



2021 ICFMCE

Organization Proposal Guideline

International Academy of Science and
Engineering for Development

Guideline for Proposals to Organize ICFMCE

The Committee Board

September 14, 2020

Greetings! Thank you for your interest in developing a **Cooperation Bid** to organize the 2021 International Conference on Functional Materials and Chemical Engineers (ICFMCE 2021). This document provides a brief overview of the process related to the proposal development, review and cooperation process.

International Academy of Science and Engineering for Development (IASSED) warmly welcome interested parties to Submit Bids for hosting the International Conference on Functional Materials and Chemical Engineers (ICFMCE) which will hold in Bangkok, Thailand during December 12-14, 2021.

The present document is intended to provide guidelines to institutions interested in making a bid for the organization of conferences in the future.



Contents

1 General Information	4
1.1 ICFMCE	4
1.2 Format of the proposal	5
1.3 Evaluation criteria	5
1.4 Communication with the ICFMCE Board	6
2 Requirements	6
2.1 Location	6
2.2 Dates, facilities and local context	6
2.3 Organizing Committee	6
2.4 Housing Lodging	7
2.5 Diversity/Minorities and code-of-conduct	7
2.6 Timeline	8
2.6.1 Submission deadline extensions	8
2.7 Budget	8
2.7.1 Student support	9
2.8 Reviewing workflow	9
2.8.1 Criteria for paper acceptance	9
2.8.2 Conference Management System	10
2.9 Conference website and promotional aspects	10
2.9.1 Online guidelines for reviewers	10
2.9.2 The “About ICFMCE” Webpage	10
2.9.3 ICFMCE Logo Placement	10
2.10 Activities and topics	11
2.10.1 Keynote/invited speakers	11
2.11 Papers and Proceedings	11
2.11.1 Author registration requirement	11
2.11.2 Important requirements for papers	12
2.11.3 Paper format	12
2.11.4 Late-break/Demo/Unconference Documentation	12
2.11.5 Post-conference report	13
3 Proposals Template – ICFMCE	13

1 General Information

1.1 ICFMCE

Energy, water, food, health & wellbeing are the constant challenges of the world. All this time, Chemical Engineers together with Materials Engineers are making every endeavor to cope with these grand challenges and bring the fundamental methods for protecting economic and social prosperity of the world. The modern society also relies on the efforts of Chemical Engineers and Materials Engineers who are specialized in developing and designing the efficient production line for society. By optimizing the utilization of nonrenewable resources like oil, gas, water and energy they delivered numerous practicable methods to protect the environment. On the one hand, chemical engineers now are involved in creating universal products from household products (like face creams, shampoo, perfume) to foods (like dairy products, cereals, agro-chemicals), from water production (like desalination of water) to energy (like petroleum to nuclear fuels). On the other hand, the materials engineers are involved in developing high functional materials, targeted for food packages, electronics, energy devices, medical and biomedical products as well as sustainable recycled materials.

The International Conference on Functional Materials and Chemical Engineering (ICFMCE 2021) aims to bring together Chemical Engineers and Materials Engineers in one platform which delivered a stage to present their stimulating research and knowledge-transfer ideas in the field of both Chemical Engineering and Functional Materials. However, we also need to recognize that the future for engineers is one where they will be working in interdisciplinary teams to solve new, complex and evolving problems that require innovative solutions. Therefore, we encourage participation from other disciplines in this conference to present multidisciplinary research and knowledge-transfer projects.

ICFMCE 2019 has been held at the conference hall of Chulalongkorn University, Bangkok, Thailand during December 15-17, 2019.

The 1st ICFMCE has been held in Dubai, UAE during Nov. 24-26, 2017.

The 2nd ICFMCE has been held at Khalifa University in Abu Dhabi, UAE on November 20-22, 2018.

