



Roles of ISED Organizing Committee Members

General Chair(s): The general chair (s) has the responsibility for all aspects of the event. He is primarily responsible for getting sponsors for the event. He is responsible for finding key note speakers for the event.

Program Chair(s): Some of the responsibilities of the program chair(s) include the following: Lead the paper selection process sessions, runs the technical sessions that venue, identify plenary speakers, and bring ISED special issue in journal.

Workshop Chair(s): The workshop chair(s) will be responsible for WES. They will invite and select education materials and educational-research papers from prospective speakers, and will guide the organization of WES.

Publication Chair(s): Primary responsibilities of the publication chair(s) are to co-ordinate, edit, and publish the proceedings and any other symposium materials.

Finance Chair(s): The finance chair(s) is responsible for the following: Operating the bank account each year, Budget/cash flow, Income/Expense Records.

Registration Chair(s): The following are some of the responsibilities of the registration chair(s): To communicate with authors to help in the registration process and report final statistics to the finance chair.

Publicity Chair(s): The main duty of the publicity and public relation chair(s) is to promote ISED throughout the entire planning process and arrange for placement of the ISED call for papers on the calendar of various avenues.

Local Arrangement Chair(s): These chairs are very important to ensure that those who attend the event should see a good show and have a comfortable stay so that they plan to attend it again subsequent years. Some of the primary responsibilities of the local arrangement chairs include: co-ordinate and secure sponsorship, Hotel selection and negotiation, Audio visual arrangement, Room allocation/arrangement for meetings/talks/presentations.