Information for potential ICED bidders. Version 3.1. September 2021

PART 1:

GUIDELINES FOR INITIATING AND BIDDING FOR AN ICED CONFERENCE

An ICED Conference is initiated by one or more Conference Proposers making bids to the Design Society's Board of Management (BM) for an ICED Conference to be held in a particular location at a particular time. The BM will, with advice from the Advisory Board (AB), select the most promising bid, and then the successful bidder and the BM will work together to set up the Conference using the organisation described in Part 2. The timetable for a proposal of an ICED Conference is shown in Table 1, TTTT standing for the year the Conference is to be held.

Timetable for ICED proposals

Table 1: Timetable for ICED Proposals

Month	Year	Action	Responsibility
August	TTTT – 4 years	Announcement of ICED TTTT – 2 and call for bids for ICED TTTT – 4	Host Design Society (DS)
August – January	TTTT – 4 years	Design Society available for providing clarifications on what is expected from the bid and additional information about hosting an ICED conference	Design Society (DS)
January	TTTT – 3 years	Proposal submission (outline)	Proposer(s)
March	TTTT – 3 years	Decision (preliminary)	Design Society (DS)
May	TTTT – 3 years	Resubmission (final, detailed)	Proposer(s)
June	TTTT – 3 years	Final decision	Design Society (DS)
June - Nov	TTTT – 3 years	Contract	DS / Proposer(s)

Bid Checklist

When preparing a bid for an ICED conference, the expected number of participants needs to be taken into account. The average number of participants over the last four ICED conferences is 550,

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with the highest number of participants at one conference being 664. The proposal and venue must allow for the maximum number of participants to potentially reach 650-700.

The proposal should address the following points:

To be included	Further Information	Yes/No
Dates, location	ICED is a four-day event traditionally taking place in the third week of August. University premises are generally preferred and the option for events in the University should be included if commercial premises are proposed for the main conference.	
Theme of Conference	Proposed theme and motivation behind the theme.	
Keynote speakers	The Design Society will provide 2 keynote speakers to represent the Society. The local organisers will provide at least 4 more keynote speakers. Potential keynote speakers could be identified in the proposal.	
Plenary meeting room(s):	Information on room size(s), location(s), etc. and detailed floor plans showing how delegates will move around the conference. The meeting space should be able to accommodate at least 650 people.	
Parallel sessions	Information on number, locations, sizes, etc. and detailed floor plans showing how delegates will move around the conference. The scientific programme should allow for: • podium presentations held in parallel given usual number of participants, • SIG workshops as part of the conference; and • the possibility of parallel panel/ discussion sessions	
Equipment available	All rooms must be fully equipped with audio-visual equipment, microphones where necessary and whiteboards or flipcharts. Wi-Fi must be available in all buildings for delegates. Additional computers available for delegate/presenter use. Assistance should be available to session Chairs in each room.	
Panels, posters, exhibition area and reception:	Information on location, size, possibility to hold alongside podium sessions, adequate area for exhibitions (e.g. publishers and the DS), etc. Sufficient poster panels and space for poster displays should be available. An exhibition of books, publications, design aids, computer applications, and CAD equipment is a desirable attraction. A Design Society stand should be provided at a prominent location in this space.	

Budgets	Breakdown of the budget (only first draft) to show how the agreed payment to the DS will be met and to include assurances that the conference has the financial backing of the organisation making the bid.	
	Proposed registration fee for attendance at the conference to include the production of the conference proceedings in digital form), lunches and coffee breaks, gala dinner and any other receptions.	
	Early bird registration fees must be offered. In addition, DS members must be offered at least a 10% reduction in the conference registration fees.	
	Separate fixed and variable costs in the budget. Include different scenarios with various participant numbers. For further information, see Appendix 1 and 2.	
Accommodation	Include range, types and map showing locations. The DS requests that a range of accommodation types are available to delegates, and that transportation possibilities to the conference venue should be identified in the proposal. In particular, cheaper accommodation within easy walking distance or easily accessible by public transport should ideally be available for persons of limited financial means.	
Meeting rooms	Include sizes, types, locations and detailed floor plans showing how delegates will move around the conference.	
Gala Dinner and other social events	Include information about venues, seating, size, etc. Must have capacity for at least 650 people. • Ensure good organisation for serving beverages during breaks and for serving lunches to all participants. • Arrange a Gala Dinner for all participants, normally on the third day of the conference. • Arrange a Welcome Reception for all participants, typically on the first full day of the Conference. Often a civic venue is chosen. • A Farewell Party/ Reception is typically held immediately after the end of the last Conference day. • The DS will host an event for young members. Organisers to provide room. DS will pay up to £3000 for catering at the event.	
Travel infrastructure	Nearest International Airport, transport connections etc.	
The potential for technical/ cultural visits	An accompanying persons' programme is desirable. Industrial or cultural tours are usually arranged for the day after the conference.	
Involvement of the local design community	Plans to involve the local design community, local industry, and local students and academics is desirable.	

