

ISTEC General Assembly (GA) Handbook

MANUAL FOR THE ORGANIZATION OF AN ISTEC GENERAL ASSEMBLY (GA)

October 2015
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Table of Contents

Introduction / Executive Summary of ISTECS GA

General Rules for GA Candidacy

Workplan for ISTECS GA

Timeline for GA organization

Timeline for GA Marketing

Budget Items

Annex

Sample Contract between Host Institutions and ISTECS

Sample letter of candidacy from Host Institution candidate institution

General Rules for the General Assembly Candidacy

For additional information, please refer to Workplan for ISTEK GA Document

- 1) The process for the ISTEK General Assembly host institution will start at least one year prior to the event.
- 2) In order to the process to all ISTEK membersy, the Executive Office will send a formal letter via email to the expected responsibilities (financial, human resources, logistics, infrastructure).
- 3) The candidate institutions for the ISTEK GA (see annex XX for sample letter) to the ISTEK President at least 30 days prior to GA two years before the proposed event, in which mutual responsibilities are stated.
- 4) The proposals need to :
 - a) Letter of intent the endorsement and support from the President of the University
 - b) Academic and technological focus for the GA: this section will outline the institutional interest(s) that will drive the coordination of the event within the context of the ISTEK Initiatives¹
 - c) Geographical advantages for purposes of travel for ISTEK members
 - d)
 - ◆ Academic members
 - ◆ Industrial members
 - ◆ For government agencies
 - ◆ Local communities
 - ◆ Others
 - e) Funding opportunities (local & regional) to support the event
 - f) Expected benefits that the institution/region will receive hosting the ISTEK GA
 - g) Institution infrastructure:
 - ◆ Available Personnel / Technical support / Staff
 - ◆ Conference rooms: & audiovisual equipment availability (capacity)
 - ◆ Airport / Hotel / Conference shuttle or transportation

¹ These interests will include, but will not be restricted to, R&D, Digital Libraries, Distance Education, or the coordination of an IT Challenge that could be focused on e-business, e-government, open source, intellectual property rights, entrepreneurship, IT for Social Change, MEMS, Nanotechnology, etc...

- ◆ Laboratories (capacity and connections)
 - ◆ Dining areas
 - ◆ Food catering costs
- h) City infrastructure:
- ◆ Hotels in the vicinity of the University
 - Group lodging cost
 - Individual cost
 - Hotel amenities (no-cost access to meeting rooms, ...)
 - Free Internet access
 - Transportation services

 - ◆ Distances from hotels to the University
- i) National/Regional and Local government endorsement and the Institution's support to coordinate the events
- j) What other facilities are available for special events
- k) Infrastructure for Public Relations / Marketing
- 5) During the GA of the application year, the voting members will approve the list of institutions that have accomplished the previously defined requisites.
- 6) The Board of Directors, at its next meeting, will consider all the proposals in the order defined by the GA and, after a technical analysis, will recommend a host institution.
- 7) During the entire process, in the event of a tie between two or more institution candidates, the decisive criteria will be:
- a) Seniority of the institution within ISTEAC
 - b) By an impartial draw

WORKPLAN FOR ISTECH GENERAL ASSEMBLY

November 201X

Tasks:

1. - Documentation

A) General Documents

ISTECH Executive Office

1. Complete Agenda
2. Letters to expedite US Visas
3. Industrial Executive Summary with different levels of funding, to solicit sponsorship

Host University

1. Complete Proposal for the Event
2. Executive Summary for the Event (1-2 pages)
3. Budget Spreadsheet
4. Press Releases for national and international press sources

B) Invitations: Since most of the invitations are sent electronically, the EO can coordinate this part in conjunction with Host University

Universities

- Members (academic, industrial, conditional)
- Non-members (observers)

Industries

- Members
- In recruitment process (observers)

International Organizations

- Groups, Consortia, and regional development agencies
- Regional Science and Technology Ministries, Hospitals & Health Organizations (for the ISTECH –Telehealth efforts)

Note: When planning accommodations, please consider that for the average Latin American representative's daily per diem is not greater than 120 dollars per day in general (sometimes it does not exceed 100 dollars)

A) Hotels (3 options)

- Traditional w/breakfast
- Economic w/breakfast
- Lodging for students in dorms, if necessary

Please note that ISTEAC members usually share rooms

B) Ground Transportation

- Airport - hotel - airport
- Hotel – General Assembly headquarters-hotel (this route should run frequently in the morning before the event and in the afternoon when it concludes)
- Hotel- dinner / cocktail - hotel

C) Meals

- Welcoming / closing cocktail
- Coffee breaks / snacks for all the participating rooms during the preceding workshops, seminars, Board of Directors meeting, and GA
- Luncheons for the Board of Directors meeting, workshops, seminars, and GA
- One or two dinners

D) GA headquarters

- Decide on number of meeting rooms, sizes, and pertinent infrastructure in terms of computer and overhead projectors for the duration of the week's events
- Space for poster presentations / Student competition
- Internet connection terminals
- Telephone / fax connections, projection equipment, printers, photocopy machine, etc...
- The host institutions must also provide regular protocol items like nametags, decorations, banners, etc...

