**Organization and Operation of International Conference / Symposium in Natural Science Field**

**国際会議の組織と実践－理工系**

Doshisha University

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I. Introduction

I. Introduction

This text book is prepared for the course "国際会議の組織と実践" which was established in 2012 as one of main courses in the Graduate Course of Global Resource Management (GRM hereafter) in Doshisha University. The GRM Course is financially supported by the MEXT, and focuses to educate / train students as a possible global leader who can support peoples in conflict countries and in under-developed countries. The students are expected to be able to manage two foreign languages, English at least. As a global leader, it is essential to be able to organize and operate an international meetings, conferences and symposiums. For this purpose, the course "国際会議の組織と実践" was established, and the first class was given in the Spring Semester in 2013. As a part of the course, International Student Session (ISS) has been included so that the students can practice what they have learnt in the first part of the class. The text book is based on the course records in 2013, and experiences of ISS organized by the students in 2013 and 2014.

Organization of an international conference / symposium is said not easy and time / money consuming. It is true if the conference participants are more than some hundreds, famous / great (politically, ecumenically, publicly etc.) persons are to be invited / included, and a large amount of money is involved.

However, a conference / symposium is not commercial but purely scientific (either social / human or natural) or voluntarily, its organization is rather straightforward and not time / money consuming under the condition of not top heavy, i. e. not involving a great person who speaks loudly in a meeting but practically not supporting to organize the conference at all.

In this book, the organization of the latter type conference / symposium is described based on the author’s experiences of having organized a number of international conferences / symposiums.

The key point of organizing such a conference / symposium is to keep the number of members in Steering, Organizing and Program (Technical) Committee as small as possible. The author’s experiences tell that the maximum number of committee members is kept to be less than 10. Especially the number of the Organizing and the Program Committee should be less than 5, and a member who is very supportive can deal with a given task at once, i. e. not tomorrow but today.

Remind that the purpose of such a conference / symposium is not to earn economical profit, but to give / take intellectual / spiritual profit.

The course “Organization and Operation of International Conference / Symposium” is to teach how to plan, organize and operate an international conference and / or symposium. The course is for 15 weeks with two hours per week, and 2 credits are given to a student who goes through (pass) the course with an intermediate exam and practice.

The outline of the course per week is:

1. First week

Introduction and key points of the course

2. Second week

Necessary committees to plan, organize and operate an international conference /

Symposium

3. Third week

Duties of Steering Committee (SC), International Program Committee (PC, or Technical Committee (TC)) and Local Organizing Committee (OC)

4. Fourth week

Examples of OC activities: IPST 2009 / Kyoto, ISET / ISS

5. Fifth week

Budget plan and balance sheet with an example of IPST 2009

6. Sixth week

OC activities just before a conference / symposium: ISET / ISS

7. Seventh week

Intermediate exam

8. Eighth week

Appointment / selection of the organizing committee of ISS (International Student

Session) in this year (ISC)

9. Ninth week

Activities of ISC-Groups

10. Tenth week

Activities of ISC-Groups

11. Eleventh week

Activities of ISC-Groups

12. Twelfth week

Necessary preparation of each ISC-Group

13. Thirteenth week

Arrangement of necessary materials by each ISC-Group

14. Fourteenth week

Fix the final schedule of ISS in this year

15. Fifteenth week

Summary of the course

At the seventh week, an intermediate exam is given to the students registered to this course. The exam is to propose budget plans of international conferences / symposiums; one is the estimated participants being about 200 and the other about 50. Only the students who pass the intermediate exam can attend the courses in the following weeks and can be a member of the Organizing Committee of the ISS “ISC”. The ISC member may be financially supported by the GRM (Global Resource Management) project of Doshisha University, approved and financed by the Ministry of Education and Science…(MEXT), provided that the student has registered this course as one of the GRM courses. Remind that the amount of the financial support depends on if the students are a GRM candidate or not.

At the eighth week, the students are appointed as a member of the ISS Organizing Committee (ISC) and are grouped for registration / reservation (Group ISC-A), conference operation (Group ISC-B), program / ISS proceedings (Group ISC-C) and news / reports (Group ISS-D).

For the last four weeks, every student has to organize the ISS in this year within each ISC Group, and prepare / arrange necessary things / materials. The ISS is held as a main part of the ISET (International Symposium on EMC and Transients in Infrastructures).

The mark of the course given to each student is judged by how the student is involved in the organization of the ISS and how its preparation / arrangement is progressing, and the proposed budget plan in the intermediate exam.

II. Organization for International Conference / Symposium

Figure 1 shows the basic structure of various committees to organize, control and maintain an international conference / symposium. Each committee is responsible to the followings.

1. Steering Committee (SC)

The SC is, in the most cases, a permanent organization to maintain an international conference / symposium which is held periodically, annual or every other year in many cases, and to control the committees to organize the conference in the coming year. In most cases, an SC meeting is held once a year, or even once per two years if the conference is held every other year. In the SC meeting, the next conference date (period) and place are discussed and decided by nominating the chairperson of the Local Organizing Committee and of the International Program Committee. It should be noted that a “conference” (and / or symposium) does not necessarily mean an organization to organize the conference, but quite often it is mixed with the organization of the conference. In this text, “conference” means a meeting organized / held by the organization.

For example,

(1) IPST (International Conference on Power System Transients) is the name of a conference organized every other year and maintained by the organization named “IPST”, in fact the IPST Steering Committee (IPST-SC). The IPST-SC is a permanent organization with the small number of SC members (kept to be less than 10). When one member resigns (or retire by the age), then the member nominates the successor who should be approved by the nearest SC meeting.

(2) UPEC (University Power Engineering Conference) is the name of a conference organized and maintained by the UPEC-SC. The number of the SC members is too large (more than 20) and the SC is now trying to reduce the number. For this, the SC requires a CV of the person who is nominated by the present SC member, and at the same time the present member (nominator) has to be resigned or retire from the SC. The UPEC is annually held, and the SC meeting is held twice per year in February or March to make the abstract review and in September during the conference.

(3) ISET (International Symposium on EMC and Transients in Infrastructure) is the name of a symposium organized and maintained by the ISET-SC. The main part of the symposium ISET is the International Student Session (ISS) which is organized by students under the supervision of the ISET-SC. The SC members are professors at Doshisha University and foreign universities which have engaged with Doshisha University by a cooperative agreement of education and researches.

(4) 電気学会Institute of Electrical Engineering in Japan (IEEJ)

The IEEJ is the name of an organization which publishes a number of periodicals (monthly issued technical / academic journals: IEEJ Trans. A to E, B for power engineering and energy for example), and organizes an annual IEEJ conference 電気学会全国大会, IEEJ Society (corresponding Trans. A to E of journals) annual conference, research meetings (organized by a WG in a society) etc.