Organisation members and procedures:	Demonstrated experience, responsibility and organisational structure to ensure a successful conference and production of conference documentation are required. The successful ICED bidders will eventually form an Organising Committee (OC) whose duties are described in Part 2. The Programme Committee (PC) will be established to design the scientific programme. The DS BM, in consultation with the OC, will choose the members of this Committee. Two members of the OC will also be members of the PC to provide a close link between the two teams. Please specify any Professional Conference Organiser (PCO) company that may be used.	
Confirmation of willingness to work with ConfTool	The Design Society uses the Conference Management System ConfTool ([www.conftool.net).](www.conftool.net) ConfTool is used for: - Author registration - Paper submission - Reviewer management - Communication with the authors - Participant registration (including payments and invoices) - Communication with participants	
Confirmation of compliance with DS/Organiser agreement	Willingness to work with and communicate well with the DS/BM is required. This includes acceptance of the established ICED structure and openness in suggested developments and enhancements to the programme.	

Copies of the proposal should be emailed to contact@designsociety.org and president@designsociety.org
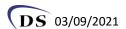
Further information about running an ICED conference follows in Part 2. A draft agreement between the Design Society and Proposers is available in Appendix 4.

Evaluating Conference Bids

The BM will evaluate the bids, seek advice from the AB, seek additional information from the bidders as necessary, and make the final decision by the end of June, three years prior to the Conference date. The BM may decide to visit the site before making a final decision.

Criteria for assessing bids include the following:

- Overall quality and thoroughness of the bid
- How well the bid addresses the required and desired points above
- Ability to deliver a memorable event to all delegates
- Contribution to the Design Society's goal in building a strong worldwide design community
- Promotion of networking opportunities
- Support for local organisers to gain visibility on an international basis
- Support for the development of local design activities in the hosting region or country
- Familiarity of bidding team with previous ICED events

The final decision and acceptance of the organisers to host ICED will be formalised in a signed contractual agreement.

PART 2:

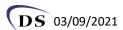## GUIDELINES FOR RUNNING AN ICED CONFERENCE*

*These guidelines are offered as an aid to future ICED organizers and they do not supersede the actual contract between the ICED organizers and the Design Society. Specific issues and resolution are typically addressed and resolved during conference planning and execution.

Roles and Responsibilities within the ICED Organisation

The Conference Chair, in consultation with the Organising Committee (OC), will provide leadership and facilitate the overall delivery of the Conference. A member of the DS BM will be designated to be a member of the OC to liaise with the Conference Chair in overseeing the organisation and planning of the Conference.

An **Organising Committee (OC)** will be established to plan and deliver the Conference. Members of this Committee will be drawn from the Proposer(s) organisation and the Society's BM and AB, and will be agreed by the host institution and the DS BM, as soon as practicable within the normal timetable of these Conferences. The BM Representative will be a member of the OC. A Chair and a Secretary of the OC will be decided according to the following descriptions.
- The *Organising Committee Chair* will be a person acceptable to the DS BM, to oversee the arrangements for the Conference, and ensure that all the necessary facilities and assistance are available. The OC Chair will be responsible for the overall operation and management of the OC. The OC Chair and the Conference Chair will normally be the same person. The OC Chair will ensure effective communication with the DS BM on the conference planning as it develops.
- The *Organising Committee Secretary* will be responsible for keeping records of the OC activities, for handling queries from participants regarding attendance at the Conference, and for maintaining the financial records of the Conference.

A **Programme Committee (PC)** will be established to design the scientific programme of the Conference, in other words to establish themes and guidelines for authors, arrange for a suitable review procedure, etc. The DS BM, in consultation with the OC, will choose the members of this Committee. A Chair, Secretary and Proceedings Editor of the PC will be decided according to the following descriptions. It will be the responsibility of the PC to work closely with the BM Representative on the structure and development of the programme.

- The *Programme Committee Chair* will be a DS member designated by the DS BM to oversee the scientific programme of the Conference. The PC Chair will be responsible for the overall operation and management of the PC, and for making final decisions on the inclusion of papers in the Conference programme.
- The *Proceedings Editor* or Editors should be appointed to receive the offered manuscripts, coordinate the refereeing process, and edit the proceedings according to DS guidelines on publication.
  The *Programme Committee Secretary* or *Assistant Programme Chair* will be responsible for keeping records of the PC activities, and for handling queries from authors and from Scientific Committee members relating to the scientific programme of the Conference. The Proceedings Editor and Assistant Programme Chair may be the same person.
- The *Previous ICED Assistant Programme Chair* is typically invited to serve as an additional member of the Programme Committee to support transfer of knowledge from the previous ICED and to help with ConfTool set up and passing on experience of the reviewing process.

A **Scientific Committee**, as a virtual committee, will be established by the PC, in consultation with the OC, to carry out the reviewing of the papers and to provide Theme and Session Chairs for the Conference.

Scientific Committee members (reviewers) should be appointed to evaluate paper submissions based on a double-blind review process. Submissions should normally be designated to three reviewers.

