D. Rubric for Evaluating Student Posters
- E. ASEE Best Paper Competition Rules
- F. Model Certificate of Appreciation

a	Year and Location of Conference (to assist Secretary with posting correctly)	
b	No. of Student Registrations Received	
c	No. of Total Registrations Received	
d	Total of Registration Fees Received (\$)	
e	No. of Faculty Presentations Received	
f	No. of Faculty Presentations Accepted	
g	No. of Faculty Papers Received	
h	No. of Faculty Papers Accepted	
i	Estimated Labor Hours Expended by HI Personnel	
j	Total Food Costs (\$)	
k	Total Space/Equipment/ and Other Direct HI Costs	
l	Total Cash Awards Paid (\$)	
m	Total Other Expenses Incurred	
n	Total Conference Costs Incurred	
o	List of Sponsors and Sponsor Contact Information	