即ち，“Conference”の最も妥当な日本語訳は“大会”であり，Conferenceを開催する組織が学会（Institution / UK, Institute / USA, Japan）あるいはSCである。我が国で日本語の“学会”を“Conference”と訳したことで種々の混乱を生じているのが現状である。代表例が“学会を開く”という表現。正しくは“大会を開く”，Hold / organize a conference.

従って，SCは学会に近い組織と言える。但し，学会と称する時には固定された居所（office，現住所，tel，等）を有しているのに対し，IPSTやUPECのSteering Committeeには固定されたofficeはなく，強いて言えば，SC secretaryの勤務先がofficeあるいは居所に相当する。即ち，IPSTやUPECのSCはボランティア活動であり，電気学会等の公益，社団法人とは大きく異なる。このため，税法上の制限がない特徴を有する。一方で最近は高額（数万円，大多数が5万円以上，10万円クラスも多数有）の登録料registration fee（学会では年会費annual fee，学会が開催する大会では別途登録料あり。）を徴収し，大会で収益を得ようとする大会が多く，税法上の問題が発生してくる。これを避けるため例えば，UPECのようにOrganizing Committee Officeを開催大学内に設置（1年間）し，大学会計の中で取り扱う方式もある。

Steering Committee (SC)

International

Program Committee (PC)

Local

Organizing Committee (OC)

Reviewing Committee (RC)

Working Group (WG)

Figure 1 Basic structure of various committees to organize an international

conference / symposium

2. International Program Committee (PC)

The final purpose of the PC is to produce the conference proceedings and program which is quite often printed as a small booklet, separately from the conference proceedings. For this, the following work has to be carried out by the PC.

(1) “Call for Papers (COP)” is prepared and is to be distributed by the PC. In the COP, the conference date, place (venue) and the accommodation arrangement are briefly explained.

(2) Reviewing submitted papers, and the notice of the acceptance to the authors.

(3) After receiving all the final papers, the conference proceedings are prepared and published.

(4) The conference sessions are arranged / programmed by the PC in cooperation with the Local Organizing Committee for the required number of conference rooms.

(5) The conference program is prepared.

In general, keynote speeches and a special session are organized in a conference. For these, the PC has to arrange who should be the keynote speakers and what subject fits the conference. Presenters for the special session are arranged by the PC.

The chairperson of the PC nominated by the SC has to nominate members of the PC, and also it is very important to establish the Reviewing Committee (RC) to review submitted abstracts and full papers. For example, about 350 abstracts are submitted in the IPST. Reviewing the abstracts (or extended summary) by about 2 weeks is rather easy, but reviewing about 250 full papers (3 reviewers per paper) by about one month is a quite heavy burden for the reviewers.

3. Local Organizing Committee (OC)

The OC is responsible to organize the conference / symposium. The work to be carried out by the OC is as follows:

(1) Fix the date (period) and the place of the conference to be held in cooperation with SC. In general, the LOC chairperson or the secretary prepares two alternative plans of the date, the place and the budget plans in the SC meeting. After the discussions in the SC meeting, the SC chairperson decides these based on the approval of the SC members. Then, the date and the place of the next conference are announced by the SC chairperson in the conference banquet or in the closing ceremony.

(2) The OC chairperson nominates members of the OC, and establishes the OC.

(3) Negotiate conference rooms, days / hours and prices.

(4) Arrange the welcome reception (first day), banquet (conference) dinner (second day) and technical visit / sightseeing.

(5) Print the conference proceedings and program

(6) Operate the conference

(7) Prepare a balance sheet.

III. Planning of International Conference / Symposium

1. Beginning of a conference

Planning an international conference / symposium is not very hard if there are enough experiences of having organized the conference and all the rules of the conference are established. However, it is quite hard to start the first conference, or to begin a conference as a founder of the conference. It might be easier for a reader to understand how an international conference is initiated based on examples this author has been involved.

(1) ISET / ISS

It was 2008 that the author was requested to propose a new (or an original) kind of a conference different from established / well-known conferences by the Institute of Electrical Engineering in Japan (IEEJ) when the author was preparing an IEEJ organaized international workshop (IWHV) to be held at Doshisha University. There exist various established approaches already. Since this author was a university professor, he got an idea of a conference / symposium planned, organized and operated by student themselves. This was the beginning of the International Student Session (ISS). There were student poster sessions in the IEEJ and in the other institute（学会）, but no ISS type conference was found in that time. Fortunately, a financial support was given by the MEXT. One foreign Ph. D. student and two M. Sc. students, who were quite active not only in M. Sc. researches but also in student athletic clubs, were nominated as the chairperson and the secretary of the first ISS, and were supervised to produce “Call for Papers” and to send it to foreign university professors. At the same time, this author visited IET (Institute of Engineering and Technology, London) Hong Kong Center and Seoul National University, and asked to send Ph. D. or M. Sc. students to present their research work to the ISS to be held at Doshisha University. The idea of the ISS was highly appreciated by IET peoples in Hong Kong. Also professors in the Seoul National University showed an interest in the ISS and they agreed to send Ph. D. students to the ISS in Japan. Also, this author called professors in Japanese Universities and asked to send foreign students to the ISS in Kyoto.

Thus, half a day session of the ISS in the N5 meeting room in Imadegawa Campus of Doshisha University was set, and this author managed to get a financial support (\50k for 受付，印刷，学生アルバイト) from the IEE Japan. Then, all the work to organize / hold the ISS was transferred to the students of Doshisha University, Seoul National University and the City University of Hong Kong.

本格的なISSは2008年11月25日同志社大学今出川校地N5（寧静館5階）会議室で開催された。このきっかけは電気学会主催の国際会議IWHV（International Workshop on High-Voltage Engineering）を同志社大学で開催（実行委員長：筆者）するに際して，何か斬新な企画を提案して欲しいとの要請があったことによる。工学分野外の著名人の特別講演，工学系Exhibition，学生によるポスターセッション等は既に多数実施されており新規ではない。思いついたのが本学理工系学生ゼミの中間発表を英語とし，海外大学からも学生を参加させるInternational Student Sessionであった。筆者の研究室に居たタイからの留学生（Ph. D.）を委員長および極めて活動的であった2名のM. Sc.学生を副委員長，幹事（secretary）とする仮のISS Organizing Committee（実行委員会IS-OC）を立上げCall for Papersを作成させると共に筆者は香港にある英連邦工学会（IET）アジア支部センター，およびソウル国立大学を訪問，ISSの趣旨を説明し，院生派遣を要請した。IETはISSに多大な興味を示し（学会の若手会員漸減への対応策につながる可能性有），香港大学の教授を紹介し，博士学生1~2名の派遣了承。ソウル大でも知人の教授がISSに興味を示し，次回をソウル大学で開催することを条件に博士課程学生派遣を確約。帰国後，東北大，早大等の友人にISSの趣旨を説明し，留学生の参加をお願いした。

かくして，10名程の海外院生確保のメドがついたのでIS-OCにISSの実施に向けての準備を一任した。

(2) IPST

It was 1993 in Lisbon when this author was invited to be a lecturer of a short course on a lightning surge as a part of European Conference on Power System Transients. During the conference, the organizer and the invited lecturers talked about this kind of an international conference, i. e. a conference focused to very specific subjects and specialists in the field. Finally, we agreed to establish an international conference named “IPST, and we accepted to become a member of the IPST Steering Committee. Also, we agreed that the IPST would be held every other year in a different continent, i.e. European Continent, American Continent and Asian Continent. Further, the chairperson of the Technical Committee (TC = PC) should be from a continent other than the continent where this IPST is held so as to keep the neutrality of the TC.

