CEEA ACEG

CANADIAN ENGINEERING EDUCATION ASSOCIATION
ASSOCIATION CANADIENNE DE L'ÉDUCATION EN GÉNIE

Application to Host a
Future CEEA Conference
** All fields are required **

The Canadian Engineering Education Association (CEEA/ACEG) holds an annual conference dedicated to:

Engineering Education in a venue for academics and practitioners to discuss recent trends in engineering education and education research. In order to ensure national coverage and participation, the CEEA welcomes and encourages Canadian Universities and other interested organizations from across Canada to host future CEEA conferences.

Please complete and submit by April 26, 2019

Date Submitted:

Contact Information

First Name:

Last Name:

Job Title:

E-mail Address:

Phone:

Organization Info

University/Organization name:

Street address:

City:

Province: Postal code:

University/Company web address:

Name of Supporting Dean or Head (if different then above) of your Faculty or Organization. Please include contact information.

Email address or phone number of supporting Dean or Head of your Faculty or Organization.

Name of the Proposed Conference
Chair

Planning Committee Info

The required positions for a planning committee are the following - provide the name of the individual that will be assigned the position.

we have provided the information below as requested

we do not have the names confirmed but will send the list to the CEEA Head Office within 2 weeks of submitting this application form

Committee Chair - may be the same as the Conference Chair:
(responsible to coordinate with the CEEA liaison assigned to the committee and oversee all meetings and decisions. This role works closely with the treasurer to assure the expenses fall within the projected budget)

Treasurer:
(responsible to oversee the finances and work together with the chair to assure that the budget is reviewed as needed and all expenses are reported to CEEA. May involve creating and reconciling a local University account as well as coordinating with CEEA Head Office on all expenses requiring payment)

Technical Chair:
(responsibility would be to oversee the technical programme and works closely with the chair. Other individuals may be assigned to assist with this role as it involves the collection and review of papers and workshop proposals, organizing keynote speakers, setting the conference agenda/schedule, coordinating paper reviewers, as well as work on the proceedings. CEEA strongly recommends assigning a second person as a Workshop Chair - not required for application)

Logistics Chair:
(this person would take care of connecting with tourism, hotels, sponsors, exhibitors, ordering of items, and all venue related items and work with the treasurer and CEEA Head Office to assure all deposits are made and final invoices are submitted to CEEA for final payment)

 If you do not have individuals selected for the above positions, please explain why. You may have as many members as you feel is needed, however these are the four (4) key members.

Provide a brief description of the proposed conference theme :

Describe the synergies/advantages of hosting the CEEA conference at your university during this particular year. Outline any unique timing considerations - please note that the CEEA Conference is expected to be held in June each year.

Include or append a description of the facilities available (meeting location, meeting rooms, posters, meals, accommodation of delegates and, if applicable, exhibition halls, laboratory course facilities, possibilities for social events, hotel location and prices, student accommodation).

Append a preliminary budget, including information on registration fees, range of costs for various categories of accommodations; provide information about support for invited speakers below:

Proposed Dates and Deadlines

If your conference will be held in June - please provide the proposed conference dates - CEEA conference generally run a full day of workshops prior to the start of the 3 day conference.

CEEA tries hard to avoid conflicting with other conferences that may be of interest to our members. Have you considered when other similar conferences are taking place?

yes, we have researched all other similar conferences and are certain our proposed dates will not cause a conflict

no, we have not done any research as to whether there are other conflicting conferences taking place.

If you are proposing a date outside of the month of June, please provide your justification for these dates.

Proposed Time schedule - please indicate your proposed date for the following

we have provided all projected dates in the boxes below

we do not have a date schedule ready but will send one to CEEA Head Office within 2 weeks of submission of application form

First Announcement / Call for
Papers and Workshops

Abstracts deadline

Papers Accepted Notification Date

Final Papers submission deadline

First draft Programme deadline

Proceedings issue deadline

I have read, understood and included the following:

Documents read and understood:

Memorandum of Understanding (to be signed once the venue has been awarded)

Hosting a CEEA Conference booklet

CEEA Conference Timeline document

Will you require financial assistance
from CEEA in the form of Seed
Money?

    Yes

    No

If your answer was yes, please list your requested amount,
which will require approval by the CEEA Board of Directors:

The following documents are included with this application:

    A letter of support by the dean or head of your faculty or organization

    Proposed budget

    Venue Image: (Campus with logo preferred) A graphic image that represents the conference venue.
    This is most likely an image of the campus, possibly with the host logo on it. This image should be
    exactly 860x500

    Banner image: (Overview of city - Tourism) a banner image for the conference. This image should be
    exactly 900x250 and contain no graphics other than an image.

    Brief overview of your conference

Joint Hosting Option - for those joining resources with other organizations in the same area.

Would you be open to joining with another organization in planning a CEEA Conference?

    Yes

    No

If yes, and you already have a proposed partner - please provide the following information:

Name of University / Organization

Name of Individual

Phone:

E-mail Address: