

## CEEA CONFERENCE LOGISTICS and TIMELINE DOCUMENT

Please review the following information as part of the application process. There are several things required for your school to be considered as the host for the next conference.

### 1. Conference Overview

- a. The following is required to be submitted with your application.
  - i. Venue Image (Campus with logo preferred) A graphic image that represents the conference venue. This is most likely an image of the campus, possible with the host logo on it. This image should be exactly 860x500
  - ii. 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. The ad on the homepage will incorporate the necessary values automatically.
- b. A brief overview of your conference should be submitted together with your application.

### 2. Committee Listing – submit together with your application. There will need to be a minimum of 4 people plus the CEEA liaison. These roles are as follows:

**Conference Chair:** The role of conference chair is often listed as the Dean or Head of the hosting faculty or department at your University. The role of this individual is to appoint the organizing chairs who make up the conference committee. **[NB: In cases where the conference chair is not running the organizing committee the role of *Conference Co-chair* is an additional individual that should be clearly identified.]**

**Finance Chair/Treasurer:** The role of treasurer will keep the budget, track all expenses, keep all documentation and original receipts and regularly coordinate with the CEEA Head Office regarding expenses like deposits or invoices and ensure all financial, tax, and audit requirements are met. Some of these requirements include establishing conference accounts internally at your institution, expenses, regular financial reporting to the committee and CEEA liaison, and conference closing. This role is also responsible for the final audit, if required.

**Technical/Program Chair:** Ensures that a well-balanced, high-quality program is organized and presented at the conference. Handles the Call for Papers through the selection and review of every paper. Assists in the scheduling of session rooms and helping with local arrangements for the program. Responsible for the coordination of production of conference content (e.g., papers, workshops, keynote sessions, special panel sessions, summaries of conference papers, programs, proceedings, etc.) and is able to assist with inquiries before and after the conference. In many cases the Conference Chair will enroll a workshop chair to assist in that area.

**Logistics Chair:** This role is responsible for the logistics of the conference. Booking venues, contacting local hotels for conference rates, establishing a relationship with potential exhibitors and

sponsors, and assisting where needed with above roles. The person in this role works closely with the conference co-chair and treasurer on the venues to assure budget constraints are met.

Optional:

**Publicity & Public Relations Chair:** Gathers, maintains, and utilizes lists of media contacts and past and potential attendees for targeted outreach; promotes the conference through local advertisements as well as proper national and international channels and news media.

Please identify these key people in your application. You may add other support people as you see fit once the hosting site has been confirmed.

3. **Conference Email** – e.g. [ceeayear@institution.ca](mailto:ceeayear@institution.ca) by September 15 or prior to the 1<sup>st</sup> official call, whichever is first.
4. **Easy Chair Account** – this will be set up by the CEEA Head Office. There is a cost associated, please account for this in your budget. Your budget will need to include the fees for an Executive level subscription. Approximate cost is between \$ 500-800.00.
5. **Call for Papers and Call for Workshops (separate calls)** – first draft of the Call for Papers should be ready to distribution at the conference previous to your conference. The 1<sup>st</sup> official Call for Papers and the Call for Workshops is required by **September 30**, at the latest. Example calls from previous conferences are available on our website or by contacting the CEEA office.
6. **Sponsor and Exhibitor details**
  - a. The details surrounding Sponsors and Exhibitors are standard from year to year and can be found on the CEEA website. CEEA is flexible and open to innovations, please submit your proposal together with your application and proposed budget.
  - b. All registrations of sponsors and exhibitors will run through the CEEA office using the online registration system.
7. **Registration amounts** are as follows and registration normally opens **April 1**.
  - a. Any deviation from the amounts listed will need to be explained within your budget:  
Early Bird Regular Attendee Registration - \$ 525.00  
Non-Early Bird Regular Attendee Registration - \$ 625.00  
Student Early Bird Registration - \$ 200.00  
Student Non-Early Bird Registration - \$ 225.00  
The deadline for Early Bird is set one month prior to the conference and the registration closes 5 days prior to the conference start date to allow for most accurate numbers.
  - b. Guest tickets should be realistic to the cost of the event and not an inflated price.
  - c. All lists of non-registered attendees (all volunteers, support staff, keynote speakers) should be submitted to CEEA Head Office by email within 2 weeks of the start of the conference. Keynote Speakers are not required to pay registration fees and are to be considered

complimentary. This is for full inclusion on the registration listing and that proper name tags are printed. The deadline to send in information for all non-paying registration attendees is 2 weeks prior to the start of the conference.

8. **Workshops fees** are charged for all who attend.

The Final workshop schedule must be in place by **March 15**.

a. Fees are as follows:

\$ 50.00 fee for the first and then each one after at a lesser amount (e.g. \$ 5.00/per)

A Workshop one day rate may be available to those wanting to attend only the workshops – this should be in place when the registration costs are set up. \* Please confirm with your CEEA liaison on this as the association is currently developing a policy to cover this.

b. Workshop presenters and their registration:

- Please confirm with your CEEA liaison on this section. The association is currently developing a policy to address this.

9. **Hotel Rates** should be set in place and information provided to CEEA by **February 28** – if not sooner. Details should include the hotel information, rates, how the hotel plans to handle registrations (via phone or internet), website address and directions. It is good to have a minimum of 2 hotels as well as a University residence rate, if location allows.

10. **Papers**

a. Easy Chair Account: The CEEA office will set this up. There is a document available (upon request) on how to work with Easy Chair.

b. Papers Information Page: The information page will need to be made available, along with the Authors Guide prior to the first deadline of abstracts to allow those submitting abstracts to understand the requirements. You may find a copy of this document on the conference site for the current conference. This will assure that you are using the most current document. CEEA has a set document that is to be used. If you have any suggestions, please present them to the CEEA liaison and the association will address any concerns or suggestions you may have. Usually 30 days prior to the first deadline.

c. Reviewing of Abstracts and Papers: Minimum requirement is a good review of abstracts – 2 or 3 people per paper providing feedback to the authors. Feedback to all authors is due by March 31. For further clarification, please contact your CEEA liaison, as the association is currently working to develop a policy to address this section.

11. **Conference Schedule**

a. A brief outline should be made available by **February 28**. This would include all events, keynotes, session times, CEEA AGM time, as well as start and end times for the days – to allow for people to book travel appropriately. The finer details can be filled in as the information becomes available.

- i. All information should be provided to the CEEA office for posting to the website, as soon as it becomes available.
- ii. The final agenda/programme is due **minimum one week prior** to the conference (at first completion) with a note stating that it is still in the draft form and will continue to be updated as information becomes available.
- iii. Final Conference Agenda – programme needs to be on the website the **day BEFORE the Workshops begin**.
- iv. Speaker information is required as soon as they are confirmed along with a photo and a brief biography – for posting to the website.