The first IPST was held in Lisbon in 1995, and the second was in Seattle in 1997, then in Rio de Janeiro in 1999. In 2009, the IPST was held in Kyoto, and this author was the OC chairperson.

(3) UPEC

In 1960s, the number of students entering the electrical engineering field was decreasing year by year. Professors in the power engineering field in the University of Manchester, the University of Birmingham, the University of New Castles etc. started to organize a joint seminar for graduate students to recruit more students. This joint seminar was the origin of the UPEC (University Power Engineering Conference). The UPEC has the following very unique features quite different from those in the other conferences.

a) A university dormitory is used as accommodations for all the participants, and three meals per day are served in the university so that all the participants become acquainted with each other.

b) The registration fee including 3 nights accommodation and 3 meals for 3 days is kept to be less than 300 English pounds so as to make many students can attend.

c) Students but not professors are encouraged to present their research work.

d) Many industry peoples are requested to participate to the UPEC, and to talk with the students. In fact, the UPEC is the place to recruit university students to industries.

UPEC（大学連合電力会議）は1960年代の英国における電気工学（特に電力工学）分野への大学院生の減少に歯止めをかけるべく，マンチェスター大学，バーミンガム大学，ニューキャッスル大学等の電力工学分野の教員が学生（院生）のための合同ゼミを開催したことに端を発している。各大学の電力関連研究室（ゼミ）の院生合同研究発表会として多くの企業にも参加を呼びかけ，企業に対して学生採用の場を提供すると共に，多くの学生が電力分野に興味を抱き大学院へ進学するためのモティベーションを与えることを目的としていた。当初は数十名の学生の参加にすぎなかったものが，現在では200名以上の参加者が集まる大きな電力分野の研究発表会となるに至っている。UPECの本来の目的を果たすために次のような他の学会とは大きく異なる特徴を有している。

a) UPECは原則として大学の寄宿舎（学生寮）を宿舎とし，3日間寝食を共にするようにしている。これにより，参加者が全員顔見知りとなり，他大学の教員，企業人との交流が深まる。

b) 原則として3泊3食付きで登録料を300ポンド以下に抑えることで，より多くの学生が参加できるようにする。

c) 教員ではなく学生の研究発表を推奨する。

d) 多数の企業に参加を呼びかけ，UPECの期間中に企業の採用活動を推進する。

以上のようなUPECの特殊性から世界的にみて参加者の平均年齢が最も若い。この特性にIET（英国工学会，会員16万名），IEEE（Institute of Electrical and Electronic Engineering = 電気電子工学会，会員32万名）も注目し，UPEC後援，発表論文のWebへの掲載等をしきりに要請している。

2.　Planning of International Conference / Symposium

The next conference is first discussed in the SC meeting considering possible candidate of a county and a contact person who may become the chairperson of the OC. When two or three possible candidates are raised, then an SC chairperson talks with the contact persons of the candidate countries and asks them to bring their proposal (introduction of the place, accommodation, budget plan etc.) to the coming SC meeting, most probably the first day of the conference.

In the SC meeting, the proposals, if more than one are received, are discussed and the decision by the SC is made. If no proposal, then the SC chairperson has to negotiate with a person who can organize the next conference, and the candidate is fixed.

For example,

(1) There are many proposals to the UPEC and the second next UPEC conference is determined during this conference. Thus, the announcement of the next conference during the banquet in this conference is well prepared by the OC chairperson of the next UPEC. It was the same for the IPST.

(2) But for the IPST 2015, the situation was different. Turkey first proposed to organize the IPST 2015, but a turmoil occurred in Turkey in the summer of 2013 when IPST 2013 was being held in Vancouver. The Steering Committee was waiting for the expected OC chairperson of the IPST 2015, but he did not show up in the banquet. Thus, we looked for another possible candidate and Croatia agreed to organize the IPST 2015. Then, in the SC meeting on the last day of the IPST 2013, the Turkish showed up. So, the SC members asked both of them to introduce their proceedings. Turkish proposal was well prepared, but Croatia’s one is not, because we asked last night. Finally, it appeared impossible to decide the place of the IPST 2015 during the SC meeting. Thus, we agreed to vote via e-mail after Croatia to send their concrete proposal.

(3) The IPST 2003 was fixed to be in Hong Kong, and the OC chairperson had arrange conference rooms, reception, banquet, accommodation etc., and the final program was almost published. All of sudden, bird flu started a month before the planned IPST 2003. The SC members were afraid of participants becoming sick by the bird flu. There was a possibility of death. We discussed over phone in midnight in Asian time. Finally, the SC chairperson decided to postpone the IPST 2003 and notified the OC chairman. It was a terrible decision, and the OC chairperson became nearly mad. The charge for cancelling the conference rooms, reception, banquet and pre-reserved hotel rooms had to be paid, and the notification of the postpone had to be sent to all the possible participants. Further the registration fees already paid were to be reimbursed.

(4) IPST 2009 was prepared to be held at Doshisha University Imadegawa Campus from 2 to 6 June 2009. A month before the scheduled, swine flu became wide spread in Japan, and Osaka University decided to close the campuses and no class with no time limit. A professor of the university who was an OC member phoned this author, OC chairperson, and suggested either the cancellation or the postpone, quite similar to the situation of the IPST 2003, although the swine flu is not as bad as the bird flu. The OC chairperson discussed with SC chairpersons in Portugal and Canada over phone, and 24 hours later we decided to carry out the IPST 2009 as time scheduled, but changed the conference site from Doshisha University to the Kyoto International Community House (KIC) operated by the city council of Kyoto. The estimated budget plan was to be revised but no cancellation charge for the reception, the banquet and the hotel rooms already reserved for the participants was needed. At the same time, the reservation of buses to transport the participants to the new conference site was made at once. Finally, all the pre-registered participants attended the IPST 2009, and the total number of the participants was more than estimated, and thus the red balance was avoided. Only the problem was the scheduled two parallel sessions became three parallel sessions with much smaller conference rooms as originally planned in Doshisha University. The revised (modified) program was produce within few days, and printed just in time to the opening ceremony of the IPST 2009.