- *Authors* are invited to submit papers to be considered for inclusion into the Conference's Scientific Programme. Upon review, papers may be accepted, accepted conditionally upon satisfactory changes being made, or rejected. Papers that are conditionally accepted may be subject to a second review. Due to time constraints, the second review is typically carried out by members of the PC. The authors of papers accepted for inclusion will be invited to present at the Conference.
- *Session Chairs* should be appointed for each session of the Conference's Scientific Programme to ensure that the presentations are kept strictly to time, the session does not over run and that the session is chaired effectively.
- *Helpers* (e.g. graduate students) will be appointed by the Organising Committee, for the Conference, to provide general assistance on the operation of the Conference and especially to assist each Session Chair, to look after the audio-visual equipment and to be of general assistance to their designated Chair during the session. One helper should be allocated to each Session.

Organising Committee (OC) tasks

Task	Further Information
Announcement of the Conference at the previous ICED conference	The OC members prepare and deliver a presentation announcing the next ICED conference during the closing ceremony of the previous ICED conference. An initial website for the conference will be ready to go live at the close of the previous ICED conference. The branding and logo of the conference must be decided early, in time for the announcement.
Conference Venue and Facilities	

Conference Venue	Organise the venue for the Conference, including all staffing and catering provision.
Date of Conference and key meetings	The conference date must be confirmed 2½ years before the conference. Meeting dates to be confirmed in coordination with the PC and DS.
Meeting rooms	The main meeting room must be capable of holding the maximum number of anticipated persons for the plenary sessions (approx.650). Rooms for the parallel sessions should be capable of accommodating up to of 150 persons, ideally 200. Meeting space and equipment should be provided for poster sessions, if required. An acceptable arrangement is that poster displays can be mounted on suitable panels in a designated room close to the main session rooms. An appropriate room should be allocated for the OC and its assisting staff. A room should be made available for participants to prepare and check their presentations, and to access email. A room should be made available for the BM of the DS to use throughout the conference.
Wi-Fi for all	High-speed wireless Internet access should be made available to participants.
Exhibition Space	A space should be made available for exhibitions and exhibition booths. Tables and display boards should be provided. The DS should be allocated free use of a stand in a prominent position in the coffee/tea area for the conference.
Provide facilities for workshops of Special Interest Groups (SIGs) of the DS	To be held in conjunction with the conference. These sessions should be incorporated into the Conference programme as agreed with the DS.
Catering	Organise all catering for the conference. This includes: - Hot and cold beverages, lunches and other refreshments on all days (including the workshop day) - A Gala Dinner for all Conference registrants to be included in the registration fee. It should be possible for additional tickets to be purchased separately for partners of delegates - Opening reception - Farewell reception - A Young Members Event - DS will pay up to £3000 for catering at the event
Delegate Accommodation	Advise delegates on accommodation, taking into consideration affordability and the local demand on hotels e.g. advance notice needed for booking. Easy walking distance or good public transport links are important. The OC provides a hotel booking service. It is advisable to make a preliminary agreement with hotels for at least 200-300 rooms, to be confirmed or cancelled when the conference date gets closer.
Address for delivery of conference materials in the lead up to the event	A room will be needed to store conference materials shipped in by the DS and other exhibitors. The room will need to be available for at least a month before the conference starts.
Management and Administration	
Careful budgeting for the ICED event	Take active responsibility for all the finances and budgeting of the Conference. See Appendix 1 for further guidance.

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Establish Conference registration fees	Allowing a discount of at least 10% for DS members and allowing delegates to pay for DS membership alongside their conference registration fee. (Any DS membership fees paid to the conference will be reimbursed to the society in the final settlement of the conference (Further information in Appendix 1)).
	The conference registration fee should cover attending all the scientific sessions, all refreshments during the day including lunch and the welcome and farewell Reception and Gala Dinner. The fee also normally includes the cost of a Programme, Book of Abstracts and an electronic copy of the Proceedings.
	Early bird fees should be offered to delegates who register before a given deadline, which should be at least two weeks after the notification of acceptance, so that authors of accepted papers can decide if they wish to participate to the conference.
Delegate tasks and roles amongst the different OC members	Ensure adequate distribution of responsibilities to address catering, the social programme, sponsorship, registration, publicity (including the website), secretarial duties, answering queries, finance and accounting and domestic requirements of delegates e.g. accommodation and infrastructure. Clarify roles clearly.
Provide Conference registration and all other administration services (with the exception of the scientific programme administration)	These services include liaising with the DS BM, budgeting, mailing (budget to include any mailings transferred in bulk to other national societies), coordination, and arranging and contracting for the venue of the conference.
Conference Registration System	Assist the PC with the set up and management of the conference registration system, using the Conference Management System (CMS) of the DS which is ConfTool (www.conftool.net).
	At least one OC member should be fully competent in using ConfTool as well as the PCO.
Make sure PC are provided with up to date information about who has registered for the conference	It is highly recommended that ConfTool is used for participant registration. However, if this is not the case, it is the responsibility of the OC to provide the Proceedings editor with information about which authors have registered for which paper. Authors are allowed to register for a maximum of two papers. Acceptance is conditional on the author registering and paying for the conference. If authors have not done so they cannot be included in the final programme and papers will be withdrawn.
	This information needs to be provided to the proceedings editor on a daily basis, once the payment has been accepted. Plenty of time should be allowed for conditional authors to complete their registration and pay.
Coordination and cooperation with major national and international bodies	Together with the DS, the OC should arrange coordination and cooperation, where possible, with major national and international bodies such as ASEE, ASME, EIC (Canada), IMechE, CIRP, Japan SDD, Japan SME, VDI, INCOSE, other collaborating organisations, and other engineering institutions. This can take the form of co-sponsorship and/or advertising and mailing assistance.
Maintain close coordination with the DS, and between the members of the Committees included in preparing and running the ICED event.	Regular conference calls, meetings, email exchanges.
Keynote speakers, Exhibitors and Sponsors	

