

Information about Organizing International Youth Conference on Energetics 2013

Advertisement, call for papers, deadlines (common)

- the very first step is to appoint the date of the conference, then define the deadlines for abstract and full paper submission, early and final deadline for payment
- call for papers should be distributed as widely as possible (we have an email list form 2009 with about 10.000 addresses; we have contact to IEEE, AEE, Cigré, ENEN)
- webpage: the design is the same as in 2009, only colors are due to change. Creation and operation of the webpage is task of the Student Association of Energy

Finances, sponsors, companies, foundations, applications (partly common)

- estimation of the registration fee should be made very carefully; the incoming registration fees should cover: rental of the venue, catering & coffee breaks during the day, conference dinner, conference bag and stuff, homepage, printing, best presenter prizes, technical facilities, gift to reviewers and honorary guests, photographer, accommodation of some VIP guests (max. 2-3).... (list to be completed)
- finding companies that support the conference financially is of vital importance; this lets conference fee to be kept down; same for foundation and applications (in case of international organization, EU applications should be checked)

Committee members, reviews (common)

- find honorary chair, co-chair
- contact reviewers (for each topic)

Social programs, technical tours, laboratory visits (local)

- welcome reception: last time it seemed to be less interesting; have a simple and cheap venue (can be same as conference)
- conference dinner: find an interesting place
- technical tours, laboratory visits: have a few hours to get to know the laboratories of the university or a nearby power plant, substation etc.

Technical program: sessions, plenary session, oral session, poster session (local)

- plenary sessions (opening&closing): find distinguished presenters
- after the evaluation of the papers, choose which one to present in oral and which one in poster sessions – the reviewing system prepared for 2009 will be available, so online reviewing can be arranged.
- a chair is needed for each session – someone who is familiar with the topic of the session (local)

Other: VISA, general information, awards, stuff for conference bag (local)

- general information: about your country, city and university etc.
- awards: something nice for the best presenters
- stuff for conf. bag: tourist map, little gifts, advertisement stuff of supporters etc.

Event organizer (local)

- you should find an event organizer company to assist your work
- without this, organization is quiet impossible

Venue (local)

- plenary sessions: opening/closing, awarding
- technical sessions: oral/poster
- technical facilities needed

*Budapest, 22 October, 2011
Student Association of Energy*