



GUIDELINES FOR HOSTING THE NATIONAL CONFERENCE ON COMMUNICATIONS (NCC)

1. Introduction

The National Conference on Communications (NCC) was established in October 2010 to strengthen communications research particularly of locally relevant solutions through discipline-specific conference series in communications.

The objectives of the NCC are;

- To provide a national forum for presentation of outputs of peer reviewed research into solutions for local challenges and proposals to improve ICTs in Uganda;
- To provide a platform for discussion of the local challenges and industry trends by stakeholders (industry, government and academia);
- Facilitate networking of young professionals with senior practitioners and accredited training institutions.

The Conference thus offers students, researchers, application developers, and practitioners a platform to identify new research challenges, share solutions and discuss issues relevant to the communications sector of developing countries such as Uganda.

The purpose of this guideline is to provide guidance to any institution interested and approved to host the annual conference to ensure a successful conference. The following recommendations are subject to alterations based on circumstances, which might be encountered locally in the provisioning of necessary facilities or requirements.

2. Procedure identification of a hosting institution

The following procedure shall be used in identification of a host institution:

- 2.1.** The NCC is hosted in turn every two (2) years by different institutions around Uganda on a rotational basis. Any tertiary or higher education institute can host the Conference.
- 2.2.** Expression of interest to host the Conference shall be submitted in writing to the NCC Secretariat at least a year prior to the year of the Conference.
- 2.3.** An approval to host the NCC will be given to an institution that demonstrates capability and commitment to host the Conference. The selected host must be fully registered by the National Council for Higher Education (NCHE) and with shown commitment through its programs to the development of the field of ICTs.
- 2.4.** A written Memorandum of Understanding (MoU) between NCC Secretariat and the selected host will be jointly signed.



3. Responsibilities of the NCC Host Institution

The Host Institution is responsible for the general organisation of the Conference. Accordingly, the responsibilities of the Host Institution shall include the following:

- 3.1.** Develop a conference program including the proposal of a relevant theme and sub-themes. These shall be approved by the NCC secretariat (*the NCC secretariat may recommend the relevant theme*).
- 3.2.** Market the Conference nationally to ensure reach to the target participants. This will include marketing the Conference through available channels including the NCC secretariat and university website, social media channel, print and electronic media among others.
- 3.3.** The Host Institution will also be responsible for:
 - a. Provision of rooms/space, audio-visual aids for presentations during the Conference and related facilities for the Conference proceedings as well as the associated scientific and social programs;
 - b. Coordination of venue, date, local transport and reasonably-priced accommodation within convenient distance to the Conference venue;
 - c. Conference Budget;
 - d. Seeking Conference sponsorship from potential partners;
 - e. Registration and advertising;
 - f. Call for papers, exhibition brochure, registration circular, program & abstract book, soft copy refereed publication or proceedings (a draft soft copy of the proceedings shall be submitted to the NCC secretariat for their approval and publishing);
 - g. Confirmation of and communication to attending delegates;
 - h. Invitation of keynote speakers (*the NCC Secretariat may recommend additional or alternative experts*);
 - i. Constitution of an objective and representative paper review committee. The constitution and members of this is subject to the approval of the NCC Secretariat (*The NCC Secretariat may also recommend additional or alternate members*);
- 3.4.** Provide monthly reports on the progress made in the preparations for the conference (*including potential and confirmed speakers, participants, presentations, logistical arrangements. etc*) and a report on the final preparation of the Conference at the latest one month before the conference date, which consists of the list of confirmed keynote speakers, number of attending presenters, and number of poster presentations. In addition, the coordinator shall provide weekly updates on the progress of the conference preparations. A report on the Conference shall also be submitted to the NCC secretariat seven (7) days after the Conference.
- 3.5.** Prepare the Conference proceedings that will be published to the web within 2 (two) months from the last day of the Conference. The Conference proceedings shall be approved and published by the NCC Secretariat. Participants and



relevant stakeholders shall be notified about the availability of the online proceedings.

4. Responsibilities of the NCC Secretariat

- 4.1.** The NCC Secretariat shall support the Host Institution's organizing committee in the preparations for the Conference including liaisons with the NCC Advisory Board.
- 4.2.** The NCC Secretariat will act as an advisor to the Host Institution throughout the period of Conference planning and may take up some tasks in the preparations upon agreement.
- 4.3.** NCC secretariat will provide financial contribution for holding the Conference in the amount that is approved in the annual budget. The host institution shall be required to also make a contribution for successful hosting of the conference.

5. Length and dates of the Conference

Two days are recommended for the Conference. Suitable dates for the Conference will be jointly determined and agreed by the host and the NCC Secretariat preferably during the period, September – November.

6. Budget

- 6.1.** Costs to consider when estimating the NCC budget may include:

Venue

- Information display facilities
- Technical equipment
- Exhibition facilities and/or hackathon
- Photographic/audio/video recording
- Catering
- Security
- First Aid/Ambulance services
- Information desk/ registration and badging point

Publicity

- Website
- Print media/radio/television/social media advertising

Participants' logistics

- Delegates' local travel expenses
- Fellowships for participants from other districts
- Name badges
- Invited Speakers' expenses



- 6.2. The NCC Secretariat will provide financial contribution towards the Conference preparation as stated in 4.3 above.
- 6.3. The NCC Secretariat strongly recommends that the host institution find sponsorships for running the Conference.
- 6.4. Other sources of funding such as the implementation of cost recovery mechanisms may be considered but are subject to prior approval of the NCC Secretariat.

