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GROUP OF INSTITUTIONS

(A Technical Campus approved by AICTE)
Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow



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Office of the Research Council

Guidelines For Organizing International Conferences

In

KIET Group Of Institutions, Ghaziabad



Issued By

Sanjay Sharma
22.10.2018

Dr. Sanjay Sharma

Chairman, Research Council

Approved By

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22 OCT 18

Dr. (Col) A Garg

Director

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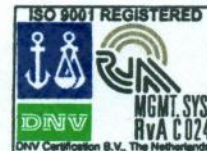
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GUIDELINES FOR ORGANIZING INTERNATIONAL CONFERENCES IN KIET GROUP OF INSTITUTIONS, GHAZIABAD

For an International conference to be organized in KIET, following criteria should be met:

1. International Conferences should be proposed after detailed interaction with the concerned functionaries in KIET, industry and academia as also with the concerned International Professional Bodies, if any.
2. Offer adequate scope for wide international participation.
3. Be supported/sponsored/co-sponsored by other professional societies of standing, Universities/Academic Institutions and R & D organizations outside the country also. **The Keynote speakers must be from a foreign organization/ Academic Institute etc.**
4. The proposals for International Conferences should be routed through the concerned committees of the Institution like Research Council, KIET Group of Institutions, Ghaziabad
5. The programme should be conceived well in time, at least 12-18 months' prior to the event, depending on the size of the event, and time for preparation. **The duration of International Conference must be of minimum two days.**

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6. Immediately after approval, an Organizing Committee should be constituted for acting as nucleus for all planning and implementation. The Organizing Committee should be headed by a senior person from the Department/Institution. It may include heads of departments, who as individuals, can take interest and can spare time.
7. To assure success for the event, the organizations connected with the subject area should be identified and individuals from Government, Public Sector, Private Sector, Academia from India as well as abroad, selected to act as resource persons, and provide technical inputs.
8. Quality of papers, technical materials and publications should be of high standard and be checked thoroughly by any licensed antiplagiarism / cross check / similarity index softwares, at any later stage. Open source softwares, for antiplagiarism checking, are not recommended, as their database is very limited and the reports may not be authentic. **The organizing committee must ensure at least 200 quality research papers from International and National scholars/students.**
9. A National Advisory Committee should be constituted with representatives from various related organizations at senior level. An eminent personality should be requested to act as the Chairman of the Advisory Committee.
10. An International Advisory Committee may be constituted with participation from foreign collaborating organizations and their consent obtained before publishing their names.
11. A Technical Committee should be set up with an acknowledged and respected technical professional as its leader to set in motion the technical programme.

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12. Likewise, a Finance Committee should be set up in the early stages to take stock of the financial position, generate funds, regulate and guide the expenses with best practice of financial management. **A sincere effort must be made to receive funding from outside agencies.**
13. The Organizing Committee should work out a detailed budget and orchestrate the activities in consonance with revenue inflows.
14. A separate website should be launched as early as possible. In addition, a bank account for the conference should be opened at the earliest.
15. All payments to be received should normally be in the form of Bank Draft/Pay Order/Cheque drawn in favour of "KIET Group of Institutions - A/c. _____ International Conference" and payable at the place where the bank account is maintained.
16. Power to incur expenditure shall be exercised by Chairman, Organizing Committee and his prior approval for all expenditures is essential.
17. **There should be strong efforts to sign some MoUs with relevant leading industries/organizations during the inaugural session of International Conference.**
18. For conference paper publications, collaborations should be made with some reputed journal to publish conference papers. **Alternatively, all conference papers should be published in KIET International Journal of Research & Technology (To be released shortly).**

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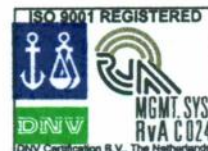
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19. The conference is an opportunity to build networks with other academics and experts in the same or similar field of studies all around the world and to share thoughts on recent advances and technological breakthroughs. It is an opportunity to expand the knowledge that one has and upgrade performance in accomplishing institutional objectives. Conferences bring together people who share a common discipline from different parts of the world, bringing different forms of ideas which build into something greater. Keeping this in mind **the conference organized shall be outcome based** which in turn leads -

- To joint publication of KIET faculty and students with the members of other reputed Institutes invited in conference
- Virtual Classes for students by renowned experts from Indian/ Foreign Universities/ Institutions
- Collaborative Research
- Product Development
- Patents
- MoUs

Conference Timeline for Planning and Execution of International Conference

For an International conference to be organized in KIET, following criteria should be met:

20. Planning

- a) International Conferences should be proposed after detailed interaction with the concerned functionaries in KIET, industry and academia as also with the concerned International Professional Bodies, if any.
- b) The proposals for International Conferences should be routed through Research Council, KIET Group of Institutions, Ghaziabad.
- c) Quality of papers, technical materials and publications should be of high standard and be checked thoroughly by any licensed antiplagiarism / cross check / similarity index softwares, at any later stage.
- d) The organizing committee must ensure at least 200 quality research papers from International and National scholars/students.

