

SEFI

Annual Conferences

Handbook

21/1/2019¹

Editor: SEFI Secretary General²

¹ Version approved by the SEFI BOD – finalised 21/1/19 F. Côme and HM Järvinen

² Editor: Françoise Côme, Secretary General (by decision of BOD 30/11/18) with the kind contribution of R. Clark, LM Sanchez-Ruiz, M. Vigild, L. Cittero, M. Murphy, X. Fouger, HM Järvinen and all those who participated in the preparation of our former conferences and former guidelines. We thank them all for their valid contributions and good comments and suggestions.

The 2019 SEFI Conference Handbook is an improved version of the 2017 SEFI Annual Conferences Guidelines.

It was prepared with the contribution of R. Clark, LM Sanchez-Ruiz, M. Vigild, L. Cittero, M. Murphy, X. Fouger, HM Järvinen and many others who had also participated in the preparation of our former conferences and former guidelines.

We hereby thank them all for their valid contributions, good comments and suggestions.

Preamble

This document has been prepared to help host institutions, members of SEFI, with the organisation of the SEFI Annual Conferences³. The document defines the rights and duties of the partners, SEFI and one of its institutional members.

The document, edited by the Secretary General, is under the supervision of the SEFI Board of Directors (BOD)⁴. It includes two chapters:

1. **Chapter I (Terms of References)** describes the expectations of SEFI in terms of date, duration and general organisation of the conference. It describes the different committees, the legal and financial aspects to be agreed upon between SEFI and the host institution. It includes the declaration of the acceptance (= contract) which is to be signed by the rector/president of the host institution. It also includes information about SEFI Prizes and Awards, plus a series of other matters such as the cooperation with the conference sponsors and SEFI Working groups and other committees, the conference promotional activities and proceedings.

It serves as a “Book of rules” which ensures the credibility of the event and contributes enhancing its quality and reputation over the years.

2. **Chapter II (Guidelines)** is expected to remain a work in progress document with regular updates being made after each conference on the basis of conference participants evaluation. It provides an overview of the tasks inherent to the preparation of the Annual Conferences.

The SEFI Annual Conference is the main ‘window’ for SEFI to promote the Society’s mission and objectives, and to present its activities to the general engineering education community. It is a major event for all those who are members in order to maintain and reinforce their interest and support to the Society which exists only thanks to their involvement and financial support. In the case of SEFI Annual Conferences organised in cooperation with other partners, these guidelines remain applicable.

³ Any item not mentioned in this handbook will be discussed by the Board of Directors before any further action.

⁴ In its decision of November 30 2018

Chapter I: Terms of references (ToR)

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I. Candidatures / dates/ themes / duration

Candidatures

Preliminary proposals will be submitted to the BOD by the member institutions **3 years before the concerned conference**.

The institution submitting a proposal will already be active within SEFI⁵ and will be an institutional member.

Candidates will be invited to present their proposal to the BOD and to answer any questions. Candidates will demonstrate the organisational facilities of their institution and the official commitment of their institutional authorities to organise the Conference and to take all the related responsibilities, including financial ones.

To this end, a **declaration of acceptance** addressed to the President of SEFI and signed by the Rector/President of the candidate institution will be sent to the President and Secretary General at **least 2 years (September) before the date of the concerned conference (Appendix 1)** and **decision shall be taken by the BOD at its meeting (November/December) two years before the concerned conference**.

Dates

The SEFI Annual Conferences are organised during the **third week of September** in order to avoid clashes with conferences organised by partner organisations.

Themes

The organisers will submit a theme for the approval of the BOD **no later than 18 months** before the conference as well as a detailed plan including all the items listed in the present guidelines.

The theme should reflect the **objectives and priorities of the Society** and should be topical, draw on the expertise of the host institution/country and be in line with SEFI interests, especially those championed by the SEFI Working Groups.

The list of former conferences' themes is available on www.sefi.be

The conference language is English⁶. The abstracts and final papers will be in English.

Duration

SEFI Conferences are articulated on a four-days schedule, preferable from Monday to Thursday pm (see programme template later)

⁵ At the level of the Board of Directors (BOD) or Working Groups for instance

⁶ The organisers may propose a simultaneous translation for the plenary sessions if it is felt necessary.

II. Conference Website and Electronic Reviewing system

Web site

The conference website should be made live by the time of the preceding year's conference (September of preceding year).

It should be regularly reviewed and updated throughout the lead up to the conference.

When possible, direct access to the conference site will be given to the SEFI HQ.

The domain name `www.sefi(year).eu` is recommended and should be maintained for at least two years after the concerned conference.

Electronic Submission System

SEFI uses *ConfTool* as its electronic submission system to ensure the continuity of the practice and process from conference to conference (for example, paper submission, registration, organisation of reviewer, templates for communicating with delegates, authors and reviewers).

In accordance with the SEFI Treasurer, annual subscription to ConfTool will be taken by SEFI with access to be given to the LOC.

The cost of the annual subscription will be refunded to SEFI through the contribution to be given to SEFI by the host institution (see finances here below).

III. Finances / budget / legal aspects

Preliminary visit

The Secretary General will be invited by the organisers to participate in a preliminary visit generally organised the preceding year. The cost of the visit (travel, accommodation and subsistence) will be under the conference budget.

Registration fees and accommodation

The registration fees will be decided according to the proposed programme and the duration of the conference. **The fees will have to be approved by the BOD.**

Special fees will be set for students and, according to the decision of the organisers and regional aspects, for selected groups of participants.

The organisers will ensure that a series of different categories of prices for accommodation will be available on the web site, indicating clearly if a code has to be used for guaranteeing special rates.

The general rule is that everybody attending the conference will pay the registration fee.