Keynote speakers	Keynote Presentations should address relevant topic challenges and issues rather than general or political statements. Keynote speakers should be well-known personalities in engineering design/education.
	The chosen roster of keynote speakers should represent a mix of gender, age and perspectives on engineering design and design science.
Exhibitors	Special invitations to exhibit should be issued to prominent organisations and industries, especially academic publishers, computer-aided design (CAD) etc. system producers and major CAD users. The OC is responsible for deciding the price they will charge exhibitors and produce a sponsorship and exhibitor prospectus for potential exhibitors.
Sponsors and Industry contacts	How do you want to involve industries with the event?
Planning Meetings	
Attend and budget for meetings of the entire Conference organising team	The DS suggests provision for at least three meetings of the entire conference organising team (OC and PC jointly) to prepare for the Conference.
	Some of the following activities will be the responsibility of the PC, but joint meetings are suggested:
	1. An initial meeting of the main representatives of the OC and the PC members to scope, plan and action the activities and responsibilities for delivering the Conference. This would normally be at least 18 months before the Conference.
	2. Allow a budget for members of the PC to attend a Reviewers Assignment meeting (usually in December/January before the ICED conference, following the final paper submission deadline)
	3. Paper review: A meeting to finalise decisions on submissions and to scope the overall programme. This would normally be at least 6 months prior to the Conference. This is the responsibility of the PC. It is suggested that this meeting should take place at the venue of the Conference (or nearby) and that provision to discuss domestic arrangements for the Conference should be organised at the same time as this meeting where possible. Registration fee, parameters of the programme, accommodation and publishing arrangements should be agreed.
	4. Programme delivery: To detail and, where possible, finalise the programme. Normally 3 months prior to the Conference. Scientific sessions are the responsibility of the PC. Keynote presentations are the responsibility of the OC, with the exception of the two DS keynote sessions. Both Committees will agree on the final programme in its totality.
Marketing and Communication	
ICED Branding, Logo and Graphic Design	The OC is responsible for the graphic design and appearance of all the ICED conference publications including the Call for Papers. The ICED branding and logo will follow the DS House style and tradition of the previous conferences.
	The branding and logo of the conference must be decided early in time for the announcement at the previous ICED conference.
Conference website	Set up a conference website as the key communication interface to the public. Keep up to date. Add location, travel and accommodation information early on.
DS logo	Must be used on all publications, flyers and event websites
DS Charity number statement	'The Design Society is a registered charity in the United Kingdom, charity number SC031694, Company number SC401016'. To be included in the front matter of the conference proceedings.
Bulk Mails	Mailings are distributed from the OC, and from co-sponsoring organisations, using their own mailing lists and the DS contact base. The main ICED email address info@iced-conference.org and ConfTool are used for all bulk mails.

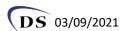|	
Prepare and distribute all advertising	Including Call for Papers, posters, electronic advertising. A wide selection of technical journals throughout the world, and other organisations with an interest in design and design research must be adequately informed, in sufficient time. The conference should be advertised on social media channels – twitter, facebook, LinkedIn
Personal Invitations	All members of the PC and OC, and all chairs and co-chairs, should make every effort to send as many personal invitations to attend the Conference as possible.
Signage	Organise signage for the event. Think about movement between rooms. Ensure Conference logo and DS logo on all signage.
Conference Programme	
Preliminary Programme	The Preliminary Programme is to be issued at least 60 days before the Conference Opening. The PC will provide a rough orientation of session themes and papers to be presented but allocation to proposed time blocks will not normally be given. Programmes of Excursions, Tours, Visits and Social Functions (along with any programmes for accompanying persons that the organizers may wish to include) will be announced in the Preliminary Programme. A full application form specifying registration fees and an application to the designated accommodation (hotels), if appropriate, will also be included. Preliminary Programmes should be in electronic form and on the conference website, and copies sent for email distribution to arrive before the agreed deadline.
Social Programme	Organise the social programme of the Conference, including a Welcome reception, Gala Dinner, Young Members Event (in conjunction with the DS), Farewell reception.
Cultural/Technical visits	Decide whether to offer additional Excursions and Visits, typically with cultural or technical content, to the participants of the Conference and/or their accompanying persons. As these should not interfere with the Conference programme, offers addressing the participants should preferably be scheduled before or after the Conference.
Exhibitions and Demonstrations	A suitable exhibition is very desirable. It will particularly attract visitors. Exhibition objects should consist of: - Equipment for engineering design – including computers and software. - Relevant books and journals: - A selection of publications and reference lises - Publications by technical societies (e.g. ASME, IMechE, VDI, etc.) - Other publishers
Publications/Proceedings	
Ensure consistent format for all ICED literature and publications	All ICED pre-conference literature should be prepared in a similar format and typeface to existing copy. All ICED Publications should have the same format, and very similar appearance of covers and branding. Some additions to the format (stating sponsoring organisations, etc.) could be acceptable, but the image should be consistent with existing DS publications. ICED Proceedings must bear a DS serial number as well as an ISBN and ISSN number. Both are supplied by the DS.
Prepare Call for Papers, Conference Proceedings and printed Programme/Book of Abstracts	Prepare graphics and layout organise printing of the Call for Papers in collaboration with the PC. Once the scientific programme has been agreed with the PC, the OC must prepare the conference proceedings electronically and the printed Programme/Book of Abstracts. Printers and a company for the electronic production need to be sought early.