21. Start

- a) Determine and apply for sponsorship from all applicable IEEE and/or non-IEEE organizational units (OU).
- b) Offer adequate scope for wide international participation.

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22. 24 Months

- a) Obtain Sponsorship
- b) The duration of International Conference must be of minimum two days.

23. 24-18 Months

- a) Appoint Convener and Conference Committee. (The Organizing Committee should be headed by a senior person from the Department/Institution. It may include heads of departments, who as individuals, can take interest and can spare time)
- b) If IEEE Conference, then Contact the local IEEE Section.
- c) If IEEE Conference registers your conference, submit Conference Information Schedule & Committee List.
- d) Submit Memorandum of Understanding (MOU), if applicable.

24. 18-15 Months

- a) Develop communications plan, marketing materials and conference website
- b) To assure success for the event, the organizations connected with the subject area should be identified and individuals from Government, Public Sector, Private Sector, Academia from India as well as abroad, selected to act as resource persons, and provide technical inputs.
- c) The Keynote speakers must be from a foreign organization/ Academic Institute etc.
- d) The duration of International Conference must be of minimum two days.

25. 15-12 Months

- a) Develop process/ identity system for paper management
- b) Develop technical program, establish paper submission process and deadline
- c) Update conference website with page/link about CFP information
- d) Establish a Visa process for international attendees and post on the conference website
- e) Submit conference budget to Director Office
- f) Submit updated committee list as National Advisory Committee. International Advisory Com

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- g) mittee, Technical Committee, Finance Committee
- h) A National Advisory Committee should be constituted with representatives from various related organizations at senior level. An eminent personality should be requested to act as the Chairman of the Advisory Committee
- i) An International Advisory Committee may be constituted with participation from foreign collaborating organizations and their consent obtained before publishing their names
- j) Establish conference bank account(s)

26. 12-9 Months

Create website for paper submissions. Work with paper Management Company, if applicable

27. 9-6 Months

- a) Create registration form
- b) Plan social activities and tour program, if applicable

28. 6-4 Months

- a) Launch registration site
- b) Complete paper review process. Finalize technical program. Notify speakers.
- c) Quality of papers, technical materials and publications should be of high standard and be checked thoroughly by any licensed antiplagiarism

29. 4-3 Months

- a) The Convener of the Conference shall give a presentation regarding possible outcomes of the conference to the Director and Dean R & D.
- b) Solicit bids from printers and/or CD manufacturers based on accepted papers
- c) Organize and prepare for production of conference publications per Registration
- d) All conference papers should be published in KIET International Journal of Research & Technology (To be released shortly).
- e) Order attendee giveaways, speaker gifts, and/or conference shirts

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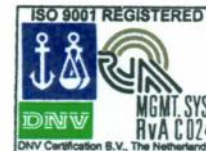
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30. 2 Months

Complete and print final program, advertising/publicity and registration reminder

31. 6-4 Weeks

- a) Deadline for early registration
- b) Ship final program to conference site
- c) Submit Pre-Conference forecast

32. 2 Days

- a) Confirm onsite logistics with venue
- b) Set-up registration area, exhibit space, information booth, office area

33. Hold Conference

- a) Onsite Registration
- b) Inaugural session
- c) Monitor Daily Activities
- d) Hold Post-Conference Wrap Up Meeting
- e) Strong efforts to sign some MoUs with relevant leading industries/organizations during the inaugural session of International Conference

34. 1 Week (Post Conference)

- a) Send Conference Proceedings/Content (Xplore CD and other media types) per Registration
- b) Committee members submit final statistics to Director Office

35. 20 Days (post)

- a) Send Conference Proceedings/Content (Xplore CD and other media types) per Registration
- b) Registration clean up (process refunds, receipts and balances due)

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36. 1 Month (post)

- a) Send Conference Proceedings/Content (Xplore CD and other media types) per Registration
- b) Process outstanding bills

37. 3 Month (post)

- a) Close conference bank account & submit proof of account closure 4-5
- b) Submit final financial report with Certification of Accuracy and utilization certificate in case of sponsored conference

38. 4-5 Months (post)

- a) Prepare and submit all audit material to independent auditor
- b) Submit final financial report with Certification of Accuracy and utilization certificate in case of sponsored conference

39. 5-6 Months (post)

Submit final financial report with Certification of Accuracy and utilization certificate in case of sponsored conference.