継続・定期的に開催される国際会議の企画は既に過去の例に基づきルーチン的に処理できるものである。例えば，UPEC 2015の日時（期間）は2013年のUPEC開催期間中のSC meeting（運営委員会あるいは役員会）で決定し，UPEC 2014のConference Banquetで紹介され，UPEC 2015 OC chairpersonが開催地，会議場，Banquet，Technical Tour等をパワーポイントで紹介する。IPSTは2年毎の開催なのでIPST 2013開催中のSC meetingにおいて複数国からの提案を検討し，IPST 2015の開催場所を決定，BanquetまたはClosing Ceremonyにおいて紹介するのが通例である。しかし乍ら，近年の社会（国際）情勢および伝染病の流行等想定外のの事態により次回開催地が決定できない，あるいは開催直前に延期等に至る例が発生する。これはある種の危機管理問題でもあるが，企画段階で考慮しておくべきことでもある。その例をいくつか紹介する。

(a) IPST 2015は事前にトルコから開催申入れがあり，IPST 2013 / Vancouverの開催期間中にその提案表を審議し，決定後，Conference Banquetで参加者に紹介することになっていた。しかし，提案者（IPST 2015 OC chairperson候補）がBanquet（最終日前日）終了迄に現れず，決定できなくなった。当時，イスタンブールでは学生デモが大々的に行なわれており，トルコの政情不安定によりトルコからの提案が困難になったと判断せざるを得なくなった。やむを得ずSC幹事団で相談し，同じ欧州大陸でトルコに近いクロアチアからの参加者（IPST 2013 TC chairperson）にIPST 2015開催の可能性について打診したところ，急な話であり詳細については後日相談することとして内諾を得ることができた。ところが，最終日closing ceremony直前のSC meetingにトルコ提案者が現れ，トルコへのIPST 2015誘致の提案を行なった。その後，クロアチアからも不十分な形でのIPST 2015開催の提案がなされた。この状況下ではSC meetingは結論を得ることができず。クロアチアからの電子メールによる提案書受理後，電子メール会議を経て電子メール投票により決定することとして，Closing Ceremonyでは次回開催地の紹介は無しとし，今回の参加者に１ケ月程度以内に電子メールで案内する旨を伝えて閉会となった。

(b) IPST 2003はHong Kongで開催準備が着々と進められ会議室，Banquet会場，参加者のホテル等の確保が終わった開催日１ケ月程前に鳥インフルエンザが発生し，死者も出る事態となった。SC幹事国は急遽電話会議を行ない，延期かキャンセルか，あるいは代替国での開催について議論し，Hong Kongでの開催はキャンセル，早急に代替国での開催にするとの結論に至った。この決定にHong KongのOC chairpersonは激怒すると共に，後日ホテル等のキャンセル料の支払の要求があった。国際会議の責任主体であるSCとしては参加者の人命を最優先せざるを得ず，開催地域の政治情勢や伝染病等により参加者の生命が危機に瀕する可能性がある場合は会議のキャンセルもやむを得ない。これは運営主体であるOCにとっても同じであり，IPST 2003 OCのchairpersonが激怒しながらも，後日キャンセル料支払の要求を行なったことからも明らかである。また，OCにとっては参加者激減により収入減，結果として大幅赤字となる可能性が大きく，むしろキャンセル料で対応する方が，総合的には適切な選択であると判断できる。これはある種の危機管理とも言え，最悪の事態を想定した国際会議準備の必要性を物語っている。

(c) IPST 2009は同志社大学今出川校地で6月2日～6日開催の予定で全ての準備を完了し，最終プログラム印刷中であった。ところが，開催初日の1ケ月前に大阪大学教授の実行委員から豚インフルエンザにより全学休校・閉鎖になったとの電話があった。既に多数の小中学校が休校となっていた。その時点では同志社大学では講義が行なわれていた。急遽，代替可能な会議室の検討を旅行社と会議室担当実行委員に連絡すると共に，日本時間深夜にポルトガルとカナダのSC委員長と電話会議を行ない，予定通りIPST 2009の開催了解を得ると共に，会議場に関しては同志社大学の休講措置の可能性を配慮し，変更となる可能性大と伝えた。開催日2週間前に予想通り，同志社大学も全学休校，立入り禁止となった。大学長からはIPSTを今出川校地で開催して構わないとの極めて好意的な言葉を頂いたが100名以上の外国人が今出川校地を歩き回るとマスコミや近辺住民からの批判にさらされる可能性が大であることから，幸運にも50～100名収容会議室3室が空いていた蹴上の国際学生センターで開催することとした。その正式予約は開催日の1ケ月程前であった。同時に200名収容の昼食会場がセンタ―にはないことから，近辺のレストラン3店を3日間借りあげることとした。また，最終プログラムを会議室数に合わせて全面変更し，印刷会社に手渡したのが2週間前であった。初日のWelcome Receptionおよび登録受付会場（いずれもセンチュリーホテル）およびBanquet等の変更は不要であった。但し，2 parallel session×4日間の予定を3 parallel session×3日間とせざるを得なかった。

最終日のClosing CeremonyにおいてIPSTは従来から2 parallel sessionであり今回3 parallel sessionとしたのは遺憾とのコメントがあった。OC委員長の筆者はswine fluによるやむを得ない措置であり，次回IPST 2011では従来通りとするようSC委員長および次回OC委員長に要請した。後日談であるが，このコメントを述べた人物はIPST 2013 / VancouverでのTC委員長であり，4 parallel sessionであったので，SC meetingで筆者は皮肉を言わざるを得なかった。Who said IPST should be 2 parallel session 4 years ago and now made 4 parallel?

3. Consideration of Emergency at the Planning Stage

It should be clear now that various un-expected phenomena / things can happen before a prepared conference. Therefore, it is always recommended to check an alternative place and time period. It is very hard decision making to cancel an already prepared conference by a month before the opening.

If something happens during a conference, SC and OC chairpersons have to decide to close or to carry on.

IV. Preparation of International Conference / Symposium－Organizing Committee

To make easy to understand the preparation of an international conference, the records of the Organizing Committee meeting for IPST 2009 / Kyoto is given in Appendix as A1. The flow chart of the preparation is shown in Figure 2. Remind that the average numbers and abstracts submitted to the IPST, full papers and final accepted papers are 300, 200 and 100 respectively, and the average number of participants is 200.

1. Travel Agent

Before the first meeting of the Organizing Committee, the OC chairperson and the secretary had meetings with many travel agent companies. Finally, Nippon Ryokou (NR) Co. was appointed as the travel agent for the IPST 2009.