7. Facilities

- 7.1. Facilities required for hosting the NCC should include:
 - A conference hall for plenary sessions of the Conference that can hold up to 300 participants.
 - An adequate number of break-out rooms to accommodate parallel sessions.
 - Adequate space for the poster session.
 - Exhibition area
 - Catering facilities
 - Communication facilities consisting of internet access
- 7.2. Rooms must have good lighting, good ventilation and good acoustics with a flexible seating arrangement. Rooms should also be able to cater for Persons with Disabilities (PWDs).
- 7.3. Host Institution shall ensure the availability of technical staff to man and operate any equipment in use.

8. Equipment

- Technical equipment required for the Conference and associated events will include:
- Overhead/LCD projectors and screens for presentations in all the conference session rooms.
 - Public address system with microphones for question and answer sessions
 - Power outlets or extensions for participants.
 - Backup Generator

9. Pre-Conference Activities

The Host institution shall ensure availability of an information desk to provide information to prospective participants on the Conference proceedings and logistical arrangements. The host institution shall further ensure availability of the Conference focal points during pre-conference publicity engagements that may include radio and TV talk shows, sponsorship visits, among others.

Facilities for pre-registration and badging shall be provided by the host institution. Pre-registration can be electronic and physical. Preference should be given for pre-registration.

10. Paper Review Committee



This committee shall be established by the Host Institution with approval of the NCC Secretariat to conduct quality technical reviews of each paper that is submitted to the Conference and write a concise summarizing review report used by the same committee to decide whether an entry is included on the Conference program.

11. Programme

- 11.1.** The Host Institution shall develop a Conference program that reflects use of ICTs to address local challenges in Uganda and advances in the communication industry.
- 11.2.** The Conference should consist of:
 - Keynote addresses covering the main Conference theme
 - A number of plenary addresses covering the Conference sub-themes
 - Parallel oral presentations of submitted papers along the various sub-themes
 - Poster presentations.
- 11.3.** As part of the conference program, exhibition is also encouraged where both sponsors and other institutions/organizations could display their products, services and innovation.
- 11.4.** Other pre or post events may be organized in conjunction with the main Conference activities, on condition that these activities do not jeopardize the success of the main event.
- 11.5.** The program structure must allow enough time for interaction and networking among participants. Sessions should be provocative, inviting reflection and discussions.
- 11.6.** All speakers must have confirmed their presence and registered at least 4 weeks prior to the Conference.

12. Publicity

- 12.1.** The Host Institution should prepare clear, comprehensive and explicit promotional material regarding the Conference for various communication channels which may include the NCC website, e-mails, formal invitations letters, print media, radio and television adverts, flyers and banners, as well as an NCC mobile app.
- 12.2.** The Host Institution should provide facilities to display event information to all participants including the programme of the day with session number, session name and time. Such facilities may include:
 - Electronic displays
 - Printed banners at the entrance of the venue and of the conference hall
- 12.3.** In all documents concerning the event, the name and logo of NCC should be clearly displayed and/or together with the name of the host organization and the NCC secretariat.
- 12.4.** The badge of each participant should contain the NCC logo, the participant's name and the institution/organisation they are affiliated to.



13. Website

13.1. The NCC secretariat shall develop the NCC annual website. The website shall be attractive, easy to access, easy to navigate and well organised, easy to print and/or download documents. The Host institution shall provide the NCC secretariat with information relevant to the Conference for the website.

13.2. The website shall include but is not limited to the following:

- A background history of the Conference including brief on previous NCC events;
- Conference Program;
- Date and Venue;
- Call for Papers with submission guidelines;
- Registration form with an online registration facility;
- Information on fellowships
- Practical information such as
 - how to reach the conference venue by different means of transport,
 - information about accommodation available to participants with a diverse price range,
 - contact address for questions concerning registration, accommodation, transport and fellowships issues, photos;
- Partners/sponsors
- Any other announcement and information that might be helpful to Conference participants.

14. Fellowships

14.1. The Host Institution shall determine the fellowships packages and/or rates to the various eligible participants, which shall be approved by the NCC secretariat

14.2. The NCC Secretariat recommends that fellowships cover transportation & accommodation.

14.3. The planning for fellowships should put into consideration the following:

- Arrangements on how fellowship beneficiaries will book/access their hotel rooms - directly/via host institution
- Directions and rates to access hotels recommended by the Host Institution

15. Other considerations

15.1. The Host Institution should refrain from implementing any activity that can affect or harm the image, the goodwill or the reputation of NCC and not produce or distribute any products or items that will undermine the image of NCC.

15.2. The Host Institution will immediately notify the NCC Secretariat of any matters which could impact the organization of the Conference and promptly respond to any request for information made by the NCC Secretariat on this respect