The conference occupied a length of three days. Traditionally, the program included:

- Day 1:
 - Reception & Other Events
- Day 2:

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- Opening Session
 - Plenary Session
 - Parallel Session
 - Lunch & Poster & Tea
 - Panel Discussion
 - Cultural Function and Conference Dinner
 - Day 3:
 - Plenary Session
 - Parallel Session
 - Lunch & Poster & Tea
 - Closing Session

Proposals that deviate from the above-mentioned activities are possible, but should be discussed and agreed with the ICFMCE Board in advance.

1.2 Format of the proposal

Proposals to organize ICFMCE should be written in a **PDF document** and should be sent to the contact **email** provided on the first page of this document. The application document must include the following aspects:

- I. Motivation
- II. Dates, facilities and local context (see Section 2.2)
- III. Organizing institutions and proposal Committee (see Section 2.3)
- IV. Housing aspects (see Section 2.4)
- V. A timeline of the organization (see Section 2.6)
- VI. Budget (see Section 2.4)
- VII. Reviewing aspects (see Section 2.8)
- VIII. Website and promotional aspects (see Section 2.9)
- IX. Activities and topics (see Section 2.10)
- X. Papers and Proceedings-related aspects (see Section 2.11)

1.3 Evaluation criteria

Proposals will be evaluated by the ICFMCE Board with respect to the following criteria:

- Proposed mechanisms to guarantee the high-level scientific quality of the conference
- A clear intent or mechanisms in place from proposers to reach financial break-even (i.e. no financial gain nor loss)
- Compliance to the format mentioned in Section 1.2 and the requirements listed in Section 2

1.4 Communication with the ICFMCE Board

Proposers are invited to communicate with the ICFMCE Board via the contact email provided on the first page of this document.

2 Requirements

2.1 Location

Ideally, the location of ICFMCE should alternate between Europe/Africa, Asia/Australasia and North/Central/South America on a rotating basis, but the Board sees this as one of many desirable aspects of a bid rather than a strict rule.

2.2 Dates, facilities and local context

Dates of the conference should be around the month of December in any given year, the date should not conflict with other important meetings or major holidays.

Organizers are encouraged to indicate whether they would be interested in other years if their proposal is not accepted for the proposed dates.

Organizers must agree to reserve an adequate number of meeting rooms for conference activities

- that can accommodate an appropriate number of people
- that include rooms for diverse activities (panels, tutorials, posters, etc.)
- that are within small distance of each other
- that have very good transportation links to the housing solutions proposed

Proposals should include a description of the local context (town specificities, typical climate in target dates, closest international airport, typical international travel costs, local transportation, etc.).

2.3 Organizing Committee

The organizing committee should propose at least:

- one general conference chair
- one general scientific (program) chair
- one tutorial chair

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- one late-break/demo (and/or unconference) chair
 - a list of members for the program committee (a.k.a. “meta-reviewers”, see Section 2.8)

Other roles such as publicity chair, finance chair, local arrangement chairs, etc. are also possible. The proposed chairs should have already been approached and given their agreement to take on this role. The proposal should include brief bios for the Chairs and other principal involved people.

To facilitate communication with the ICFMCE Board, at least one member of the ICFMCE Board is required to be the organizing committee (e.g. as general co-chair, or program co-chair). The nomination of Board member is not the compulsory requirement in proposal. In this case, the Board will appoint co-chair(s) as appropriate consultation with the organizers.

2.4 Housing Lodging

In their formal application for organizing ICFMCE, interested institutions must agree to either reserve an appropriate rooms, or provide evidence that a large number of rooms will be available for participants:

- In a suitable venue (hotel or other) for the whole duration of the conference
- At a reasonable rate (we generally consider a “reasonable rate” for hotel rooms to be a rate not much above the previous year’s).
- With availability until at least 1 month before the conference

2.5 Diversity/Minorities and code-of-conduct

The ICFMCE Board invites proposers to foster diversity in their proposals, and should put the efforts to make it more visible on every level of the conference minorities as well as parts of the ICFMCE research community that have been traditionally under-represented (e.g. women, culture, geographical location), e.g.:

- as members of the organizing committee of ICFMCE,
- keynote speakers,
- session chairs,
- oral session presenters (as far as that can be controlled),
- reviewers,
- PC members,
- panel chair,
- panelists
- student volunteers for the conference (as a way of bringing them in contact with the FMCE community)

The openness of idea exchange and respectful, harassment-free scientific debate are central to ICFMCE. In their application, the code-of-conduct of writing should be consented by conference organizers. They must also agree to publish it on the conference website, and to comply it throughout the conference.