(1) The main reason was handling change for receiving the registration fees from participants in foreign countries. It was this author’s experience of organizing many international conferences/ symposiums in Japan that receiving foreign money in Japan was not easy. Most university account offices refuse money transferred from foreign courtiers because of taxation problems. Also, registration fees paid by credit cards are very much troublesome, because it is not easy to check a credit card (card company) is effective by the account offices. A travel agent is used to receive foreign money and manage credit card payment, but the handling charge is not inexpensive, and affects the budget plan.

(2) By asking registration to a travel agent, one of the most troublesome jobs for the OC is avoided so that the OC can concentrate the operation of a conference. (See Appendix A2.)

(3) Hotel reservation, airport to town transportation and tours are taken care by the travel agent. These are also terrible jobs for the OC.

It should be noted that a travel agent requires more than 20 % of the total budget of an international conference if all the operation is asked to the agent. (Ex. total budget \2000万円，agent手数料over \400万円).

2. First OC meeting (See Appendix A3.)

The first OC meeting was hold 14 months before the conference. In the meeting, each OC member was introduced, and responsible duty to each member was fixed and agreed. The overall time flow of the duties to be carried out before the conference was explained as in Figure 2. The date of four OC meeting before the conference is preliminary fixed. Also, a rough budget plan was explained.

3. Second OC meeting

The second OC meeting was held half a year before the conference. Each member submitted a progress report (one page memo) and informed the situation of the progress and problems arose.

4. Third OC meeting (See Appendix A4.)

The third OC meeting was held a week before the conference, and was to confirm all the preparation being almost completed. However, it was a meeting to notify all the OC members that the conference site was changed from Doshisha University Imadegawa Campus to the Kyoto International Community House (KIC) because of swine flu. Necessary modifications / revisions of session rooms (2 parallel to 3 parallel), session period (4 days to 3 days), conference program etc. were discussed and finalized. Also, bus transportation services from Kyoto Railway Station (Shin-Miyako Hotel) to the KIC were added.

All the above change was notified to registered and possible participants by e-mail.

5. Fourth OC meeting

The fourth OC meeting was held just before the opening ceremony. All the necessary materials for the opening ceremony and registration were re-confirmed to be ready.

Then, the registration started, and the TC meeting was also held in the same meeting room for the OC meeting.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| months to conf. | date  month / year | meeting | purpose | remark |
| 18  months | 11/2007 | - | meetings with travel agents |  |
|  | 04/2008 | 1st OC | first face-to-face meeting | overall flow |
| 12  months | 06 | - | reception place (hotel) | reservation |
|  | 06 | - | conference rooms (寒梅館) | reservation |
|  | 07 | - | check the place for the banquet（渉成園） | pre-reservation |
|  | 08 | SC | meeting with SC members | no donation agreed |
|  |  |  |  |  |
|  | 01/2009 | univ.  president | request of financial / man power support |  |
|  |  |  |  |  |
|  | 02 | 2nd OC | each member duty, budget plan | new member |
|  | 03 | - | menu for banquet, souvenirs | reservation |
|  | 03 | univ.  president | application form for the univ. support |  |
|  |  | - | revising the budget plan |  |
|  |  | - | re-arrange the conference rooms | reservation |
|  |  | - | final program |  |
|  |  | - | conference lunch, coffee breaks |  |
|  | 05 | swine flu | postpone ? discussion with SC chair |  |
|  | 8/05/2009 |  | change conference site from Doshisha to Kyoto Int. Comm. House |  |
|  | 13/05 |  | notify the conference site change to all the expected participants |  |
|  | 16/05 |  | revised program, conference proceedings (USB) |  |
|  |  |  | change restaurants for lunches, coffee breaks |  |
|  | 22/05 |  | visa (invitation letter), shuttle buses, tour buses |  |
|  | 28/05 | - | invitation letter to the univ. president |  |
|  |  | 3rd OC | preparation of conference kits (bag, program etc.)  transport the conference materials to the hotel (Century: welcome reception, registration) |  |
| Conference |  |  | SC meeting room |  |
|  | 2/06/09 noon |  | all the OC members at the hotel |  |
|  | 4 pm |  | TC members meeting |  |
|  |  | 4th OC | preparing the registration |  |
|  | 6 pm |  | opening ceremony |  |

Figure 2 Flow of the preparation of the IPST 2009 / Kyoto

V. Call for Papers. Paper Review. Conference Proceedings and Program

―Program (Technical) Committee (PC or TC)

1. Call for Papers

Appendix A5 shows examples of “Call for Papers (COP)” for IPST 2009 and ISET 2013. In general, the COP is distributed one year before the conference if it is held every other year. If it is held every year, the COP should be distributed at least half a year before the conference.

The time flow of the call for paper, deadline of paper submission and notice of acceptance is shown in Figure 3. Included in the figure is the work to be carried out by the Program Committee (PC) or by the Technical Committee (TC)

2. Paper Review

The heaviest job for the PC (or TC) is paper review, which is very much dependent on the quality level of the conference. If the level is very high like the IPST, the review process takes three stages as shown in Figure 3 (a).

(a) Abstract review, (b) Full paper review, (c) Final paper review

The abstract review is rather easy, because it judges if the expected paper is within the field of the conference.

The full paper review is a terrible job. In the IPST case, three reviewers per paper and about 200 full papers. If the number of reviewer is 50, then each reviewer has to review 12 papers within three months.

In a large conference held annually, the review process is simplified as indicated in Figure 3 (b), i. e. only the full paper review (occasionally only abstract review) by two reviewers, because of too many papers and not enough time for the review. The fact certainly makes the quality of the paper in the conference not high.

3. Special session

There are various types of special sessions, for example technical or cultural, worldwide or local. It is rather common to organize a special session by an invited guest speaker in a local area where the conference is held, i. e. the president of a university if any or the mayor of the town. In this case, the OC is responsible to the special session arrangement.

When special session is technical and world-wide, the PC (or TC) is responsible to arrange the special session, i. e. speakers and time duration.

It is a common practice to ask guest speaker about one year before the conference, because they are a very busy person.

4. Conference proceedings

The conference proceeding is to be prepared at the same time as the deadline of final paper submission. The papers should be categorized by the field of the paper subjects, normally by the key words of the papers. For example in the electrical engineering field,

a) power and high-voltage engineering, b) machines, c) materials, d) industrial application, e) control and communication, f) basic theory and simulation

The proceedings should be page-numbered or paper-numbered at least, for easy access by the participants (readers).

The above work is little tedious and rather time consuming if the number of paper is more than 100.

5. Session program

The remaining job for the PC (or TC) is to produce the session program and to arrange session chairperson. As a common practice, one session is composed of 5 to 8 papers depending on time allocation for the session. An example of session is given in Appendix 3.