Exceptions are (*no fees to be paid for*)

- The President and the Secretary General, and accompanying SEFI staff (max. 2 persons)
- The Presidents or their designated representatives of partner engineering organisations (max. one from three organisations), based on a reciprocal treatment and on the basis of the cooperation agreements signed with those organisations (travel and accommodation cost are under their own responsibility). Any further invitation will be at the expense of SEFI but with agreement of SEFI

- One representative of each SEFI Corporate members
- Two representatives of each SEFI Corporate partners
- The invited keynote speakers (max. 4)
- The Leonardo da Vinci Medallist (see later)
- The awardees of the previous year best (student) conference papers (max. 2)
- The awardees of the SEFI Fellowships of the year (max. 2) and the awardee of the Francesco Maffioli Prize (1)

The list of the beneficiaries of the registration fees exemptions will be sent by the HQ to the LOC.

Budget

The organisers will present a budget to the BOD at least one year before the concerned conference.

The budget will take into consideration all the items of the present handbook.

The budget (see template in [Appendix 2](#)) is under the **full responsibility of the organisers**, no reserve fund is available from SEFI. The financial benefit generated by the conference will remain at the disposal of the organising institution. A detailed financial report will be presented by the organisers to the BOD on the occasion of its meeting following the conference (November/December).

Sponsors

The organisers are entitled to contact sponsors and to prepare a sponsorship package (see template in [Appendix 3](#)) in cooperation with the SEFI HQ.

The SEFI Corporate partners are offered one exhibition stand at every SEFI event, including the Annual Conference (they are responsible for the equipment of such a stand).

The SEFI Corporate members are offered one exhibition stand at one SEFI event only, the Annual Conference or another event.

Liabilities

The organising institution agrees **to transfer to SEFI an amount corresponding to 10%** of the registration fees and sponsorship incomes with **a minimum amount of € 18000**.

This amount will be transferred to SEFI by the end of the conference calendar (civil) year.

The travel and accommodation cost of the Secretary General and accompanying staff (max. 2) as well as of the President will be covered by the organisers.

The SEFI staff will be accommodated in one of the conference hotels chosen in cooperation with the Secretary General.

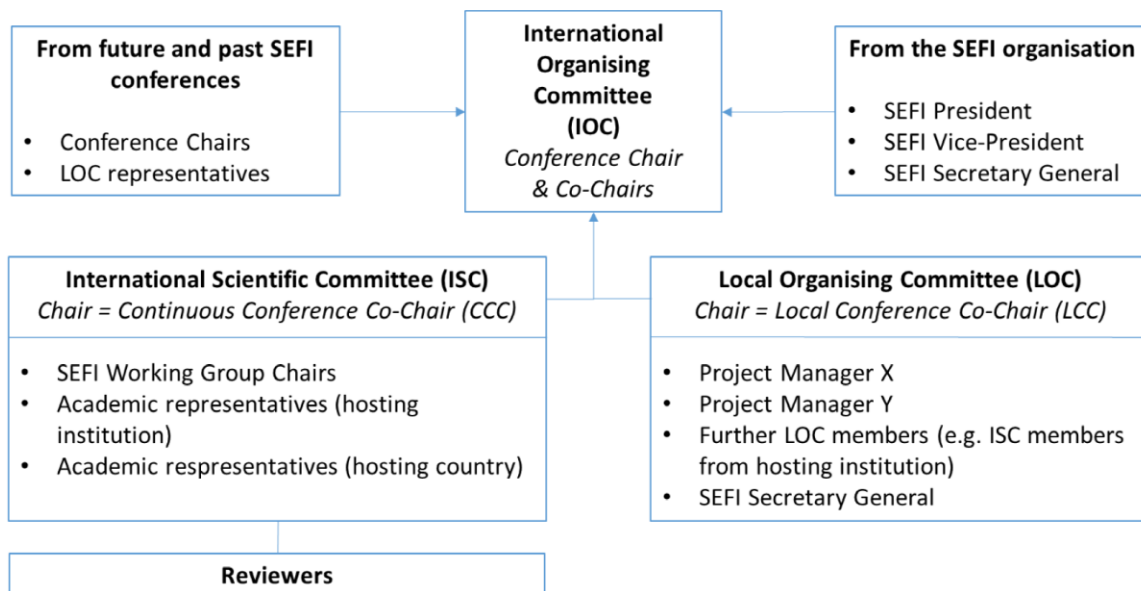
A stand will be at the disposal of the SEFI HQ in a suitable place to be determined with the Secretary General.

Legal aspects

The LOC will ensure that all the aspects of the SEFI Annual Conference will be done in full respect of the EU General Data Protection Regulation (GDPR) – www.eugdpr.org

IV. Committees and responsibilities

The organisational structure for the annual conference will comprise the following committees.



IOC (International Organising Committee)

Chair – Chair of the Conference from the host institution

Members

- Scientific Committee Co-Chair from the host institution
- Scientific Committee Co-Chair from SEFI BOD
- SEFI President
- SEFI Vice-Presidents
- SEFI Secretary General
- Previous year Conference Chair
- Following year Conference Chair
- LOC representatives (as decided by the Conference Chair)
- Other co-opted members (as appropriate for their expertise)

The IOC has a function of a steering committee. It will focus on the alignment of the organisation of the conference with the SEFI conference handbook. The Local Organising Committee (LOC) and the International Scientific Committee (ISC) will feed in their working progress and get feedback on it to ensure that their both functioning as they should. Final decisions regarding proposals for keynote speakers, candidates for the Leonardo da Vinci medal, the scientific programme will be taken by the IOC.

ISC (International Scientific Committee)

Co-Chairs – Scientific Committee Co-Chairs from the host institution and SEFI BoD

Members

- SEFI WG Chairs
- Academic representatives from the host institution and host country (of the order 6)
- LOC representatives (as decided by the Co-Chairs)

The ISC (especially the CCC and the representatives of the hosting institution) will manage the task of creating the scientific programme for the conference. This includes a definition/confirmation of session formats, conference tracks as well as the planning, implementation and execution of the review process. It is recommended to sustain a certain stability regarding session formats and conference tracks. There will be a close collaboration between ISC and LOC to assure that the local infrastructure meets the needs of the planned scientific programme.