2.6 Timeline

An indicative timeline should be provided, which covering the whole period between the date of proposal to target dates of the conference, and other key dates of conference milestones such as:

- Communication schedule with ICFMCE Board
- Establishment of conference web site
- Schedule of calls for papers, tutorials, etc.
- Selection of reviewers
- Submission deadlines
- All important steps of the reviewing workflow (e.g. papers out to reviewers, papers back from reviewers, etc.)
- Selection of tutorials
- Proceedings online
- Registrations (early, late)
- etc.

This can be provided as e.g. a Gantt chart or any other format.

2.6.1 Submission deadline extensions

We encourage organizers to keep their advertised deadlines except there are unexpected circumstances which might create the need for an extension. Any extension should be fair (equally applied to all authors) and public (announced on the ICFMCE Community mailing list). What has worked well for past conferences is to allow revisions of PDF files but no new submissions or changes to metadata (title/author/abstract) for up to a week after the deadline (during which time PC members and reviewers can bid for and be assigned papers).

2.7 Budget

Managing the conference budget is the responsibility of conference organizers. However, after acceptance of their proposal, organizers should keep a constant communication with the ICFMCE Board Treasurer with respect to budget-related matters, and make an updated itemized balance spreadsheet of the budget available to the Treasurer. After the conference, a final balance spreadsheet should be provided to the Board.

The ICFMCE Conference has traditionally intended to be accessible and affordable both to organizers (in terms of organization complexity and financial burden) and to participants. Organizers must explicitly agree to do their best effort to reach financial break-even (i.e. no financial gain nor loss).

Organizers must agree to registration fees comparable to, or cheaper than, those of previous ICFMCE conferences. The registration fee must include the individual membership fee for the Society (currently 10 USD, or 10 Euros, depending on where the conference takes place) which will be transferred to the Society at the end of the conference.

Proposals should include:

- Spreadsheet estimate of budget
- Estimate of registration fees (early, late, student)
- Sponsorship plan

Although the objective is for the organizers to reach financial break-even, post-conference financial balance may eventually happen to show a small loss or profit. Proposers should include in their proposal procedures to be followed in case of loss and in case of profit. In case of profit, one option is to transfer the profit to the ICFMCE Society, which will be used for Student travel grants. Other options can be proposed. These procedures will be discussed and must be agreed with the Board.

2.7.1 Student support

Proposals should describe how you intend to support students (e.g. by means of travel grants and/or cheap accommodations).

2.8 Reviewing workflow

Organizers must agree to implement a double-blind reviewing workflow, following a two-tier model (i.e. with one level of “regular” reviewers, and another level of “meta-reviewers”), as in recent editions of the conference. A detailed document regarding the implementation of that workflow will be provided in due time by the ICFMCE Board to the organizers.

2.8.1 Criteria for paper acceptance

Submitted papers should be evaluated according to the following criteria:

- Novelty of the paper
- Scholarly/scientific quality
- Appropriateness of topic

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- Importance
 - Readability and paper organization

Proposals can deliver a list of criteria with subtle differences, to be eventually decided between the organizers and the ICFMCE Board.

2.8.2 Conference Management System

Organizers must agree to use the Conference Management Toolkit (CMT) for managing all operations and communications related to the scientific program of the conference (paper submission, communication with reviewers, etc.). Other conference management system options can be put forward and will be discussed between proposers and the Board.

2.9 Conference website and promotional aspects

The Conference website will be called www.icfmce.org. The URL will be provided by the Board. Organizers must link their site to that URL. Website hosting, content edition and management is the responsibility of the organizers from its initial publication online to at most two months later than the completion of the conference. After this date, the organizers must provide a static version of the website for public archiving on the official ICFMCE domain.

