

KEY INFORMATION ON HOSTING OF THE NATIONAL CONFERENCE ON COMMUNICATIONS (NCC)

1. HOST INSTITUTIONS

The responsibilities of the Host Institutions shall include the following: -

- a) Organizing pre-conference activities, including but not limited to creating awareness, capacity building and other pre-conference activities for:
 - At least 150 secondary school ICT clubs,
 - At least 10 Tertiary institutions, covering at least 50 students per institution.
 - industry professionals/ practitioners.
- b) Organizing a two-day conference for at least 500 physical participants, and at least 400 online participants.
- c) Developing a conference program including the proposal of a relevant theme and sub-themes that shall be approved by UCC. (UCC may recommend the relevant theme).
- d) Collaborating with industry players to organize a one-day field visit for students to visit at least two ongoing industry projects.
- e) 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.
- f) Coordination of students' fellowships including transport facilitation, and reasonably priced accommodation within convenient distance to the Conference venue.
- g) Developing the conference budget for approval by UCC.
- h) Seeking Conference sponsorship from potential partners.
- i) Managing conference registration and media coverage.
- j) Preparation of the Call for papers, exhibition brochures, registration circulars, program & abstract books, soft copy refereed publications or proceedings.
- k) Confirmation of and communication to attending delegates.
- l) Invitation of keynote speakers and panelists.
- m) Constitution of an objective and representative technical paper review committee. The constitution and members of this are subject to the approval of UCC.
- n) Preparation of the Book of abstracts and other relevant conference material.
- o) Providing timely reports on the progress made in the preparations for the conference.
- p) Preparing the Conference proceedings, conference report and TPC report within 1 (one) month from the last day of the Conference. The Conference proceedings shall be approved and published by UCC.

2. CONFERENCE ACTIVITIES

The National Conferences on Communication are expected to include but not limited to the following activities: -

- a) Call for papers and innovation demos from School ICT club members, Academia, Industry, Sector Players, and the International Community.
- b) Capacity building for Secondary School ICT clubs on innovation and research in Information & Communication Technologies.
- c) Organizing venues for regional pitching events and presentations.
- d) Regional pitching events and activities for secondary school ICT club innovations and research.
- e) Selection of best School ICT Club innovations, and research for the national competition.
- f) Selection of best papers and demos for exhibition at the conference
- g) Demonstration of innovations and research solutions from Secondary School ICT clubs.
- h) A Masterclass on paper writing and publishing for students in tertiary institutions, industry professionals/ practitioners, and other stakeholders.
- i) Keynote speeches and invited talks from industry experts and (or) practitioners.
- j) Panel discussions in line with the conference theme and industry interests.
- k) Demonstration of select innovations, key sector projects and government initiatives both physically and virtually/ online (pre-edited video clips)
- l) Technical paper committee – breakaway sessions, to review presentations of research and innovation outputs from higher institutions of learning (tertiary), the industry and the international community.
- m) Award Ceremony
- n) Entertainment & Networking

3. ELIGIBILITY & QUALIFICATIONS

- a) The applicant(s) should be a legally established and recognized tertiary institution in Uganda by the National Council for Higher Education (NHCHE).
- b) The applicant should not have hosted the NCC in the previous two years.
- c) The applicant (s) should have a minimum of 04 years in offering courses in Engineering and ICT disciplines.
- d) The applicant(s) should demonstrate their proposal for collaboration with different stakeholders including Industrial Players, Academia, Innovators and Government Ministries, Departments & Agencies.
- e) The applicant(s) proposal should address the requirements of the Host institution as described in section 2.3 above.
- f) The applicant(s) proposal should address the requirements of the conference as described in section 2.4 above.
- g) The applicant(s) proposal should provide additional innovative activities for the conference.

- h) The applicant(s) should indicate their proposed event management partner who should have a minimum of 2 years in corporate event management.
- i) The applicant(s) should demonstrate possession of relevant experience and expertise in hosting such a conference.
- j) The applicant(s) proposal should include an indicative budget proposal that guarantees value for money.
- k) The applicant(s) should commit to providing additional resources without deducting administrative costs from the Commission's contributions or those made by any other conference sponsors.
- l) The applicant(s) should demonstrate institutional and/or team experience in hosting academic events and working with secondary schools and other institutions in Uganda.
- m) The applicant(s) should provide a clear budget breakdown indicating value for money and the applicant's commitment to contribute additional resources (either financial or non-financial).

4. EVALUATION CRITERIA

The Host applications will be assessed based on a 3-stage process (Administrative, Technical and Financial): -

- a) Administrative- will focus on assessment of the eligibility.
- b) Technical – will focus on clarity of the motivation, smartness of goals, appropriateness of methodology and project management, feasibility of work plans, impact of the project, Ability to meet project priorities, addressing of crosscutting issues and project sustainability, capacity to deliver.
- c) Financial – will focus on Value for money, sustainability, and ability to mobilize more resources to scale the initiative and contribution of additional resources from the applicant.