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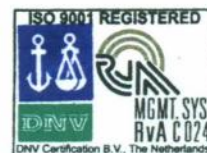
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CONFERENCE TIMELINE

PRE-CONFERENCE														POST CONFERENCE					
PLANNING	START	24 MONTHS	24-18 MONTHS	18-15 MONTHS	15-12 MONTHS	12-9 MONTHS	9-6 MONTHS	6-4 MONTHS	4-3 MONTHS	2 MONTHS	6-4 WEEKS	2 DAYS	HOLD CONFERENCE (Conference Start & End Dates)	1 WEEK	20 DAYS	1 MONTH	3 MONTHS	4-5 MONTHS	5-6 MONTHS
Proposed after detailed interaction with functional units in KIET, industry and academia and as also with the concerned international professional bodies, if any.	Determine and apply for sponsorship from all applicable IEEE and/or non-IEEE organizational units (OU)	Obtain Sponsorship	Appoint Convener and Conference Committee. (The Organizing Committee should be headed by a senior person from the Department/Institution. It may include heads of departments, who as individuals, can take interest and can spare time)	Develop communications plan, marketing materials and conference website	Develop process/identify system for paper management	Create website for paper submissions. Work with paper management company, if applicable	Create registration form	Launch registration site	The Convener of the Conference shall give a presentation regarding possible outcomes of the conference to the Director and Dean R & D.	Complete and print final program, advertising/publicity and registration reminder	Deadline for early registration	Confirm onsite logistics with venue	Onsite Registration	Send Conference Proceedings/Content (Xplore CD and other media types) per Registration			Close conference bank account & submit proof of account closure	Prepare and submit all audit material to independent auditor	
The proposal for International Conference should be invited through Research Council, KIET Group of Institutions, Ghaziabad	Offer adequate scope for wide international participation. 1	The duration of International Conference must be of minimum two days.	If IEEE Conference then Contact the local IEEE Chapter.	To ensure success for the event, the organizations connected with the subject area should be identified and individuals from Government, Public Sector, Private Sector, Academia from India as well as abroad, selected to act as resource persons, and provide technical inputs.	Develop technical program, establish paper submission process and deadlines	Plan social activities and tour program, if applicable	Complete paper review process. Finalize technical program. Notify speakers.	Select bids from printers and/or CD manufacturers based on accepted papers		Stop final program for conference site	Set up registration area, exhibit space, information booth, office area	Invitational session	Convenor members submit final statistics to Director Office	Registration clean up (papers, refunds, receipts and balances due)	Process outstanding bills	Submit final financial report with Certification of Accuracy and utilization certificate to core of sponsored conference			

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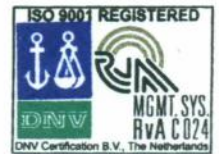
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PLANNING	PRE-CONFERENCE												HOLD CONFERENCE (Conference Start & End Dates)	POST CONFERENCE					
	START	24 MONTHS	18-15 MONTHS	15-12 MONTHS	12-9 MONTHS	9-6 MONTHS	6-3 MONTHS	2 MONTHS	6-4 WEEKS	2 DAYS				1 WEEK	20 DAYS	1 MONTH	3 MONTHS	4-5 MONTHS	5-6 MONTHS
Quality of papers, technical materials and publications should be of high standard and be checked thoroughly by any licensed antiplagiarism index software, at any later stage.			IF IEEE Conference Register your conference, submit Conference Information Schedule & Committee List	The Keynote speakers must be from a foreign organization/ Academic Institute etc.	Update conference website with paper-link about CFP information		Quality of papers, technical materials and publications should be of high standard and be checked thoroughly by any licensed antiplagiarism	Organize and prepare for production of conference publications per Registration	Submit Pre-Conference forecast				Monitor Daily Activities						
The organizing committee must ensure at least 200 quality research papers from international and National scholars/Students.			Submit Memorandum of Understanding (MOU) if applicable	The duration of International Conference must be of minimum two days.			All conference papers should be published in KIET International Journal of Research & Technology (to be released shortly).						Hold Post-Conference Wrap-Up Meeting						
						Establish a Vice process for International attendees and post on the conference website	Order attendee giveaways, speaker gifts, and/or conference shirts						Strong efforts to sign some MOUs with relevant leading industries/org. and/or during the inaugural session of International Conference						

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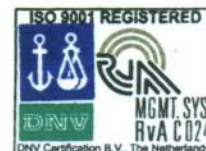
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	START	24 MONTHS	24-36 MONTHS	18-15 MONTHS	15-12 MONTHS	12-9 MONTHS	9-6 MONTHS	6-4 MONTHS	4-3 MONTHS	2 MONTHS	6-4 WEEKS	2 DAYS		1 WEEK	20 DAYS	1 MONTH	3 MONTHS	4-5 MONTHS	5-6 MONTHS
					Submit conference budget to Director Office														
					Submit updated committee list to National Advisory Committee, International Advisory Committee, Technical Committee, Finance Committee														
					A National Advisory Committee should be constituted with representatives from various related organizations at state level. An external personality should be requested to act as the Chairman of the Advisory Committee.														
					An International Advisory Committee may be constituted with participation from foreign collaborating organizations and their consent obtained before publishing their names														
					Establish conference bank account(s)														

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