



THE NATIONAL CONFERENCE ON COMMUNICATIONS (NCC) GUIDELINES

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VERSION

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4.0	September 2026	NCC Guidelines
3.0	March 2025	NCC Guidelines
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1.0	Before 2022	Guidelines for Hosting NCC

LIST OF ACRONYMS

ICT	:	Information and Communications Technology
KPI	:	Key Performance Indicator
LCD	:	Liquid-Crystal Display
MDAs	:	Ministries, Departments and Agencies
NCC	:	National Conference on Communications
NCHE	:	National Council for Higher Education
PWDs	:	People With Disabilities
TMT	:	Top Management Team
TPC	:	Technical Program Committee
TPRC	:	Technical Paper Review Committee
UCC	:	Uganda Communications Commission

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1. BACKGROUND

The National Conference on Communications (NCC) is an annual event that was established by the Uganda Communications Commission (UCC) in October 2010 to strengthen communications research, particularly of locally relevant solutions through discipline-specific conference series in communications.

The Conference provides a platform for students, researchers, application developers, and practitioners to identify new research challenges, share solutions, showcase innovations, and discuss issues pertinent to the communications sector in developing countries like Uganda.

This document provides general guidelines for organizing the Conference, covering pre-conference, conference, and post-conference activities. It outlines the roles and responsibilities of the host institution, conference sponsors, exhibitors, paper publishers, and various committees.

1.1. Objectives of the NCC

The NCC aims to advance communications research particular development of practical solutions by bringing together academia, industry professionals, and government representatives.

More specifically the objectives of NCC are to: -

- i. Provide a national forum for the presentation of outputs of peer-reviewed research into solutions for local challenges and proposals to improve and (or) develop ICTs in Uganda.
- ii. Provide a platform for discussion and deliberation on local challenges, industry trends, and innovations, by all stakeholders including ICT industry players, government ministries, departments and agencies (MDAs) and academia.
- iii. Facilitate networking between young professionals, senior practitioners, and accredited training institutions.
- iv. Build technical and practical capacity in innovation, research, and paper writing or publishing at secondary and tertiary levels.
- v. Increase the pool of available researchers, innovators and writers/publishers at all academic levels and industry in general.

- vi. Recognize outstanding innovations from secondary and tertiary students in the development and adoption of ICTs in Uganda.
- vii. Inspire, nurture, and facilitate Ugandan youth to develop a culture of research, innovation, and entrepreneurship by leveraging ICT.

1.2. Expected Outcomes of the NCC

- i. Increased visibility and recognition of research outputs addressing Uganda's local ICT challenges.
- ii. Improved competencies in research, innovation, publishing, and entrepreneurship for students, researchers, and professionals.
- iii. Strengthened collaboration and partnerships among academia, industry and government, resulting in joint research, innovation and other collaborative activities.
- iv. Enhanced professional networks and mentorship opportunities connecting young professionals with senior practitioners and industry experts.
- v. Expanded participation and contribution of students and young professionals in ICT innovation and research activities.
- vi. Recognition and acknowledgement of outstanding contributions in ICT research and innovation, particularly by Ugandan youth.
- vii. Increased progression, adoption and practical application of ICT solutions and innovations arising from NCC.
- viii. Strengthened continued engagement of Ugandan youth in research, innovation and entrepreneurship.
- ix. Enhanced engagement and dialogue among stakeholders to identify industry trends, address challenges, and explore new opportunities for ICT growth.

1.3. Key Performance Indicators

The performance of the National Conference on Communications (NCC) shall be systematically monitored and evaluated using the key performance indicators (KPIs) provided in *Table 1*.

Table 1: Key Performance Indicators (KPIs) Matrix

Theme	Outcome	Key Performance Indicators	Means of Verification
Research and Innovation	Increased visibility, relevance, progression and application of research outputs and innovations addressing Uganda's communications sector challenges.	i. Number of peer-reviewed papers presented and subsequently published.	Conference proceedings; journal publications
		ii. Percentage of research papers addressing identified communications sector challenges.	Research papers; Conference proceedings
		iii. Percentage of innovations and Industry Challenge solutions that progress to further development, testing, funding, scaling or adoption following NCC.	Follow-up reports; testbed/incubation records; funding, partnership and adoption records
		iv. Number of research outputs or innovations that inform sector interventions, further research, industry initiatives or other practical applications.	Follow-up surveys; project reports; stakeholder feedback; implementation records
Capacity Building	Improved competencies and application of knowledge and skills in research, innovation, publishing and entrepreneurship among students, researchers and professionals.	i. Number of capacity-building workshops, masterclasses and training sessions conducted.	Training reports; Conference records
		ii. Number of participants completing NCC capacity-building activities.	Attendance and participation records
		iii. Percentage of participants demonstrating improved knowledge or competencies following capacity-building activities.	Pre/post-training assessments; participant surveys

