

## Potential Host Guidelines: 2021 Research in Engineering Education Symposium (REES)

---

The Research in Engineering Education Network (REEN) is responsible for the biennial conference, REES, aimed at facilitating the dissemination of research and best practices throughout the global Engineering Education Research (EER) community. The following expectations and key items are intended for the information and use of institutions considering submitting a proposal to host a REES conference.

While some of the items identified may seem prescriptive and/or limiting, these are not intended to rigidly define or limit the range of possibilities for the conference. The REEN Governing Board welcomes well-developed proposals from institutions that wish to propose alternative or innovative options.

For more information or a link to the 2021 REES Expression of Interest Survey, please visit our website at: <http://www.reen.co>

Initial closing date for expressions of interest was October 31, 2018.

**DEADLINE EXTENDED TO 21 NOVEMBER 2018.**

For general inquiries, please contact:  
Brent Jesiek at [bjesiek@purdue.edu](mailto:bjesiek@purdue.edu)

### Conditions

Basic information about the conference is provided below.

- The conference will be held in 2021 and every other year thereafter, ideally in mid-year. The conference can be run as a two- or three- day event. If the latter, extra time for informal conversation between participants and scheduled workshop (and mixing) events can be timetabled. Please provide details of important dates, including other relevant conferences that might potentially conflict with the proposed REES event dates. Partnering with other similar conferences is encouraged, so please provide any thoughts you have on aligning with others to allow participants to attend several EER events during their travels.
- An attractive venue, which encourages relaxation and social interaction, is preferred. Previous events have been held in Hawaii (USA), Davos (Switzerland), Palm Cove (Australia), Madrid (Spain), Kuala Lumpur (Malaysia), Dublin (Ireland), and Bogotá (Colombia). REES 2019 will be held July 10-12, 2019 in Cape Town (South Africa).
- Registration fees will be finalized in consultation with the REEN Governing Board. The successful hosts will provide a business plan for the conference, including a sufficiently detailed budget. The hosts accept the financial risk of the conference as well as any subsequent profits.
- Engagement of local individuals and groups who are performing engineering education research and related scholarly activities is assumed.
- The organizers are expected to seek industry support and involvement, where appropriate, aimed at both offsetting costs and increasing the value of the conference. Appropriate exhibitions should be sought and encouraged.
- Duncan Fraser Award: The conference will contribute the €500 (or equivalent) student award prize which is to be included in the conference budget. You may wish to seek sponsorship for this award.

### Key Requirements

Prompts and questions from the on-line application form for potential hosts are as follows:

- Please profile the institution proposing to host the conference and the operational area(s)/unit(s) within the institution that are submitting the proposal.
- In what year(s) you would be able to host the conference.
- Who are the key individuals who are submitting this application (i.e., the primary organizers)? Please include their names and affiliations.
- What is your commitment to and experience in engineering education research, individually and as an organization?
- Why do you want to hold the conference? What will you collectively bring to REES?
- The theme of REES is, generally speaking, Engineering Education Research. If applicable, please provide details of any special area(s) of interest your group would like to propose (i.e., theme or focused workshop/keynote topics).
- What suggestions do you have for keynote speakers? (Please ensure that at least one suggested speaker has been approached at the time of submitting the EOI. Geographic and/or socio-cultural diversity in keynote speakers is encouraged.)
- What, if any, innovations or special features are you proposing to have for the conference? (Intentions to collaborate with other organizations are welcome and should be included here).
- Please indicate the level of support anticipated from other academic, industry, professional and/or community organizations.
- Please describe the proposed venue, including conference facilities, transportation options and accommodations. (Note: A range of accommodations, including some within walking distance of the conference venue, should be identified, with the aim of offering several options to suit individual needs and affordability, particularly for graduate students.)
- Please include any additional information that may make the bid attractive to the REEN community (such as proximity to international airports, local tourist sights, availability of travel scholarships or student clubs to host student attendees).
- Please upload letter(s) of support from the host institution (PDF format, 10 MB maximum).

## Important Logistics

Information on the selection and review of papers and spaces needed for presentation is provided below.

- For many participants, having double-blind review is essential if the papers are to be counted as legitimate research outputs by their institutions; this justifies travel costs for them to attend the conference. The organizing committee/host institution will coordinate with the REEN Governing Board to ensure that the reviewing procedures associated with the conference are of high quality (including double-blind review of papers).
- Paper submission will follow a two-stage process. In the first stage, one-page *structured abstracts* will be submitted for initial acceptance and feedback by the organizing committee and REEN Governing Board on the relevant template to ensure that papers related to engineering education are accepted and useful feedback is given to authors at an early stage. In the second stage, a *paper* of six pages maximum length will be submitted with a *revised structured abstract*. This *paper* will be reviewed and, if accepted, will appear in the proceedings. The *structured abstracts* will appear in the conference handbook and/or app.
- The organizing committee will ensure that appropriate publication of conference proceedings will take place (usually in e-format, with open access and an ISBN). Copyright ownership of all published material will rest with the authors. A suitable paper template is available to that effect.
- The papers must be made available to the participants at least two weeks prior to the conference. All papers should be indexed by author and keyword. The REEN Governing Board can provide help with this activity. A cloud storage folder is one way to make the papers available on different device types.
- The organizing committee will use the EasyChair conference paper system (easychair.org) or similar

platform. The REEN Governing Board will assist with identifying an international panel of paper referees. Access to the paper review system by the REEN Governing Board is a requirement.

- Short papers and group discussions define the REES experience. Paper presentations are usually limited to five minutes, without slides but allowing a one-sheet (two-page) handout summarizing the key ideas, data, and preliminary findings to help prime discussion. A typical 90-minute session contains 3–4 papers.
- REES is an appropriate venue for work-in-progress papers where the input of learned colleagues from around the world can have impact on the on-going research. Many papers describe works in progress or focus on overall research programs. Consequently, breakout rooms for the conference are usually furnished in square table mode, with seating for 20–25 in each of 3–4 breakout rooms.
- A plenary room is useful for keynotes and plenary discussion.
- Social interaction events should enable participants to get to know each other with the intent of fostering cross-global collaborations and include activities that allow conference attendees to experience the local area.
- Recent REES conferences have had associated special issues. We encourage attendees to submit their work (or extended work) to the special issues organized by the REEN board in conjunction with the REES hosts. This also provides acknowledgement of excellent work generated from REES and presents a snapshot of work presented at the symposium. The REEN Governing Board will provide assistance to the host in selecting appropriate journals and preparing the issue for publication.