Assume 120 papers accepted, and the conference is for 3 days with one day for the opening / closing ceremonies and technical visit (or sightseeing). Then, the hours can be used for the sessions are:

9:00-12:00 in the morning, 14:00-17:00 in the afternoon

total 3 hours × 2/day × 2 days = 12 hours

(1) Two-parallel sessions: total 24 hours/120 papers → 5 papers/hour

In the two-parallel sessions case, 12 min/paper is too short if considering enough presentation and discussion time. 12 min/paper is nearly the same as an oral exam of B. Sc. thesis in an engineering faculty of a university. Also, it should be reminded that a coffee break is to be given once in the morning and another in the afternoon. The coffee break is very important for presenters and discussors to become acquainting and to carry more discussions.

(2) Three-parallel sessions: total 36 hours/120 papers

In this case, it becomes possible: 5 paper/80 min (= 1 session), and 20 min. coffee break. Thus, the session program can be as shown in Figure 4. The session allows 16 min. per presentation including discussions, maybe 12 min. presentation and 4 min. discussion.

In the number of paper is restricted to be less than 100 as in the IPST, then it becomes possible that 20 min. presentation and 5 min. discussion with 3 parallel sessions with the morning session from 9:00 to 12:30, and the afternoon session from 14:00 to 17:30, although the lunch becomes from 12:30 to 14:00.

|  |  |  |  |
| --- | --- | --- | --- |
| months to conference | date  month / year | item | work |
| 12 | 07/2014 | call for papers distributed | arrangement of special session |
|  | 11/2014 | deadline for abstract | review abstract |
| 6 | 12/2014 |  | notify abstract acceptance |
|  | 01/2015 | deadline for full paper | review papers |
|  | 04/2015 |  | notify paper acceptance |
|  | 05/2015 | deadline for final paper submission | review final papers  produce the session program  send the program to OC  produce the conference proceedings |
| 0 | 06/2015 | conference |  |

(a) Conference held every two years

|  |  |  |  |
| --- | --- | --- | --- |
| months to conference | date  month / year | item | work |
| 6 | 05/2014 | call for papers | arrangement of special session as early as possible |
|  | 07/2014 | deadline for abstract | review abstract |
|  |  |  | notify abstract acceptance |
|  | 08/2014 | deadline for full paper | review papers |
| 3 |  |  | notify acceptance of papers |
|  | 09/2014 | deadline for final paper | produce the session program  send the program to OC  produce the conference proceedings |
| 0 | 11/2015 | conference |  |

(b) Conference held annually

Figure 3 Time flow of work responsible to Program (Technical) Committee

6. Final program and proceedings

The final session program including special sessions is sent to the OC so that the OC arranges printing of the conference program including other information such as the days, place, session rooms, the list of the SC, PC and OC members. Also, it is quite common to give information of the town or city where the conference is held.

The conference proceedings produced by the PC (or TC) are also given to the OC so that the OC produces a number of copies to be distributed to all the registered participants.

|  |
| --- |
| (a) Morning session 9:00 to 12:00  Session A1: 9:00 to 10:20  Coffee break from 10:20 to 10:40  Session A2: 10:40 to 12:00  Lunch from 12:00 to 14:00  (b) Afternoon session 14:00 to 17:00  Session A3: 14:00 to 15:20  Coffee break from 15:20 to 15:40  Session A4: 15:40 to 17:00  5 paper/session×4 sessions =20 paper/day  3 parallel sessions×20 papers × 2 days = 120 papers  1 paper/16 min. presentation |

Figure 4 Session program example: 120 papers for 2 days conference

VI. Operation

1. Preparation just before the conference

Appendix A4 shows the record of the 3rd IPST meeting for final re-arrangement of the conference. It is clear in the record what the task is for each group of the OC members. It should be noted the first comment by the OC chairperson saying that the OC members other than specified are requested not to attend the OC meeting on the first day of the conference to avoid any possible confusion. This comes from author’s experience as the OC and PC (TC) chairman of many conferences.

The necessary arrangement and preparation for the conference on the day before the conference opening or in the morning of the day of the conference opening are as described in A4.

(1) Confirm that all the materials necessary for the conference are transported to the conference site, and are ready for the registration.

a) Conference kit: conference program, proceedings either in electronic format (USB or CD) or in hard copy, name tag, conference bag, tickets for conference lunches, welcome reception, banquet and tour, receipt of the registration fee

b) desk for the registration, chairs for staffs

c) list of expected (registered at least) chairpersons

(2) Confirm that equipment for the opening ceremony is ready.

desks for the ceremony master (OC chairperson in general) and guest speakers’ mikes, PC, projector and screen if necessary

tables for the guests, SC and PC (TC) chairpersons

(3) Confirm all the equipment in the conference rooms are ready for use.

projector, PC, screen, mikes, laser printer, presenter’s desk,

desk and chair for session chairpersons.

(4) Travel agent desk/chair during the conference for participants’ sightseeing in the town, in the country, conference tour and also tours for accompanying persons.

Finally, the OC chairperson has to confirm that all the staffs for the registration, the opening ceremony and the conference session rooms are ready.

2. Additional preparation for IPST 2009

As explained already, the conference site was changed form Doshisha University to KIC and thus the arrangement/preparation was also required for KIC. The session rooms in KIC have to be taken care, i. e. open the rooms everyday before the sessions start by the key given to the IPST OC, close the rooms after the session and the rooms are to be cleaned. Therefore, staffs responsible to the session rooms are keeping the keys for three days during the conference. At the same time, the staffs are to be in KIC at least 30 minutes before the session start, and close the rooms by 17:00 o’clock due to the KIC rule.

Also, PCs being not prepared by KIC, four PCs (three for the sessions and one for spare, the same for laser printers, lamps for projectors etc.) are to be prepared and kept by the OC.

Further, there is no restraunt large enough to cover lunches for all the participants in KIC and nearby the KIC. The OC chairman has arranged three restraunts nearby KIC to accept the IPST participants for their lunches. Staffs to take care of the lunches have to be arranged including lunch box selling.

3. Operation of a conference

The operation of the conference itself is rather straightforward if all the preparation and the arrangement explained in Section 1 are completed, and staffs are ready. Everyday work during the conference is described in A2.

However, there is an unexpected happening always. A typical example is: a projector, a PC or a mike does not work well at the beginning of the ceremony and of a session. Although this can be easily solved in most cases, it is better to prepare its spare.

The biggest headache for the OC is:

(1) participants’ claims about the conference operation—Few participants always claim something which they do not like.

(2) stolen money and/or passport—If it happens, send the participant with a staff who can manage English to a police station which has been contacted before the conference. If it is the passport, the case is to be informed to the Enbassy of his/her country in Tokyo or Osaka.