LOC (Local Organising Committee)

Chair – Chair of the Conference from the host institution

Members

- Co-Chair of Scientific Committee from the host institution
- Local Project Manager
- SEFI Secretary General
- Local representatives (as decided by the Chair of the Conference)

The LOC is mainly responsible for the practical and financial preparation of the conference. This includes among others provision of the necessary infrastructure (rooms, A/V equipment, common areas, etc.), budget planning and monitoring, acquisition of additional sponsors (if necessary), organisation of additional transport (if necessary), contact to local press, hotels, website, social programme, delegate registration and abstract management. During the SEFI conference the LOC is responsible for a smooth flow of the conference. There will be a close collaboration between the LOC and ISC to assure a well-planned and implemented scientific conference programme. The actual planning of the scientific programme will be a responsibility of the LOC. The ISC will feedback on the preliminary scientific programme at the appropriate point. The LOC will incorporate this feedback

The chairs of all the Committees will ensure all committees are aware of each other's work.

V. Keynote Speakers

For each conference, it is expected that up to **4 keynote speakers** will be invited to give plenary presentations to the conference delegates.

The selection of keynote speakers should consider the following:

- they should be **relevant** and engaging for the participants
- they should be able to **speak knowledgeably about a topic** related to the conference themes (in English)
- they should be in **a position of influence** that will convey the importance of the message
- there should be a **blend** of national, European and international speakers to present a diversity of views
- organisers should always strive for **gender balance**.

The selection of keynote speakers should be made by the LOC in cooperation with the IOC **9 months** ahead of the conference taking place.

For each keynote speaker proposed, the **form** in [Appendix 4](#) should be completed to ensure that the appropriate information is available for all members of the committee to reach a fair and appropriate decision. Once agreed, each keynote should be approached by the LOC to ensure their agreement to participate and to solicit a title, abstract, bio and photo to ensure the earliest possible publicity of their involvement.

A reserve should be identified at the selection stage in case one of the chosen individuals declines the invitation.

VI. SEFI activities in conjunction with the Conference

General Assembly

The General Assembly (GA) – min. two hours - is organised during the Conference.

An auditorium (with equipment) for 100 people will be required. A desk will be at the disposal of the SEFI HQ at the auditorium's entrance.

Board of Directors meetings

Two meetings will be organised at the Annual Conference, and therefore two meeting rooms of 30 people will be required.

The first meeting is usually organised the afternoon or morning preceding the opening of the conference and can be organised together with the meeting for the new conference comers, and the second one, the latest day of the conference, immediately after the Closing session. The Secretary General is responsible for the invitation to these meetings.

Working groups Business meetings/National correspondents/SEFI EEDC meetings and corporate lunch

The Annual Conference represents for the Working groups (WGs) a unique occasion to promote their activities and to recruit new active members.

To this end, the organisers will ensure that facilities will be available for activities which should be announced at least six months before the conference.

A poster room (area) can also be available for them. The size of the boards and the available materials will be communicated to the WGs Chairpersons three months before the Conference in order to enable to them to prepare their materials on time.

A time slot for a meeting with the *National Correspondents* will be foreseen in the conference' programme, as well as for a meeting of the **SEFI European Engineering Deans Council (EEDC)** and with the **SEFI Corporate partners**. HQ will issue the invitations.

Meeting for new comers

A meeting aiming to present SEFI to those who participate in the conference for the first time will be organised on the first day of the conference. All the BOD members are required to attend it.

VII. Prizes and Awards

Best conference and best student papers

The conference participants will vote for the best conference paper and the best conference student paper. **The results of the votes will be announced at the Closing session by the SEFI President.**

They will be published into the SEFI newsletter and on the SEFI site.

The awards consist of a Certificate (to be prepared by the LOC) and a free registration (one author/paper) at the next SEFI Annual Conference. This is valid for both the best conference paper and the best conference student paper.

Leonardo da Vinci Medal

The Medal is the highest distinction SEFI can bestow. It is awarded by the SEFI BOD to living persons who have made an outstanding contribution of international significance to engineering education. The name and curriculum vitae of the possible candidate will be submitted by the organisers to the SEFI Medal Committee (President, Chairs LOC and IOC, Secretary General) **at least six months before the Conference.**

Expenses related to the medal (and the accompanying certificate) itself will be covered by SEFI.

Expenses related to the medallist (travel, accommodation) will be covered by the Conference budget.

The Medal Ceremony is organised at the best possible moment according to the Conference programme (in general during the Gala dinner).

Francesco Maffioli Prize and Fellowships

The Francesco Maffioli Prize and the Fellowships Ceremony are organised at the best possible moment according to the conference programme. *The cost of these awards is the responsibility of SEFI, and is not under the conference budget (with the exception of the awardees' registration fee that is on the conference budget).*

Chapter II: Guidelines

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I. Call for Papers and Workshops / instructions / submission/ reviewing

Call for papers

The initial call for papers and workshops should be available for circulation and advertising at the previous year's SEFI Annual Conference. Examples of call for papers are included in [Appendix 5](#). Decisions regarding deadline dates are often problematic, and thus, should be agreed by the IOC as early as possible.

Instructions to Authors

They are included in Appendix 6 (Template for paper submission).

Paper Submission Formats and workshops⁷ submission

The SEFI Annual Conference submission process is a two-step process, which consists of:

1. Submission of the Statement-of-intent (SOI): The **SOI** has the structure of an abstract and can be seen as a serious intention of the author(s) to submit a full paper. The submission of the SOI is a prerequisite to submit a full paper
2. Submission of the **Full Paper**

At SEFI conferences author(s) have the chance to submit two different types of papers.