Conference App	Provide a conference app for all delegates to use during the conference. Guidebook has been used in the past and has worked well. This service is not provided by the DS.
At the event	
Student Helpers	Recruit student helpers to support the running of the event. Will the students be paid? How many are needed? Set up bag packing event if giving a conference bag.
Conference bag	Decide on whether to give out a conference bag. If so, source and price.
Name badges	Produce name badges for delegates. ConfTool to be used to generate.
Certificate of Attendance	Must be available for all conference participants
Gifts for keynote speakers	Recommended
Certificate for Reviewers' favourite papers	To be provided by the OC
Conference Evaluation form	Create a conference evaluation form in coordination with the PC. Decide how to distribute form to all participants. All information to be kept confidential and used for analysis purposes only. Experience shows that handing out the conference evaluation form in the closing session and using this as a "ticket of admission" to the Farewell reception is the most effective way of receiving many responses. Electronic feedback at this time of the conference often gives poor response rate.
Post Conference Review	
Post Conference report	Produce a report, within 3 months after completion of the conference with a summary of the conference, lessons learned, high-level financial account and recommendations for future ICED conferences.
Post conference review meeting	Held to aid the continual improvement of the Conference Series. This meeting should be attended by representatives of the OC and the PC and representatives of the next Conference host. Topics regarding the newly completed Conference to be discussed should cover: Participation, the scientific programme, marketing, findings of conference evaluation survey, finances, and lessons learned.

Information about the Scientific Programme of the ICED Conference

An ICED Conference typically comprises of five types of sessions: Plenary Sessions, Podium Sessions, Discussion Sessions, Workshop Sessions and possibly Poster Presentations.

Since 2009 the conference programmes have included a mix of the above session types. While plenary, podium and workshop sessions (including Special Interest Groups (SIG) workshops) have always been included, there has been variation in the inclusion of poster and discussion sessions at the discretion of the Program Committee.

1. **Plenary Sessions** involve all the Conference attendees, and comprise Opening, Closing and Keynote Session to include DS keynotes. The Opening and Closing Sessions should be very short (about 20 minutes), with addresses from the Chair of the OC, a DS representative, and a prominent representative of the host country/institutions.
2. **Podium Sessions** involve the oral presentation of typically 4 papers in a 90 minute session.

Selection of papers should be based on research content, match of papers to the Conference theme, and the need to identify coherent groups of papers.

3. **Discussion Sessions** are chosen to enable the in depth exploration of research papers, by selecting a coherent group of papers for brief presentation followed by directed discussion. They may involve about 6 papers in a 90 minute session; each paper is briefly introduced in a 7 minute presentation and then a one-hour discussion is led by the session chair Different formats for the discussion sessions can be decided upon agreement between the PC, the OC and the BM of DS.

4. **Workshop Sessions** are organised and operated by the Special Interest groups (SIGs) of the DS. They are limited to a 3 hour timeslot and are included in the overall Programme. In addition the local organizers may organize up to 2 workshops with regard to sponsors or local interests.

5. **Poster Presentations** aim to foster discussion and exchange of ideas and research questions. Posters may be presented in addition to presentations in Workshop, Podium or Discussion Sessions. In the case that Poster Presentations are held, the ICED Conference should have a dedicated poster space and a poster session.

Programmes for these sessions will be arranged by the PC. The themes for these sessions should be selected to balance the programme.

Breaks should ideally be 30 minutes for refreshments and 60-75 minutes for lunch.

Proceedings

ICED proceedings are published in three ways:

1. Electronically, providing PDF versions of the papers and with an index and contents page. It is desirable to have a free-text search capability included. Page numbers should be included for ease of referencing and for the sake of bibliometric indexing.

2. As a physical book of abstracts, in A4 or Letter size, with preface and introductory sections including welcome from DS President and Conference Chair, contents pages and author index. The artwork for the cover should match that chosen for the covers of the electronic proceedings.

3. As PDF files uploaded, with separate abstracts, to the Society's web pages.

4. The Design Society is currently pursuing a process for DOI assignment to all the papers in its proceedings. This process will be completed in time for ICED2019.

All full papers should be submitted with Keywords and an abstract.

The DS requires that Proceedings are published through the DS. This process is helped by the use of ConfTool to manage the papers.