2.9.1 Online guidelines for reviewers

The website must include guidelines for reviewers (see e.g. websites of previous editions of the conference).

2.9.2 The “About ICFMCE” Webpage

The conference website must include a page with the list of previous ICFMCE conferences and/or link back to the Society website.

2.9.3 ICFMCE Logo Placement

The official IASED and ICFMCE logo should be displayed prominently on the conference web site, proceedings, program booklets, and any other ICFMCE-related document.

2.10 Activities and topics

Proposals should include a list of scheduled activities (see Section 1.1), together with a draft program for the conference (subject to change).

Proposals should identify any major changes in the CFP list of topics with respect to recent ICFMCE conferences (if any).

2.10.1 Keynote/invited speakers

The conference program should include certain members of keynote or invited speakers between 1 person to 3 person.

Finding an appropriate keynote speaker (relevant to ICFMCE, a good speaker, well-known, etc.) often takes a long time, so it should be started early.

Conference organizers must cover the travel and housing expenses of the keynote and invited speakers, and provide complimentary conference registrations. If an honorarium is paid (which has not been the norm at ICFMCE), it should be symbolic, to avoid increasing the registration fees.

2.11 Papers and Proceedings

Organizers must agree to publish all papers and posters selected in the review process in PDF format.

Papers must be made accessible and linked on the conference website, on the last day of conference.

A complete book of proceedings must be edited and a PDF version must be linked on the conference website, on the last day of conference.

An online version of the book of Proceedings must be provided to each registered participant of the conference upon registration.

Printed copies may be provided as an option to participants (for an optional extra fee), but are no longer compulsory if an online proceedings is supplied.

2.11.1 Author registration requirement

Organizers must agree that for each accepted paper, at least one author must register for the conference, and that papers with no registered author on the author registration deadline will be

removed from the conference program and will not appear in the proceedings nor on the conference website.

2.11.2 Important requirements for papers

Organizers must ensure that the papers presented at the conference and the one published in the proceedings should consist of original contributions (not previously published and not being considered for publication elsewhere on the date of presentation at ICFMCE).

2.11.3 Paper format

To ensure consistent proceedings, organizers must provide templates for LATEX and MS Word, together with detailed instructions on formatting paper submissions. We encourage organizers to use the same format and templates as used in previous years.

All accepted papers (oral presentation and posters) must have the same format.

All papers to be published in the proceedings must have a maximum of 7 pages where the seventh page (if used at all) must not contain any other material except for references. Papers must conform to Adobe's PDF format (e.g. include all fonts).

2.11.4 Late-break/Demo/Unconference Documentation

At the discretion of each facilitator in the Late-break/Demo/Unconference, notes taken during a given session will be refined into a 1-2 page long summary, with a deadline set at three weeks after the conference.

A single comprehensive document will be compiled by the Late-break/Demo/Unconference Chair(s), consisting of fixed copies of all organizing documents, including but not limited to the following outline:

- Event summary by chairs
- Guidelines
- Final schedule and headcounts
- Abstracts
- Session notes provided by session facilitators

This final document will be available on the conference website as Late-break/Demo/Unconference report, and also be separated from the conference proceedings.

2.11.5 Post-conference report

Organizers must also agree to provide, at the latest 2 months after the end of the conference, a final report describing the way the scientific program was organized. A template report from previous editions of the conference will be provided to organizers, which they can update at the end of the conference. This report will be passed on to future conference organizers, to ensure continuity and retention of best practice.

3 Proposals Template – ICFMCE

Organizers are expected to use **template proposal** to submit their bids via email. Please fulfill and email the following form to < committees@iased.org >.



Proposal Form for ICFMCE 2021

2021 International Conference on Functional Materials and Chemical Engineers

Thank you for your interest in hosting the 2021 International Conference on Functional Materials and Chemical Engineers. Submission of following form provide the template of submit bids for organizing ICFMCE 2021 Conference.

Please complete this proposal information sheet and contact with us through <committees@iased.org>.