1. **Research paper:** Research papers are full papers, which follow the standards for good research practice in Engineering Education Research (EER). Author(s) present for example original studies, research projects within EER.
2. **Concept paper:** Concept papers are full papers, which present scholarly work within the field of Engineering Education (e.g. work-in-progress projects, studies of practice).

The paper submission format will be in line with previous SEFI Conferences and use the template given in [Appendix 6](#).

Reviewers

The ISC will be responsible to continue with developing/updating a list of reviewers and their areas of expertise at the earliest possible stage. The updated list of reviewers should be available by the first abstract submission deadline for the conference.

The LOC is in collaboration with the ISC responsible for transferring lists of delegates and reviewers to the current conference (if possible). Settings of the submission process can be transferred too (if possible). Thus, it will be a joint responsibility of ISC and LOC to ensure that the delegates registration and abstract management system is set up to accept registrations and submissions once the Call for Papers has been issued.

It will be the LOC responsibility to ensure that all reviewers are given access to the system with the appropriate privileges.

⁷ For workshops submitted by individuals other than the WGs chairs – see later

The list of reviewers is saved annually at the SEFI office.

Review Process (two steps)

The **SOI feedback** will be a simple accept / reject decision along with 2 or 3 feedback pertinent comments to justify the reviewer's decision and to help the author(s) to prepare their full paper. SOI's are screened by the ISC in close collaboration with the LOC and the conference chair. They check whether submissions are of general interest for the SEFI community. The decision and appropriate, short feedback will be provided to the author(s) within 1-2 weeks after the submission deadline.

The **full paper review** consists of two double-blind reviews. It is required to apply sets of review criteria ([Appendix 7](#)). There will be different sets of review criteria depending on the submission type.

Engineering Education Research (EER) papers (submissions with a 'research flag') will be reviewed by using a set of acknowledged quality parameters for scientific articles. Non-EER submissions (e.g. concept papers) will be reviewed by using a set of acknowledged quality parameters for scholarly work within Engineering Education. A review requires detailed comments for a final submission to be sent to authors.

For full papers, we request that the ISC deliver two double blind reviews and that reviewer actually offer written feedback to authors. The review process for full papers should generally be of the order 3-4 weeks.

Full papers with contradicting reviews will be discussed/reviewed for a third time by a special subgroup of the ISC. This group has to be defined by the CCC before the first round of review starts.

Special attention will be given to avoid non-appropriate papers being accepted.

II. Conference programme

General scientific programme

The development of the conference programme – see template as [Appendix 8](#) – is the shared responsibility of the IOC and ISC.

Usually, the SEFI Conferences are articulated on 4 days (from Sunday evening to Thursday lunch/evening) and include:

- Opening and closing sessions
- Five plenary sessions including the University-Business Plenary Round table
- Scientific Paper sessions
- Workshops organised by the WGs and others (open to all participants)
- Other SEFI meetings (incl. WGs internal business meetings): on invitation only

The Programme should consider the stated conference themes and the work of the SEFI Working Groups (workshops and meetings) as the first priority. Beyond that, the available spaces will need to be considered.

High visibility will be given to the SEFI Working Groups and their chairs, and to the EU projects in which SEFI is committed, on the occasion of the **Opening Ceremony** where the official representatives of SEFI invited partners will also be named and their attendance will be acknowledged.

The programme should allow **sufficient time for movement** between sessions if they are not separated by a break. Breaks should be of sufficient length to allow for and promote networking between the conference participants and the industrial sponsors present at the conference. The International Scientific Committee should explore a range of different session formats to promote engagement with the conference participants.

Some possible formats could include:

- Presentations and questions
- Discussion sessions with short paper as introduction
- Panel sessions
- Workshops
- Posters.

Typically, these would be made known in the call, but could be proposed at a later stage when the contributions are clearer.

Sessions chairs

The identification of **session chairs** needs to be conducted as soon as the programme structure for the conference has been identified. The chairs can be drawn from the reviewers list and from other

local and SEFI groups. If the International Scientific Committee consider it appropriate, co-chairs can also be identified. Instructions for the individual sessions will need to be prepared and communicated to both the participants and the chairs prior to the conference. ***This will be the responsibility of the ISC in cooperation with IOC.***

At the conclusion of each session, the chair will fill out a session feedback form (as detailed in Appendix 10) and return this to the Conference Organisers for later review.

Special Sessions

Different types of sessions should be encouraged, but there are certain sessions that need to be considered in every Annual Conference.

Workshops

Workshop proposals are submitted by individuals and also by the SEFI Working Groups chairs.

In the first case (**individuals**), the submissions should be handled in the same way as papers and undergo a peer review.

Workshop sessions should be included in the programme to accommodate these submissions. Typically workshop sessions will be 1.5 to 2 hours long. Proposers will be responsible for providing all materials unless they approach the conference organisers as soon as their workshop has been accepted.

The **SEFI Working Group workshops** may fit the 1.5 to 2-hour slot or a request may be made for a longer time slot. These workshops may also be requested for pre or post conference but for visibility as well as guaranteeing sufficient attendance, it is recommended that they take place during the conference programme at a special moment (full afternoon for instance), well visible in the conference programme.

Working Groups workshops do not need to undergo peer review as they will have been carefully selected by the Working Group chairs.

The SEFI Committee on WGs will take the responsibility of reviewing those particular workshops.

At the call for papers stage, the Chairs of the ISC must contact the SEFI Working Group Chairs to ask if they would like a workshop at the Annual Conference and produce a list of which ones will do so.

It should be made clear that late requests from Working Groups will generally be difficult to accommodate.

Registration before the conference should ideally be conducted through the Conference website. If registration for workshops is not undertaken, on site sign-ups are suggested to ensure room sizes are adequate.