- The content of the ICED Proceedings are the responsibility of the PC. The final publishing and production of the ICED Proceedings are the responsibility of the OC. The Proceedings should be published according to DS requirements. They should have the same format, and very similar appearance of covers, to previous ICED Conferences, unless otherwise agreed with the DS. Some additions to the format (stating sponsoring organisations, etc.) could be acceptable, but the image should be consistent with existing DS publications.

- DS numbers and ISBN/ISSN codes will be supplied by the DS. Conference organisers and Proceedings Editor should agree title formats with the DS Administration in order to ensure consistency in ICED Publications as befits a series publication.
- Each author is required to sign a Copyright Transfer Form assigning copyright in the work to the DS. This is now done on ConfTool with upload of the camera ready paper.
- All ICED pre-conference literature, if used, should be prepared in a similar format and typeface to existing copy. Change from ISO-A4 to USA-8.5x11" is acceptable. It is likely, however, that publicity will all be web-based.
- DOI will be assigned as noted above.

Programme Committee (PC) tasks

The PC provide the organisation and management of the scientific programme of the Conference, including the operation of the Conference Management System and, in conjunction with the OC, the preparation, editing and publishing of the Conference proceedings.
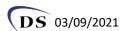
Task	Further Information
Attend the Knowledge Transfer Meeting and initial meeting of the OC and PC	Meeting used to scope, plan and action the activities and responsibilities for delivering the Conference. This would normally be at least 18 months before the Conference.
Delegate tasks and roles amongst the different PC members	Ensure adequate distribution of responsibilities. Clarify roles clearly. Who will be responsible for pulling the book together? Plan the process with dates.
Communication	Ensure regular communication with the OC and the DS.
Phase 1 -	
Set up and manage the Conference Management System of the DS which is ConfTool	The Conference Management System used by the DS is ConfTool (http://www.conftool.net/index.html). The Programme Chair, Assistant Programme Chair and the Assistant Programme Chair of the previous conference work together to set up the system to allow for continuity of settings from the previous conference and to provide support for the new Assistant Chair. They do this in collaboration with the OC. ConfTool can be used for online registration, communication with authors, circulation of abstracts/papers to committee and referees, scoring of reviews, producing a Programme, generating invoices. The PC will set up the review form, conference themes, user registration procedure (with the OC and PCO), key dates, author guidelines, etc.
Decide on 'Reviewers Favourite Award'	The PC can decide on the exact process. Usually the committee looks at the papers with the best reviews from the review process (10%).
Prepare Call for Papers for the conference	Physical and electronic Call for Papers needed. Basing the Call on established ICED practice and the Consolidated Basic List of Conference Themes - see Appendix 3. The PC will need to work with the OC who will provide the graphic design for the Call for Papers and print. The Call for Papers must be ready to distribute at the Design Conference in the year before the ICED conference and at all other events in the preceding year.
Personal Invitations	All members of the PC and OC should make every effort to send as many personal invitations to attend the Conference as possible.
Phase 2 -	

Scientific Committee	Invite members of the academic and industrial community to be members of the Scientific Committee. Set up/adjust competence profiles for the Scientific Committee
Coordinate all communications with the Scientific Committee members and with authors.	Always using ConfTool and the info@iced-conference.org email account for all communication.
Specify the templates to be used for the preparation of papers	Template is provided by the DS but will need updating with the new conference logo. Papers must contain an abstract of 6 to 15 lines of text. Any papers received later than the deadline may be rejected without review.
Ensure Keywords are identified and separate Abstracts are uploaded	Essential for citation indexing and upload to DS website. Easily managed using ConfTool.
Manage the allocation of papers to review and manage the reviewing process	The PC need to organise a Reviewer Assignment meeting where they get together in person to assign reviewers to papers. This usually happens in the December/January before an ICED conference following the final paper submission deadline. PC are responsible for correspondence with authors, follow-up, quality control of a sample of papers reviews.
Paper Review Meeting/Camp	Finalise decisions on submissions and scope the overall programme. This would normally be at least 6 months prior to the Conference. It is suggested that this meeting should take place at the venue of the Conference (or nearby) and that provision to discuss domestic arrangements for the Conference should be organised at the same time as this meeting where possible. Registration fee, parameters of the programme, accommodation and publishing arrangements should be agreed.
Initial Paper Acceptance Decision	Decided at the Paper Review Camp. Acceptance at this stage is conditional; a final decision on acceptance or rejection of the paper will be made by PC on the basis of a resubmitted manuscript prepared by author(s) including detailed comments in response to the review.
Ensure completion of author copyright forms	Completed in ConfTool with upload of final camera ready paper.
Identify support team for editing activities	Checking of final paper pdfs. This is often completed by students under the supervision of the Proceeding editor(s) or the Assistant Programme Chair. The DS can provide some financial support for this.
Phase 3	
Liaise with the OC to check that an author is registered for each accepted paper	This is the job of the Proceedings Editor. This is very important if ConfTool is not used to collect registration payments. Acceptance is conditional on the author registering and paying for the conference. If authors have not done so they cannot be included in the final programme. Plenty of time should be allowed for conditional authors to complete their registration and pay.
Arrange allocation of accepted papers into sessions and allocate session Chairs	Also allocate papers to themes. Definitive allocation of session types to time blocks will only be possible when the details of paper acceptance are finalised.
General Meeting of the DS	For the General Meeting of the DS a slot of at least 90 min duration must be integrated into the programme without any Plenary, Podium, Discussion or Workshop Sessions in parallel.