		iv. Percentage of participants who subsequently apply acquired knowledge and skills in research, innovation, publishing or entrepreneurship.	Post-conference follow-up surveys; research, publication and innovation records
Networking and Collaboration	Strengthened collaboration, professional networks and mentorship among academia, industry, government and other NCC participants.	i. Number of collaborations initiated through NCC that result in joint research, innovation, mentorship or other collaborative activities following the Conference.	Collaboration agreements; joint project/research records; follow-up reports
		ii. Percentage of participants reporting that NCC contributed to establishing or strengthening relevant professional or institutional networks.	Post-conference and follow-up surveys
		iii. Number of participants receiving mentorship through NCC-supported activities.	Mentorship records; programme reports; beneficiary records
Participation	Expanded participation and contribution of students and young professionals in ICT research, innovation and related NCC activities.	i. Number of participants attending the Conference, disaggregated by stakeholder category.	Conference registration and attendance records
		ii. Number of students and young professionals participating in NCC research, innovation and related activities.	Registration records; research submissions; competition and Industry Challenge records
		iv. Percentage of participating students and young professionals who continue or initiate research, innovation or entrepreneurship activities following NCC.	Follow-up surveys; research and innovation participation records; project records

Stakeholder Engagement and Dialogue	Enhanced stakeholder engagement and dialogue on industry trends, challenges and opportunities in the communications sector.	i. Number of structured stakeholder engagement and dialogue sessions conducted during NCC.	Conference programme; session reports; attendance records
		ii. Number of priority sector challenges, recommendations or proposed actions identified through NCC engagements.	Session reports; Industry Challenge records; Conference report
		iii. Percentage of agreed recommendations or actions arising from NCC that UCC or relevant stakeholders subsequently take forward.	Follow-up reports; action plans; implementation records
Strategic Partnerships and Resource Mobilisation	Strengthened strategic partnerships and resource mobilisation to support NCC implementation and post-conference interventions.	i. Number of strategic partnerships established to support NCC implementation and post-conference activities.	Partnership agreements; MoUs; sponsorship agreements
		ii. Value of financial and in-kind contributions mobilised from NCC partners and sponsors.	Financial records; sponsorship agreements; contribution records
		iii. Number of NCC innovations or participants receiving technical, mentorship, market-linkage or other development support through established partnerships.	Partnership reports; mentorship records; beneficiary records; post-conference follow-up reports
Recognition and Awards	Increased recognition and of outstanding contributions in ICT research and innovation,	i. Number of outstanding research papers and innovations recognised through NCC awards.	Award records; certificates; Conference reports

	particularly by Ugandan youth.		
		ii. Percentage of award recipients reporting that NCC recognition contributed to increased visibility, further development or new opportunities for their research or innovation.	Post-conference follow-up surveys; beneficiary feedback
Outreach and Engagement	Increased visibility and public engagement with NCC research, innovations and Conference activities.	i. Number of people reached and engagements generated through NCC digital and media activities.	Website and social media analytics; media monitoring reports
		ii. Number of NCC research outputs, innovations and key Conference outcomes disseminated through UCC and partner communication channels.	UCC website; publications; media records; partner communication platforms

2. COLLABORATION AGREEMENT

The hosting of the National Conference on Communications (NCC) is a significant responsibility and an opportunity for a tertiary institution in Uganda to contribute to the development and advancement of the communications sectors. The process of hosting the NCC shall begin with eligible tertiary institutions responding to a Call for Applications issued by the Uganda Communications Commission (UCC).

Approval to host the conference shall be given to an institution that not only submits the best proposal but also demonstrates the capability and commitment to host the conference, as well as a commitment to the development of ICTs through its academic programs and application of ICTs.

Upon selection, the institution will enter into a collaborative agreement with UCC. This agreement, jointly signed by both parties, will outline the respective roles and responsibilities to ensure the smooth and successful organization of the NCC.

3. GOVERNANCE

The NCC shall be governed by the Advisory Board, the Secretariat and the Organizing Committee who shall facilitate the planning, implementation and continuous monitoring and evaluation of the NCC.

3.1. The Advisory Board

The Advisory Board shall consist of five (5) members appointed by UCC. This board shall include two (2) scholars from academia, two (2) industry experts, and a member of UCC's top management team (TMT). The department responsible for organizing the NCC shall propose the composition of the NCC Advisory Board for approval by UCC Management.