University - Business Panel

The University- Business Panel is a **mainstay** of the Annual Conference and should be included in the programme as a plenary session (1,5-2 hours) preferably organised during **Conference Day I** in order to facilitate the contacts between the corporate representatives participating in the Round-Table and the academics and to give visibility to SEFI Corporate partners ("*SEFI industrial members*").

The format of the Panel should be agreed ahead of the conference with the people participating. It is organised by the **Chair of the SEFI University-Business Cooperation Standing Committee** and it represents an opportunity to promote 'dialogue' rather than simply a form of 'show and tell'. The latter format tends to be less engaging for the conference attendees and does not maximise the opportunities for the industry representatives present.

Beyond the Panel, the industry contribution should be as visible as possible and be in a location that promotes networking at the various break times and quitter periods of the conference.

Conference Master Classes

Proposals for Pre / Post or Conference Master Classes should be encouraged. These will generally be subject to an additional fee. Special masterclasses can be organised by SEFI Corporate partners during the conference for students, educators being invited as observers. SEFI Corporate partners will be invited to submit their intention to run such classes at least **4 months** before the Conference.

III. Recommendations and tips to be carefully read

Concerning the general organisation

Time should be given to move from one session to the next one, especially if locations are distant.

1. If rooms are dispersed, a map locating them should be provided to all delegates in paper form, ideally included in Badge holders.
2. It is essential to provide all delegates with internet connectivity. However one should never assume that all will be successful in establishing the connection.
3. While programme apps should be encouraged, at least one large printed copy of the programme must be displayed, as connectivity is not guaranteed.

Concerning the paper sessions

4. Audio visual equipment should be available in all rooms. This includes the computer on which presentation are to be uploaded.
5. If no computer is available, the session chair should be informed that his/her computer will have to be used. In that case a DP/VGA adapter must be made available by the Local Organising Committee.
6. Five minutes at the beginning of each paper session should be formally reserved for loading presentation files on the projection computer.

Session duration should be adapted accordingly.

Concerning the plenary sessions

The general rule is that no other session, activity or business meeting(s) should be planned at the time of the plenary sessions.

7. Opening and closing sessions must be planned in detail (what, when, who) and timed to the minute. They should be rehearsed in the room where they are to happen. Access to this room must be reserved prior to the sessions and people on stage must reserve this slot on their agenda.
8. Time should be given between rehearsal and plenary sessions to incorporate lessons learned during the rehearsal.
9. Audio equipment must be made available to all people on stage, no microphone sharing. Additional microphones must be available for circulation within the audience for Q/A.
10. Presentation material should be assembled in a manner avoiding file change during the session, for instance by linking Powerpoint slides. Videos should be embedded in Powerpoint slides and not shown via a separate player.
11. Powerpoint templates must be uniform during the plenary opening and closing sessions and shared in advance among all writers of material used during such sessions.
12. The screen should not be blank when the audience enters the room of plenary sessions. It could for instance display short videos from partner sponsors playing in loops. This can become a valuable additional benefit to partners and sponsors.
13. A Master of Ceremony should be the first to speak, to provide security and logistics information, and to introduce each participant in the opening and closing ceremonies.
14. Practical information (logistics, program changes, security, transport, social activities,...) should be presented on slides at the same time they are shared orally.

Concerning Round table (multi-speaker) sessions

15. A chairperson must be designated to moderate multi-speaker sessions such as the industry round table. This person should not be a panellist.
16. All panellists should have a microphone. Additional microphones should be available for circulation within the audience for Q/A.
17. The chairperson must collect all presentation material in advance. Presentation material should be assembled by the chairperson in a manner avoiding file change during the session, for instance by linking Powerpoint slides. Videos should be embedded in Powerpoint slides and not shown via a separate player.

Coffee breaks

18. Coffee breaks of 30 minutes should be planned each full half day.
19. Standing tables should be available to encourage informal discussions.
20. Appropriate seating should be provided.

Exhibition

21. The exhibition space should be located within or around the space reserved for coffee breaks.
22. Standard tables (indicate size) or a predefined booth space and two chairs should be provided to each exhibitor.

23. A projection screen and power supply must be made available for at least two devices if this option is selected exhibitors.
24. Exhibitors must be given the option to ship exhibition material during the entire week preceding the conference start.
25. A 90 minutes time slot should be reserved prior to the conference opening and communicated to exhibitors for preparing their exhibition tables or stands. This time should be determined in a manner preventing conflicts with business meetings as exhibitors may need to attend those meetings. All material shipped by exhibitors should be made available at their point of exhibition at this time.

Concerning the business and other SEFI meetings

26. Business meetings such as the Corporate lunch are to be scheduled in a manner that prevents time conflicts.
27. The organisers will arrange room reservation at the time scheduled and with the required seating capacity. A projector should be available in the meeting room.
28. If those meetings happen at lunch time, quick serving options must be offered (in room buffet or sandwiches).

IV. Promotion and information

The organisers will ensure that the Conference is promoted as much as possible, to this end using all possible means (press, emails, information campaign, information leaflets...) decided in close cooperation with the IOC.

Social media

Relevant social media (Twitter, Facebook, LinkedIn, etc.) will be created and maintained by the organizers in close cooperation with the SEFI HQ.