Preliminary Programme	The Preliminary Programme is to be issued to cover the conference at least 60 days before the Conference Opening.
	A rough orientation of session themes and papers to be presented will be contained in the Preliminary Programme, but allocation to proposed time blocks will not normally be given. Programmes of Excursions, Tours, Visits and Social Functions (especially for accompanying persons) will be announced in the Preliminary Programme. A full application form specifying registration fees and an application to the designated accommodation (hotels), if appropriate, will also be included.
	Preliminary Programmes should be in electronic form and also on the conference website, and copies sent for email distribution to arrive before the agreed deadline.
Scientific paper content of the Proceedings of the Conference	Prepare and edit the final scientific paper content of the Proceedings of the Conference and hand it over to the OC in time for completion and production of proceedings and all conference documentation.
Sessions Chairs	Ensure appropriate time is set aside for meeting with **Session Chairs** during the conference to give instructions for the management of sessions.
Conference Evaluation form	Create a conference evaluation form in coordination with the OC. Decide how to distribute form to all participants. All information to be kept confidential and used for analysis purposes only.
Upload of final proceedings to the DS website	Prepare spreadsheets for final upload of papers. Most information needed can be downloaded directly from ConfTool.
Post Conference Review	
Post Conference report	Produce a report, within 3 months after completion of the conference with a summary of the conference, lessons learned, high-level financial account and recommendations for future ICED conferences.
Post conference review meeting	Held to aid the continual improvement of the Conference Series. This meeting should be attended by representatives of the OC and the PC and representatives of the next Conference host.
	Topics regarding the newly completed Conference to be discussed should cover: Participation, the scientific programme, marketing, findings of conference evaluation survey, finances, and lessons learned.

DS Office/BM tasks

Initial Contract with ConfTool	DS office helps set up the contract with ConfTool. The DS covers the cost of the initial set up. The ConfTool contract is signed by the DS President.
Allocate ISBN and ISSN numbers	To be requested from DS office.
SIG leader workshop	Ensure SIG leaders are asked for their workshop requests in plenty of time and provide OC and PC with all information needed for room allocation and inclusion of the workshops in the conference Programme.
Attend all planning meetings	Providing support, minute taking and guidance and advice based on previous experiences.
Advertisement of the conference on the DS website	The DS ensures that the conference is advertised widely on the DS website with regular notices sent to members outlining key dates.

Timetables

The timetables for the organisation of an ICED Conference given in this section are based on full paper submission; TTTT is the year of the Conference. The indicative dates assume that the ICED Conference will be held in the second half of August; exact dates should be defined by PC and OC based on actual conference dates.

Timetable for Authors and Participants

1. Submission of full papers   15.01.TTTT

2. Conditional acceptance based on reviewers' comments   15.03.TTTT

3. Final paper and Abstract   01.05.TTTT

4. Registration of authors   31.05.TTTT

Timetable for Programme Committee and Organising Committee

1. Conception of Conference – Conference Themes   15.12.(TTTT – 3)

2. Call for Papers

Manuscript of Call for Papers   28.02.(TTTT – 1)

Sending out of Call for Papers   01.05.(TTTT – 1)

3. Composing of the Preliminary Program

Invited Keynote Papers   15.11.(TTTT – 1)

Review of submitted papers   01.03.TTTT

Preliminary Scientific Programme   30.03.TTTT

4. Invitation with the Preliminary Programme

Manuscript   30.03.TTTT

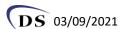Sending out of invitations if appropriate   15.04.TTTT

5. Composing of the Final Programme – this can only be done on the basis of paid registrations

Review of final papers (authors must check their paper for accuracy against the original ConfTool entry)   31.05.TTTT

Final Programme   15.06.TTTT

6. Proceedings

Final manuscript (Programme Committee)   20.06.TTTT

To printing and digital production
(CD or equivalent) Organising Committee   30.06 TTTT

7. Organisation

Meetings of Organising Committee: March (during the Rigi meeting) (TTTT – 1)
                                         March (during the Rigi meeting) TTTT

1st layout of organisation   31.12.(TTTT – 2)

2nd layout and timetable of tasks   31.03.(TTTT – 1)

Appendix 1 – Budgeting for an ICED Conference

The Organising Committee (OC) should take active responsibility for all the finances and budgeting of the Conference. A preliminary Budget should be prepared for the conference bid process and addressed during the first meeting of the conference organisers. Any proposed changes or consequences of the budget process should be discussed with the Board of Management (BM).

The Design Society (DS) own the ICED conference series and the Fee for entering into a collaboration and contract with a host university to deliver the conference is £20,000.00. This is paid to the DS within three months after the conference.
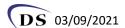
The Conference budget should allow for travel costs of the main Organising and/or Programme Committee (PC) members to a central location for the purpose of meetings associated with the Conference.