(3) get sick and injured—Send the participant at once to a hospital already arranged. If the participant is unjured by someone, it is better to send the police station first.

Remind that the nearest police station and hospital have been contacted by an OC staffs, and have agreed to receive a participant if the case explained above happens.

In many international conferences, the conference banquet is a very special event and is often held in a very special place such as an old castle in European countries. In the IPST 2009/Kyoto, the banquet was held in a Japanese national memorial building (Buddism temple wodden house) “渉成園「枳殻邸」”of東本願寺. The OC was little worried about the banquet in a complete Japanse style, sitting down on Tatami especially. Also, the house is a national memorial building and no cooking facility is available. Thus, a typical 精進料理（鉄鉢料理）was served. To let all the participants know this special banquet with the special foods, an Englsih guide as in Appendix A8 was prepared and was distributed to all the participants to avoid any possible trouble. Although one British gentleman criticised the banquet very much at the beginning, he had completely satisfied at the end.

Similarly, an information of a Japanse restraunt of 湯豆腐for lunches was distributed together with its photos.

4. OC activities after conference

The main task of the OC after a conference is to pay all the expenses and prepare the balance sheet of the conference. Another tedious task is to prepare many reports to industries and institutions who gave financial supports and cooperated to the conference. Because this author (OC chairman) hates this kind of not productive but time consuming administrative work, no financial support and no cooperation were asked to any industry and institution. Thus, the IPST OC could avoid such a task. However, it should be reminded that the above is the main task of the OC after the conference.

VII. Budget Plan and Balance Sheet

1. Budget plan

It is not easy to produce the budget plan of a conference in general. However it becomes much easier if an OC member has an experience of producing the plan. Also, a reference of a budget plan helps very much. Appendix A9 shows the budget plan of the IPST 2009.

1.1 Income

In principle, the income of a conference is based on the registration fee which is dependent on the estimated number of participants. It is true that more participants can be expected if the registration fee is inexpensive, provided that their papers are accepted. It becomes common that one of the authors of an accepted paper at least is required to register as a participant of the conference, and one participant is allowed to present only one paper. Some conferences give a condition that an accepted paper will be withdrawn unless one of the authors registers and pays the registration fee so that the number of participants is estimated rather accurately.

When it is estimated that the income from the registration fee is not enough to cover the estimated expenditure, it is quite usual to collect financial support from industries related to the conference and from public organizations. A typical example is a corporate advertisement in the conference program and / or proceedings. In general, it is not easy to get the financial support. It is believed that a conference should be, in principle, self-financed by the registration fee.

1.2 Expenditure

(1) Basic idea of the expenditure

A large part of the expenditure for an international conference is:

(a) Banquet

(b) Welcome reception, meals and coffee breaks

(c) Conference rooms

(d) Printing program / proceedings an conference kits

(e) Technical tour, transportation services

Each of the above is about 15 % of the total expenditure and thus the sum of the above reaches 3/4 of the total expenditure. The remaining part of the expenditure is those for the OC, SC and TC meetings and the charge of a travel agent.

From the above, the basic budget plan can be prepared as described in Section 1.3.

It should be reminded that even a university charges a large amount of money to use the class rooms as conference rooms. Usages of water, electricity, telephone, copying, air conditioning etc. are also charged to the OC. For example、Japanese national (public) universities request to pay about 2.5 million Japanese Yen for a 3 to 4 days conference. Doshisha University is a very rare university who never asks a charge, but gives a financial support to a conference. This is the reason why so many conferences have been held in Doshisha University.

(2) Conference held in a hotel

If conference is planned to be held in a hotel in Japan, financial supports from industries and/or public organization become inherent. The charge for conference rooms in a Japanese hotel is quite expensive, say about 0.8 million yen/room for one day with the capacity of 100 persons. A projector, a screen, a mike etc are charged separately. Also, it looks that a banquet (not buffet style, but full course) costs more than \12,000 per person with no alcohol. This author gave up organizing the IPST 2009 including the banquet in a hotel in Kyoto.

It is noteworthy that a conference held in a hotel in a local town is quite inexpensive. Because of the fact, EEUG (European EMTP Users Group) annual conference was held in a hotel in Zwickau, Germany in 2012, and in a very small town in Macedonia in 2010, for example. Also, the reason why the ISET/ISS was held in Asian courtiers for last years is simply due to very inexpensive conference rooms, banquet, meals and also accommodation. Further, an air flight charge for return to the countries can be purchased by less than \40,000- if reserved 6 months earlier than the departure date.

(3) Other expenditure

The charge for meeting rooms, coffee and meals are necessary to hold SC, TC and OC meetings including taxi and bus fares. Also, if a special session is planned, expenses to invite guest speakers are to be included in the expenditure.

Also, reserves should be prepared for an urgent expense. For example, in the case of IPST 2009, insurances, masks filtering flu and medicines were prepared in case that a participant got sick by swine flu. Also, hundreds umbrellas were bought because of rain during the sightseeing tour.

It is normal to prepare reserves of about 5 to 10 % of the total expenditure.

2. Balance sheet

It is rather straightforward to prepare the balance sheet of a conference (if taxation is not involved), although it is quite tedious to make a correct balance. Remind that every receipt, even \10- should be kept.

3. Budget plan

A budget plan can be produced in the following procedure.

(1) Fix registration fee “a”

In general, the registration fee has to be approved by the SC, when the OC proposes the conference.

(2) Estimate the number of participants to the conference “N”

It is better to assume the minimum possible number “N” of participants.

(3) Estimate the total income “A”

The total income “A” is estimated by:

A=Na+B

where B=planned financial support from industries etc.

(4) Estimate expenditures “C”

(a) c1=0.15A: banquet

(b) c2=0.15A: welcome reception, meals and coffee breaks

(c) c3=0.15A: conference rooms

(d) c4=0.15A: printing program/proceedings and conference kits

(e) c5=0.15: technical tour, transportation services and part-time workers

(f) c6=0.15A: other expenditures

(g) c7=0.1A: reserve

m

The total expenditure

i=1

(5) Adjust the expenditures

Depending on a survey, expenditures for banquet, reception. conference rooms etc., adjust c1 to c5. Then, produce the final budget plan. Occasionally, the registration fee is changed by the proposal of the OC.

IIX. Organizing Committee of International Student Session

1. What is ISS?

As already explained in Chapter III, Section 1(1), ISS started as a special session of an international conference (IWHV) held at Doshisha University in November 2008. It was quite successful from the viewpoint of the IWHV and the Institute of Electrical Engineers in Japan who is the mother organization of the IWHV. More important was that students themselves enjoyed very much the ISS, and all the students became very friendly irrespective of languages, countries and universities. As the supervisor of the students in Doshisha University, this author had found that the students were motivated quite well to organize the ISS and other foreign students too. This author becomes quite sure that students can organize the ISS by themselves, if professors can give a chance to the students to be motivated by themselves.