V. Conference package

The conference package will normally consist of:

- Participation in the sessions
- Participation in the social events (except when specified)
- Proceedings and book of abstracts
- Final programme
- List of participants (by country, with name, institution and email) with special attention to the GDPR
- Information about SEFI and its activities (to be provided by the HQ)
- Information materials provided by conference sponsors and by the host university

- A certificate of attendance
- An evaluation questionnaire (see [Appendix 10](#))

VI. Infrastructure *(see also list of tips above)*

For the Conference itself, the following infrastructure will be provided by the hosting institution which will ensure that ***enough qualified personnel will be available to support the good use of this equipment in all rooms.***

- Plenary sessions: a room to accommodate all expected participants (400)
- Parallel sessions: “x” rooms (according to the programme) for 40 persons each
- Technical materials (projector, screens, PCs facilities with WiFi, micros, ...) will be ensured in all rooms
- An exhibition area, in an adequate location, will be ensured for SEFI Corporate members and partners, will be ensured
- A stand will also be reserved for the SEFI HQ (WiFi, screen)
- A large Notice Board
- A meeting point

VII. Book of abstracts, Proceedings and other conference outcomes

The proceedings Editors are the chairs of the ISC and the SEFI President.

They are responsible for the contents of the proceedings, for the layout of the book of abstracts and proceedings.

The publishing expenses are under the Conference budget.

The book of abstracts and the proceedings will be published with a SEFI ISSN and ISBN numbers.

The Proceedings copyright belongs to SEFI (see [Appendix 11](#)).

SEFI will publish the proceedings (papers) on-line on its web site for a period of at least **ten years** after the conference.

The accepted papers will be indexed on Scopus.

The Proceedings will contain the name and logo of SEFI, as well as the standard page presenting the Society (electronically available from the HQ) and with the logos of SEFI Corporate Partners and relevant conference sponsors.

The organisers will send free of charge 25 copies of the books of abstracts and proceedings to the SEFI HQ.

VIII. Social programme

Day 0 (Sunday evening for instance for the conference starting on Monday morning):

Informal Get together party (held at the hosting institution or at another relevant place. It can also be replaced by a sightseeing tour – the objective is to ensure that all the delegates have arrived on time for the Conference Day I - Opening)

Day 1

Conference Reception (cocktail) , organised on the first evening of the Conference programme, in the town hall or at any relevant place. The reception may also be replaced by a social activity (ballet, exhibition ...). The conference reception may also be the moment for the Fellowships and F. Maffioli Prize awards.

Day 2

Free evening, with the possibility to organise the SEFI members General Assembly and visits for delegates who are not SEFI members

Day 3

Gala Dinner and Awards ceremony: the Gala dinner is organized at an appropriate place.

Day 4

-

Programme for accompanying persons

A fee will be fixed for the accompanying persons, covering the cost of the services offered (accompanying persons programme or participation in the Conference meals/Banquet etc. only).

APPENDIXES

Appendix 1

Declaration of acceptance

I undersigned,

.....

Rector/President of (*name of the institution*)

.....

declare that I have read and agree with the Terms of references and
Guidelines governing the organisation of the SEFI Annual
Conferences.

Done in :

Dates :

SEAL /STAMP

Appendix 2

Fees (to be agreed by BOD in November of the preceding year)	Number	Fee €	Revenue €
Full registration fees (early bird rate) - member	150	450	67.500
Full registration fees (early bird rate) - not member	40	550	22.000
Full registration fees (normal rate) - member	80	550	44.000
Full registration fees (normal rate) - not member	18	650	11.700
Free (SEFI (4), special SEFI guests (4), key notes (4))	12	0	0
Student registration fees	10	150	1.500
Total	310	2.350	146.700

Budget template	€
Revenue	
Estimate: 300 participants at 450-650 €	146.700
Sponsorships (through SEFI Corporate partners or others)	25.000
Total revenue	171.700
Cost	
Logistics, practical arrangements	13.000
Catering, entertainment, transportation:	
Catering during conference + conference Gala dinner	55.000
Get-together + conference reception	15.000
(*) Transport of participants	0
(*) Conference organizer (external agency)	0
(**) Conference system (registration and workflow/review process)	0
Conference materials (banners/web site/leaflets/boards/tables...)	20.000
Student employees	2.000
Video recordings	4.500
Miscellaneous	8.000
To SEFI:	
Preparatory visit	1.000
Travel/accommodation for SEFI officials -President, SG and staff)	5.000
Compensation Conference system subscription	3.000
10 % of revenue	15.000
Total cost	141.500
Balance	30.200

(*) optional

30.200

Appendix 3

SEFI 2018 sponsorship package for information:

http://emagstudio.win.dtu.dk/e-books/DTU/SEFI_Folder_2oplag/page_1.html

Appendix 4

SEFI Conference Keynote Speakers

Speaker Name	
Speaker Affiliation	
Topic of Keynote	
Supporting materials (papers, documents, weblinks)	

For each speaker, the Conference Chair should submit a completed form.

Appendix 5

Example of Call for papers



CALL FOR PAPERS

The focus of SEFI conferences is Engineering Education (EE) and for the Annual Conference 2018 we will focus on creativity, innovation and entrepreneurship. These elements are essential components in Engineering Education as well as *the context* for engineering education excellence! Thus, authors are encouraged to link their contributions to the conference theme 2018 "Creativity, Innovation and Entrepreneurship for Engineering Education Excellence".

Conference tracks include (but are not limited to)

Conference Thematic Tracks:

- Sustainable Development Goals in EE
- Teaching Creativity & Innovation
- Philosophy & Purpose of Engineering Education
- Innovation as the context for EE
- Innovative Teaching and Learning Methods
- How Learning Spaces support innovative T&L
- Fostering entrepreneurship
- University-Business cooperation

General Tracks:

- Continuing EE and Lifelong Learning
- Curriculum Development
- Discipline-specific Teaching & Learning
- Educational and Organizational Development
- Engineering Skills
- Ethics in EE
- Gender and Diversity in EE
- Open and Online EE
- Quality Assurance and Accreditation
- Recruitment and Retention
- The teacher as a supervisor

Submission formats

At SEFI 2018, author(s) can submit different types of proposals.

Research paper: Full papers, which follow the standards for good research practice in Engineering Education Research (EER). Author(s) present for example original studies, research projects within EER.