The President of the DS, DS Administrator and 1 member of the DS BM should have free registration for the Conference (Maximum 3 places). PC members should also have free registration to the Conference.

To plan for a conference of at least similar standard to previous ICED conferences, with good networking possibilities and a financial break-even for the host, it is recommended to plan with a minimum break-even budget of 450 participants.

The OC should provide adequate budgeting and financing to allow for a budget that should include anticipated costs, income and running totals. When compiling a budget, be aware to separate fixed costs and variable costs. Fixed costs include items such as promotion and printing, equipment, personnel, keynote expenses (and many more). Variable costs include items that are tied directly to one conference delegate and include items such as catering, receptions, conference bags, printed abstract books (and many more). Separating budgeted costs in this way will allow for you to make a few scenarios of best- middle- and worst-case delegate numbers. An example budget scheme is included with this material in Appendix 2.
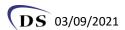
Items would typically include:

- Registration fees
- Official reception
- Conference Gala Dinner: catering, transport, drinks
- Young Members' Event
- Farewell Reception
- Venue service charges, e.g. IT, power, computing, audio/visual
- Conference accommodation: Plenary, parallel sessions, panels, exhibition, posters
- Daytime catering
- Operational support, e.g. staffing, transportation, administration, secretarial support, sign-posting, banners, poster board stands, postage
- Publication: USBs, Book of Abstracts/Programme
- Publicity: announcements, promotions, call for papers, web development
- Keynote speakers – incl. possible payment of expenses & fees
- Compliments, e.g. pack cases, gifts
- Organising Committee expenses
- Meetings: venue, facilities, staffing
- Meetings: Travel expenses of the main OC and/ PC to a central location for pre-Conference meetings
- Conference Management System, support and maintenance and per capita cost (DS pays for initial setup
- Contingency funds
- Donations
- Exhibitions
- IT support: server, email, website
- Bank charges
- Registration and hotel administration
- Sponsorships
- The contracted DS Fee of £20,000.00
- The President of the DS, Administrator and one member of the DS BM should have free registration for the Conference (Maximum 3 places)
- The Programme Committee Chair and Assistant Programme Committee Chair should also have free registration for the Conference
- Miscellaneous costs, including any overheads.

Final Settlement

Finances have to be settled in accordance with the Agreement and within three months of the Conference finish. Account should be taken of any new or renewed memberships made through the Conference Management System. A report is required three months after the conference to include a breakdown of membership fees and DS fee.

Appendix 2 – Example Budget template

Please follow this link to view an example budget template.

Appendix 3 – Consolidated List of Themes –

These can be discussed with the DS, but must remain largely the same, for the purposes of bibliographic indexing recognition (Scopus, WoS). The themes listed below were used in 2017.

DESIGN PROCESSES

Models
Strategies
Design process modelling and management
Innovation engineering
Multi-, Cross- and Trans-disciplinary processes
Industrial design

DESIGN THEORY AND RESEARCH METHODOLOGY Design theories and approaches

Design research methodologies and methods
Experiments in design
Evaluation of theories, approaches and methods

DESIGN ORGANISATION AND MANAGEMENT

Organisational understanding
Workspaces for design
Market and business implications
Management of innovation and complexity
Assessment and management of risk and uncertainty
Social responsibility and ethics of designing

PRODUCT AND SYSTEMS DESIGN

Product and system modelling
Structural complexity
Product architectures, platform design, modularisation and product family design
Product-service systems (PSS)
Design and optimisation of organisational processes
Systems engineering and design
Designing large-scale engineering systems (e.g. healthcare, policy, infrastructure, energy systems)

DESIGN METHODS AND TOOLS

Design tactics and methods
Requirements elicitation and management
User orientation, user integration
Evaluation and decision-making
Modelling and simulation methods
Virtual product development
Usage and integration of supportive technologies
Bio-inspired design
Computational design methods and tools (e.g. design automation, representation, optimisation, evaluation and integration)
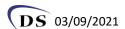Designing under uncertainty
Robust Design

DESIGN FOR X, DESIGN TO X

Design for lifecycle (DfX) – manufacturing, additive manufacturing, use of new technologies, assembly, testing, use, recycling, etc.
Design to properties (DtX) – cost, time, quality, flexibility, safety, etc.

Ecodesign
Sustainability (e.g. circular economy, social innovation)
Designing for digitised engineering value chains (e.g. big data, integrated lifecycle data models, internet of things, sensor technologies)

DESIGN INFORMATION AND KNOWLEDGE

Knowledge-intensive design
Information and knowledge management
Design knowledge and collaboration
Representation of design information and knowledge

HUMAN BEHAVIOUR IN DESIGN

Designers' thinking, motivations and skills
Design cognition
Creativity and innovative thinking
Teamwork in design
Collaborative and participatory design
Communication in design
Design for emotion and experience

DESIGN EDUCATION AND LIFELONG LEARNING

Teaching examples and experiments
Academic education experiences, plans and visions
Industry training in design
Life-long learning in design

EMERGING THEMES

Appendix 4 – Example Agreement/Contract

Please follow this link to view an example agreement/contract