

Principles and Procedure

When organising an ICTAC edition, the following principles and procedure should be followed:

1. The Steering Committee (SC) is responsible for finding an organiser and inviting the Conference General Chairs and Program Chairs. This should be done 18 months before the conference. For this the SC should seek advice from the Advisory Committee (AC).
2. The conference general chairs appoint the local organization team and provide them with guidance concerning local organization and providing support in mobilizing local resources needed for the organization of the conference. The general chairs are primarily responsible for fund raising needed for the organization. They also play a role in ceremonial activities.
3. The program chairs are in charge of the academic activities of the conference, including the organization of the Program Committee (PC) and selecting Keynote Speakers, conducting the process of review and section of papers, publication of the proceedings, and organization and implementation of the conference program (with help from the general chairs and local organization team).
4. The PC chairs decide and invite publicity chairs and workshop chairs if they see necessary.
5. There should be three or four keynote speakers and it is advisable to have about 35 PC members.
6. When drawing up lists of candidates for the PC and keynote speakers, the PC chairs should consult the general chairs, and they can also ask the SC and AC to suggest candidates.
7. The lists of candidates for the PC and keynote speakers are to be communicated to the SC for final comments before invitations are sent. It is advisable to have six to eight candidates for keynote speakers for consideration by the SC.
8. All the above discussions and consultation should be completed, and the first Call for Papers circulated, within about 6 months.
9. It is suggested that PC members are encouraged to submit papers, but the PC chairs and conference chairs should not.
10. When making the conference budget, best efforts should be made to keep the registration fee as low as possible and yet to provide interesting social and cultural activities for the participants to enjoy.