Concept paper: Full papers, which present scholarly work within the field of Engineering Education (e.g. work-in-progress projects, studies of practice).

Papers will be presented in different session formats. In the submission process, author(s) can state a preference in which format they would like to present their work. For further information have a look at the SEFI 2018 website.

Non-paper-based contribution: Non-paper-based contributions are proposals, which require the submission of an extended abstract (e.g. workshops and roundtable discussions).

Important dates 2018



*required for all submission types in form of an abstract

We are looking forward to welcoming you to the Technical University of Denmark in September 2018!

Appendix 6 (to be reviewed by IOC)

(example SEFI Annual conference 2016)

Full paper template

(4 spaces)

Full paper template for SEFI XXXX Conference Manuscript preparation using word

Since we are using double-blind reviewing process, do not add you name, position, affiliation etc. until to the final paper.
However, leave room for them.

(2 spaces)

Initials Last name (12 pt, Arial font bold)

Job title/position (12 pt, Arial font)
Affiliation (12 pt, Arial font)
Town, Country (12 pt, Arial font)
E-mail: mail@mail(12 pt, Arial font)

(1 space)

Initials Last name (12 pt, Arial font bold)⁸

Job title/position (12 pt, Arial font)
Affiliation (12 pt, Arial font)
Town, Country (12 pt, Arial font)
E-mail: mail@mail(12 pt, Arial font)

(2 spaces)

Conference Key Areas: Please select three Conference Key Areas Keywords: Please select one to four keywords

(2 spaces)

INTRODUCTION

The full paper should be prepared using this template. No hardcopy is required. Please do not insert page numbers.

1 GENERAL

1.1 Paper, authors and affiliation

Title format: 14pt Arial, bold, centre adjusted. Title longer than one line is preferable to split into a single-line title and a subtitle.
Subtitle is 12pt Arial.

⁸ Corresponding Author (All in Arial, 10 pt, single space)

Initials Last name e-mail
address

Since we are using double-blind reviewing process, do not add you name, position, affiliation etc. until to the final paper. However, leave room for them. In the final paper, authors are listed with initials and last names, followed by the referred organization list. Use the corresponding templates.

If the first author is a student, then the paper is considered as a student paper.

1.2 Paper size, margins and numbering

Please use page size A4. The text should fit exactly into the type area and be fully adjusted. Papers in two columns format will not be accepted. For A4 size paper the margin settings are: Top: 20 mm; Bottom: 20 mm; Inside: 25 mm; Outside: 25 mm. *Table 1* summarizes the margins applied.

Please do not insert page numbers.

1.3 Sections

The paper directly starts with the INTRODUCTION (i.e. no Abstract field is inserted), followed by the consecutively numbered main chapters. Include a list of numbered references at the end of the manuscript (use the template format) [1]. A summary and acknowledgments are optional.

1.4 Paper length and language

Paper length is limited to **8 pages of size A4**.

Language of the paper shall be English; UK English is preferred. Please proofread your paper.

1.5 Submission deadline and procedure

Abstracts and full papers in Word format or Acrobat pdf format must be submitted via the internet site XXXXXXXX.

We would like to emphasise that **the acceptance of the abstract does not guarantee acceptance of your full paper**. Full papers are peer reviewed and the final decision of paper acceptance will be made on the basis of this review.

2 SECTION HEADINGS AND TEXT STYLE

2.1 Heading 1

Format of section headings: bold capitals Arial 12 pt. Line spacing before and after a heading is 12 pt and 6 pt, respectively. Use consecutive numbering of the sections. Introduction and References are not required to number.

2.2 Heading 2

Secondary headings are typed in initial capitals. Line spacing before and after a secondary heading is both 6 pt. Please limit the depth of headings to major and secondary headings.

2.3 Normal text style and list

The normal text is typed in Arial 12 pt, **justified with single line spacing**. Line spacing between consecutive paragraphs within the same section is 6 pt as in this Template.

3 FIGURES, TABLES AND EQUATIONS

3.1 Tables

Tables prepared in basic word format are preferred. Tables must be referred in the text in the format as *Table 1*. The smallest font size in the table shall not be smaller than 10 pt. *Table 1*. Margins of the page size A4 [mm]

top	bottom	inside	outside
20	20	25	25

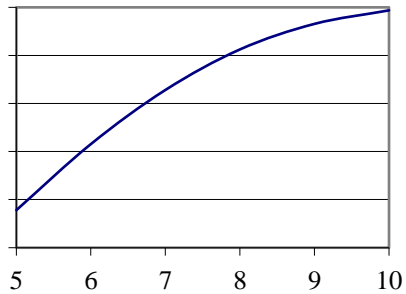
3.2 Equations

Use the equation editor of Word with the standard settings (12pt italic Arial). Equations shall be numbered. An example is given in *Eq. (1)*.

$$G \frac{c^2}{N} \quad (1).$$

3.3 Figures, diagrams, illustrations

Figures, diagrams, illustrations should have a resolution of 600 dpi.. Reference to the figures must be given in the text. Two-column figure



arrangement as shown in *Fig. 1* and *Fig. 2* is allowed: use 2x2 table without borders. The smallest font size in the figures shall not be smaller than 10 pt.

100,00 80,00
60,00
40,00
20,00 0,00

Fig. 1. Drawing

Fig. 2. The banks of the Tammerkoski rapids

4 SUMMARY AND ACKNOWLEDGMENTS

Summary and acknowledgments are optional. The numbered reference list shall be given as follows. Please order your references as they appear in the text.

REFERENCES

Since we are using double-blind reviewing process, also references revealing the identity of the author(s) should be made anonymous until the final paper.

(1 space)

- [1] Lastname1, Initials, Lastname2 Initials, Lastname3 Initials and Lastname4 Initials (2009), Title of the article, *Journal*, Vol. 120, No. 6, pp. 1718-1731.