Section 1: Proposed Institution Information

Date of Fulfilling: _____

Status of this Proposal: This is a _____ Proposal (New/Revised)

Name: _____

Official Email Address: _____

City: _____ Country: _____

Phone Number: _____

1. Local Conference Chair/Lead: The Local Conference Chair takes responsibility for leading the local organizing team and coordinating/communicating with the Conferences Committee, headquarters staff, conference program development volunteers, and other local sponsors leading the conference to successful completion. Please provide name, affiliation, email address and telephone of local chair.

Name	Affiliation	Email	Telephone

2. Contact Information of Team Member: Team members work with the Local Conference Champion are agree to be responsible colleagues. They are committed to putting in the effort needed to ensure success of the event. Please provide name, affiliation, and email address of each proposed Team Member.

Name	Affiliation	Email	Telephone

3. Event Management Experience: Please list recent conferences, workshops or other similar activities that have been hosted by the proposer.

Event Name	Event Date	Event Type	Partnering Organization	Number of Attendees	Further Information (website links, scale etc.)

Section 2: Conference Planning

*Conference Venue and Date is not required information during the application process.

*The final Venue and Date can be discussed and decided by both sides, but forehead suggestion is highly appreciated, please fulfill the following chart if there is any recommendation.

The symbol ‘ * ’ means it’s not a required information to fulfill, please keep it blank if there is no suggested one.

Conference Location (City & Country): _____

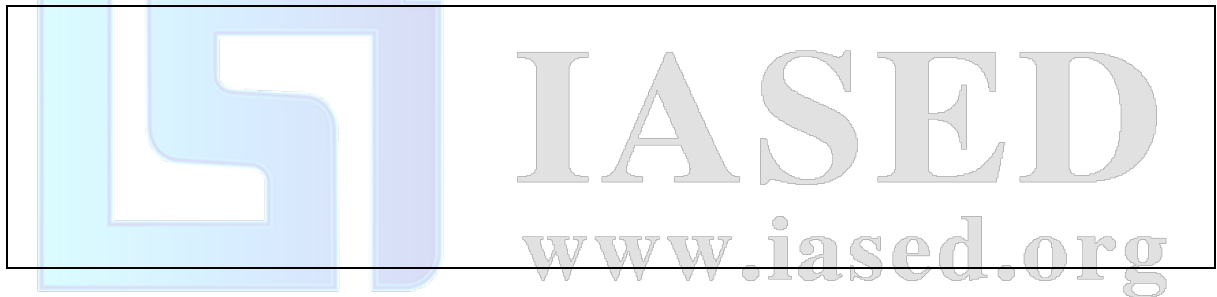
*Conference Venue (on a university campus, at a nearby meeting facility, hotel, etc.);

(If you have extra option, please list them also)

*Conference Date (day/month/year): _____

(If you have extra option of time planning, please list them also)

1. * Regional/International Accessibility: Describe the distance between the proposed conference venue and the nearest airport? Train station? Describe any unique travel issues posed by this venue.



2. * Conference Housing/Accommodations: Please list the top 3-5 housing options for conference attendees (residence halls, hotels). For each, please list the approximate expenses of each housing options.


3. Conference Support Condition : Describe the local resources that would be available to support development and execution of the conference.

3.1 Does your institution have a dedicated department to support the hosting of events?

3.2 Does your institution rely on student volunteers or temporary hired services to manage events?

3.3 Does your institution have technology support when the attendees cannot attend to the conference physically?

4. *Unique Institutional Advantages: Describe the unique features that could be integrated into the conference program if hosted at your institution. Please list any special institutional attributes, including: deep and accessible local business networks, community activities that could be integrated into the conference program such as lab, manufacturing visit, partnership factory tour, local industry partnership out of conference. etc



Statement of Understanding

By signing this proposal information sheet, I acknowledge that this signature is only for application purpose, and all the information of proposed institution/organization need be authentic. Partners from two side are not bonded to take any obligations.

Signature of Proposed Institution

Date