Thus, the ISS becomes an annual event for M. Sc. and Ph. D. students in Doshisha University. The following is the messages to students and professors, who were possibly involved in the ISS.

“What is ISET and ISS”

ISET is an organization to encourage/promote students to be used to present papers in English, and to talk with foreign students especially in under-developed countries. The following is my report to GRM Office to ask a financial support for Prof. Visacro who is the world top-ranked authority in the field of electrical grounding.

> ISETは　"I set", 私がセット（準備）するの意味で　"IS"　がInternational Studentsの略です。"ET"はInfra GPの電力，通信を意識し, 今後インフラ施設で大きな課題になると予想されるEMC（電磁障害）と電力研究室の主題である過渡現象から EMC and Transients in infrastructures の頭文字で語呂合わせしたものです。なお，Transientは変動/遷移＝インフラの変遷を意識しました。International Symposiumとしたのも，Conferenceでは所謂学会になり，学生のためでは無く, 通常の研究者が対象であると推測されることを避けるためです。所謂シンポで学生が主催し，ISETのメンバー教員はISS参加学生のためにISET=International Symposiumの前半部，Special Session=電気・電子工学科の特別講義の延長，Technical Session=院生の特殊講義の延長を準備するのが主たる役目です。以上はISET　Proc.の”What is ISET and ISS" に明確に記載しております。

2.　海外での開催理由。

(1) アジアの開発途上国で開催することで現地学生が容易に参加でき，かつ経費も抑えられるのが最大の理由です。これはGRMの趣旨を反映すると共に，協定校に主催，共催を依頼することで当該国での協定校の評価が高くなる副作用があり，これが大きな狙いです。すなわち，インフラGP,　GRMの学習/履修体系・制度の輸出とも呼ぶべき成果が狙いです。更に，本学でPh.D.を取得した方にISETを企画，開催あるいはOrganizing Committeeや Technical CommitteeのChairやSecretaryを勤めて頂く事で彼／彼女の出身国での評価が上がるのも大きな狙いの一つです。

(2) 国内での開催では参加者の大半が日本人となり，プレゼンテーションを除く会話がほとんど日本語となってしまいます。また，第1回のISSで2008年，東北大，東京電機大などの留学生，及びHong Kong大学から学生を招待しましたが，海外からの学生の招待経費が出せない結果となり，個人的に対応せざるをえなくなりました。

3. Organizing ISS

Appendix A11 is the records of this course in 2013. The ISS is a part of this course as practice. The preparation is to be made from the 8th week of this course until the 14th week. Then, the ISS will be held either 26 or 27 November this year. The detail will be given during the class of this course.

(1) Appointment and selection of the ISS Organizing Committee (ISC)

First of all, the ISC chair person and the secretary in this year are to be elected / appointed in the class. The chairperson is responsible to look after the following ISC Sub-Committees. The secretary has to prepare the records of the classes. Copies are given in Appendix A11.

Every student of this course is to be a member of the following Sub-Committee of ISC.

(a) ISC-A: Registration/Reservation

responsible to registration of ISS and reservation of air flight and accommodation

(b) ISC-B: Conference operation

responsible to operate ISS when it starts

(c) ISC-C: Program

responsible to prepare the conference program and proceedings. The first task is to produce “Call for Papers” for the ISS in this year

(d) ISC-D: News / Reports

responsible to write news/reports of ISS. For this, group members have to arrange cameras, video set etc. (available from GRM office) and bring those to the conference site.

Each ISC Sub-Committee starts to work for the responsible task from the next week (9th week) until the 14th week, and reports the progress of the work time by time during the weeks.

4. Budget Plan of ISS

The budget plan of ISS 2013 is given in Appendix A11.8 based on the discussions in the class, see A11.7, 9 and 10. Appendix A11.15 is a budget plan for planned ISET / ISS 2014 / Indonesia.

5. Session Plan by ISC-C

The session plan of ISS is given in Appendix A11.8 after the discussion summarized in A11.7. The final plan is described in A11.13 and 14.

6. Preparation of ISS 2013 one day before the conference by ISC-A

The time schedule of the ISS 2013 preparation was planned by ISC-A as in A11.9. The preparation details of the ISS 2014 / Danang is given in Appendix A11.16

7. Flight and accommodation by ISC-A

The air flight from Osaka to Samui was reserved and hotel rooms were arranged through the ISET/ISS 2013 LOC chairperson by ISC-A as described in A11.9 and 10.

8. Conference program and proceedings by ISC-C

A draft of the conference program should be completed by the ISC-C, and is to be discussed in the class until the 14th week, as described in Appendix A11.13 and 14. The final program and the conference proceedings have to be completed within two weeks of the deadline of paper submission, and then have to be handed to the professor who will arrange printing of the proceedings together with the program. Remind that the printing requires about two weeks. Copies of the printed proceedings are to be brought to the conference site by the students.

IX. Final Remarks

1. Final conference program

For the sake of completeness, the final program of the IPST 2009, ISET/ISS 2014 and IWHV 2008/ISS are given in Appendix 12. One can find the details of the conferences in the appendices.

2. Remarks to Professor (Tutor) of this class

At the first week of this class in April, the chairperson and the secretary of the ISS Organizing Committee (ISC) have to be elected /appointed in the class.

The chairperson has to look after the ISC Sub-Committee of which the members are to be appointed at the 8th week after the intermediate exam at the 7th week.

The secretary has to prepare the records of the class every week, and submits to the professor next day of the class. Then, the professor checks the record at once, and the revised record is given to the secretary who prepares copies of the record, and distribute the copies to the class students next week. See the details in Chapter VII, Section 2.

The 7th week is for the intermediate exam of which an example is given in Appendix A11.7. Planning the ISS session schedule can be added as a paper of the exam.

From the 8th to 14th weeks, the professor should not give any lecture because the weeks are for the preparation of ISS in this year by the students themselves, i. e. practicing (or training by themselves) the organization and operation of an international conference / symposium. This course is planned as the first 6 weeks for studying and the last 7 weeks for practicing. It should be reminded that all the preparation of ISS in this year has to be completed by the students by the last week of this course. That is, conference rooms, banquet, lunch and coffee breaks and accommodations are reserved through the Local Organizing Committee by the ISC Sub-Committees. Also, the flight reservation completed by the ISC-A in July in this year, i. e. 4 months earlier. By this way, the expenditures of ISS become much less than those managed one or two months earlier than the date of the conference. The procedure/preparation of ISS from the 7th to 14th weeks are described in Chapter VII and in Appendix A11.

Remind that the next meeting with all the students after the last class of this course is one day before the conference date at the conference site.

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