(1 space)

- [2] Lastname5, Initials (2006), Title of the article, Proc. of the Conference, Editors, Place of Conference, Vol. 2, pp. 120-128.

(1 space)

- [3] Lastname6, Initials, (1994), Title of the book, Publisher, Town, pp. 62-90.

Appendix 7

SEFI Paper Review Criteria (currently under revision)

There are 5 graded criteria and the opportunity to give feedback comments to the author(s).

The 5 graded criteria are as follows:

The paper is appropriate to the conference

The paper is appropriate to the theme identified

The work is coherent (i.e. the rationale, foundation, approach to the work, findings and conclusions are all included) The work is original

The paper is well written

All should be rated on a scale from 1-5

1 = Strongly Agree

2 = Agree

3 = No comment

4 = Disagree

5 = Strongly Disagree

The gradings on the 5 criteria should then prompt the comments in the sections below.

Comments to the author(s):

Comments to the Chairs of the Scientific Committee :

Appendix 8

Template scientific programme

See annex 1 (Excel file – proposal HMJ) for model schedule

Notes on the model schedule

The schedule is based on the guidelines of the conference. These include:

1. The length of the conference is 3.5 days or at most 4 days.
2. There is a reception in the evening of the first day.
3. There is a gala dinner during the conference (second or third day in practise).

On the excel, the first table “model” is the actual model. The other two (workshops 1,5 hours and workshops 2 hours) are more detailed examples how the model can be used.

They are too detailed to be model schedules, but they are included to highlight some problems faced during past conferences. These problems include (but are not limited to):

1. Plenary sessions have had other activities on the same time.
2. The industry-university co-operation plenary session has not been 1,5 hours as agreed with the corporates and sponsors
3. Moving from session to session takes some time. It does not need to be 15 minutes as in these examples (the time depends on your premises), but those are included to remind about the problem.
4. The gala dinner is something people want to refresh and dress up; enough time is needed to for participants to visit their hotel rooms.
5. The general assembly is within the conference schedule. On the other hand, it should not dictate the actual conference programme.

There are also some other principles in building the programme. These include:

1. The doctoral consortium is before the conference.
2. There is a BoD meeting before and after the conference.
3. There is a get-together event before the conference.
4. There is a newcomers’ lunch with BoD members and WG leaders on the first day.
5. The posters are first-class citizens, so the idea of poster pitch + poster session is highlighted.
6. All days start with a plenary session.
7. The possible other plenary session is after lunch.
8. Any parallel session may include any paper format. WG meetings can also be part of the such a session, but in these examples, they have given a special session with a little shorter (45 min) session time.
9. The timings are just examples. For instance, if the hotels are close to the conference venue, the days may start 8:30 (perhaps not on Thursday after the Gala dinner on Wednesday night).

Appendix 9

SEFI Conference – Session feedback form

Date:

Session Number:

Session Chair:

Session Type:

Were all speakers present? YES / NO

Did the session run to time? YES / NO

Peak number of attendees:

Was the room appropriate for the session: YES / NO

Were the IT facilities functioning and appropriate? YES / NO

If you answered NO to any of the above, please give details below

Your general reflections on the session (were the papers appropriate for the theme? Was the paper quality good? Was there good discussion about the contributions?)

Appendix 10

Conference feedback form to be finalised by the IOC

Appendix 11

Proceedings policy to be signed by the legal representatives of both parties

Agreement for publication of contributions presented during the SEFI Annual Conferences

Between SEFI and the local organising institution of the SEFI Annual Conference

1. SEFI is the sole owner of publication and reproduction rights of the contributions presented during the Annual Conferences organised under its name, hereafter entitled “SEFI Annual Conferences”.
2. SEFI authorises generally the local institutions organising its Annual Conference to publish by themselves in advance the contributions of the participants and other contributors and to commercialise the Proceedings of the Conference before and during the conferences. (to be discussed)
3. The local organising institution of the SEFI Annual Conference accepts not to publish or allow a third party to publish, before 12th months after the Conference the papers accepted for it, without the official authorisation of SEFI.
4. At the end of the Annual Conference and during a period of 12 months, SEFI reserves the rights to publish in its own publications (EJEE, Documents etc.) the texts of the presentations of the main contributors or any selection of contributions presented during the Annual Conference.
5. The local organising institution(s) of SEFI Annual Conferences accept to make known by writing and in advance to authors of contributions these conditions of publication. They equally accept to obtain their written agreement in respect of these conditions.
6. In the case of a SEFI Annual Conference organised jointly with another international organisations (multiple scientific patronage), particular conditions will be defined by the SEFI Board of Directors for the rights of publication of the contributions. These contributions should always abide by the spirit of the present agreement concerning the restriction of the rights to publish imposed on the organising institutions and on the third parties.

Signed in duplicate in:

For SEFI:

For the hosting institution(s):

SEFI is the largest network of higher engineering education institutions (HEIs) and engineering stakeholders in Europe. As an international NGO created in 1973. SEFI contributes to the development and improvement of HEE in Europe, reinforces the position of the engineering professionals in society, promotes information about HEE and improves communication between teachers, researchers and students, reinforces the university-business cooperation and encourages the European dimension in higher engineering education. SEFI is an international Forum composed of HEIs, academic staff and teachers, students, related associations and companies in 48 countries.

Our activities: Annual Conferences, Ad hoc seminars/workshops organised by our working groups, councils and ad hoc committees, organisation of the European Engineering Deans Conventions, Scientific publications (including the European Journal of Engineering Education), European cooperation projects, position papers, cooperation with other major European associations and international bodies such as the European Commission, the UNESCO, the Council of Europe or the OECD. SEFI also participated in the creation of several organisations such as ENAEE, IFEEES, EuroPace, IACEE, IIDEA, and of the European Engineering Deans Council that was integrated within SEFI in 2015.

SEFI is based in Brussels.

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