E) Staffing

- Main Coordinator

- Local Webmaster
- Technical support personnel responsible for all audiovisual and IT infrastructure for each participating room
- At least 2 administrative staff for registration, general administration, logistics, transportation, member support, etc...
- Student guides, for general support

F) Announcement in the institutional webpage

- The development of the marketing for the GA is the responsibility of the host institution
- Connected and mirrored by the ISTECH homepage
- Constantly updated with the latest agenda, speakers, electronic registration (to be coordinated in conjunction with the EO), flight and lodging options, visa information, etc...

3. - Board of Directors

The Board of Directors normally meets for 1-2 days, prior to the GA. The typical Board meeting includes approximately 20 people, and the only requirements are coffee breaks / snacks, a lunch, and a computer projector. These meetings usually last from 8:30-5:30pm. Please note that the host institution is expected to cover the hotel accommodations for the 10 academic members of the Board, for the duration of the GA events.

4. - Budget

ISTECH will contribute US\$ 10,000 as “seed money” to the host institution to coordinate the GA. We must clarify that the hosting headquarters will cover the following:

1. Organizational costs (meetings rooms, Internet connections, office materials, postage, phone calls, gifts, etc.)
2. Local transportation
3. Luncheons and coffee breaks for the participants during the two days of the GA
4. Luncheons and coffee breaks during the two days of the Board of Directors meetings. Furthermore, Board of Directors housing during the Board and GA meetings will have to be paid for by the host (rooms can be shared)
5. According to the program, the host may have to cover the costs of invited panelists and technical speakers for events surrounding the GA. These events may be charged.
6. Support personnel during the event
7. Creation / maintenance of the WWW page of the event

The EO works closely with the local coordinator to solicit more sponsorship, such as an industry or government agencies that may cover an opening dinner / cocktail on the opening afternoon / night of the event.

It is important for the host institution to send a detailed budget sheet to the EO in order to maintain a continuous and open communication regarding budget matters and other contingencies. If there were to be any remaining funds after the realization of the GA, these will be distributed equally between ISTECS – USF programs and a general ISTECS event fund.

Another common aspect is the coordination of an optional tourism trip on the day after the GA. This is usually paid by the participants and has to be reserved ahead of time.

5. - Miscellaneous

A) Theme (SLOGAN): These slogans could be planned between the local coordinator and the ISTECS Executive Office.

Suggestions include:

B) Electronic Registration

This electronic registration form should be web based, in a system where the data is sent to both the host institution as well as ISTECS EO coordinators.

C) Press Releases – coordinated between the host institution and the EO

Should be sent periodically to:

- ◆ Registered participants
- ◆ ISTECS members
- ◆ Special interest groups currently in the BDDIS ISTECS database
- ◆ ISTECS-all lists
- ◆ National and international press
- ◆ Other specialized regional lists

6. – Academic papers

- ◆ What is the process to be followed for requesting papers?
- ◆ Creation of Review Committees (per initiative?)

7. - General Comments

1) We need to inform all new members (conditional), that they need to prepare a poster to present the main characteristics of their university and their interests in becoming a member of the Consortium. This poster session has to be arranged (this means to arrange an area to show the posters, and arrange a one hour time slot with coffee and snacks to allow people to observe the posters and ask questions to these potential new members). These conditional members' posters should be twice or three times as large as a standard conventional poster size at a conference. The poster exhibit of potential members will begin the first day of the GA so that by the afternoon of the second day there will be time to make decisions and vote.

2) In the past years, ISTECC and the host institutions have coordinated international undergrad student contest under specific engineering areas, and obtained prizes from local industries and other sponsors. These contests have been very successful, and also serve the purpose of involving the student body in the event. To this end, we ask that cheaper student accommodations be offered for these specific participants. The judges usually come from ISTECC member institutions.

3) Please direct any comment to the Executive Office as soon as possible.

Timeline for General GA Coordination

12 - 8 months before GA	Create working committees for (1. Logistics, 2. Agenda, 3. Technical papers); create criteria and standards for technical paper submittal, and other pertinent tasks. Draft tentative agenda; prepare invitations, press releases, budget, and sponsorship information (get a list of potential supporters and send out sponsorship documents). Send out information regarding the call for papers and the student contest if pertinent. Invite speakers and key attendees. Solicit sponsorship.
7 months before GA	Publish the event website (event information, speaker's information, tentative agenda, and electronic registration), confirm speakers, and continue to contact industry and send out sponsorship information. Send out all invitations; continue to send out call for papers.
6 months before GA	Coordinate all the event materials and obtain prices for bags, promotional materials, programs, and other related information. Start coordinating logistics for the attendees and the event in general (tours, meals, arrivals and departures, etc).
6 months before GA	Send out general email to ISTECA All and entire target audience with a "Save the Date" reminder and latest agenda and speaker confirmation. Personal calls to key industries and Board of Directors. Send special reminders to local industries.
5-4 months before GA	Technical Committees makes a final evaluation of papers to be presented. Include this in the latest version of the agenda. Compile a list of local, national and international press sources that can assist with publicity.
3-2 months before GA	Prepare the press release and other information related to the event, and send it to the Calendar section of various local, national and international publications. 2nd reminder for "Save the date". Continue to confirm sponsors and speakers.
2 weeks before	Request copies of presentation to burn them in a CD.
Week of GA	GA EVENT Make sure to get all the information needed for the final report.
Week after GA	Conclusions and send thank you notes to all the participants.
1 month after	Publish all the conclusions and recommendations. Send them to all parties involved as well.