The primary role of the Advisory Board is to provide best-practice advice and strategic guidance to help, shape, grow, and improve the effectiveness of the NCC. This includes advising the Secretariat and making recommendations on funding and sustainability, among other responsibilities. Additionally, the Board will act as an ambassador for the NCC.

Advisory Board members shall serve a two-year term and shall meet biannually.

3.2. The Secretariat

The Secretariat shall consist of UCC staff who shall oversee and coordinate the various activities and conference committees. The chair of the secretariat shall be appointed from the department responsible for organizing the NCC.

Specifically, the Secretariat shall: -

- i. Select the NCC host institution.
- ii. Approve the conference theme, activities, programs, budgets and dates.
- iii. Approve the conference co-sponsors, exhibitors, speakers, panelists, and moderators identified by the host institution.

- iv. Support the host institution's organizing committee in conference preparations, including liaising with the NCC Advisory Board.
- v. Ensure UCC representation and support at all events under the NCC
- vi. Process the financial contributions allocated by UCC for hosting the conference
- vii. Review and approve accountabilities submitted by the host institution in line with existing agreements.
- viii. Review and submit all conference reports to UCC for consideration and approval.
- ix. Keep track of the conference's progress and report on it.
- x. Provide updates to the Advisory Committee in liaison with the host institution.
- xi. Update the NCC portal before the call for proposals.
- xii. Coordinate liaison with Communications sector potential partners and sponsors
- xiii. In liaison with the editorial committee of the NCC to ensure that the NCC portal is up to date throughout the conference

The Secretariat shall serve a two-year term and shall convene monthly during the organization of the conference. However, the frequency of meetings may be adjusted as deemed necessary.

The chair of the secretariat and at least two other members of the secretariat, one of whom shall be from the department organising NCC, shall be part of the Organising committee.

3.3. Organizing Committee

The Organizing Committee shall consist of distinguished members from academia and industry, nominated by the host institution and approved by the Secretariat, to oversee the successful organization of the NCC. The committee shall also include members from the institution that hosted the previous NCC and those from the institution slated to host the next NCC.

This encompasses planning, coordination, budgeting, venue selection, program development, marketing and promotion, issuing calls for proposals, managing the peer review process, identifying speakers, securing funding, and handling logistics, among other tasks.

Members will serve a one-year term and include representatives from various key groups, including at least two from the previous organizing committee.

The Organizing Committee shall: -

- i. Oversee the overall organization and planning of the conference.
- ii. Appoint the sponsorships committee, technical program committee (TPC) and editorial committee.
- iii. Encourage original research submissions by disseminating the call for papers through academia, industry, and media including social media.
- iv. Propose academic and industry experts for keynote addresses and invited papers.
- v. Coordinate interviews with key stakeholders and participants.
- vi. Coordinate promotional campaigns before, during, and after the conference using various communication channels.
- vii. Collaborate with the Secretariat to determine and allocate honorariums for speakers, panelists, and Technical Program Committee members.
- viii. Work with the Secretariat to determine, allocate, and ensure the timely disbursement of fellowships to students to support their participation in the conference.
- ix. Routinely submit status reports on all conference activities to the NCC secretariat.

The organizing committee shall comprise: -

- i. Representation from the institution that hosted the NCC in the preceding year.
- ii. Representation from the institution slated to host the next NCC.
- iii. Representation from the Technical Program Committee
- iv. Representation from the Sponsorships Committee
- v. Representation from the Editorial Committee
- vi. Representation from the NCC secretariat

3.3.1 Technical Program Committee (TPC)

The Technical Program Committee (TPC) shall be responsible for overseeing the academic and technical aspects of the National Conference on Communications (NCC). The committee shall ensure that the conference maintains high research

and publication standards by managing the peer-review process, selecting quality papers, curating the technical sessions and overseeing the school ICT club competitions. More specifically the TPC shall: -

- i. Develop and implement a high-quality conference program.
- ii. Coordinate all issues related to paper submission, review, selection, and the establishment of the final conference program. The papers shall be rated according to content, originality, clarity, relevance to the conference's theme and objectives.
- iii. Nominate a technical paper review committee (TPRC) as a subcommittee to ensure that a double-blind peer-review process is maintained in reviewing the paper submissions as well as the implementation of the evaluation guidelines herewith attached **as Annex 1**.
- iv. Engage stakeholders to adhere to the conference program.
- v. Communicate outcomes of paper reviews to authors by email along with any reviewer comments, if any and whether the paper is accepted for the poster sessions.
- vi. Oversee the activities of the school ICT clubs competition
- vii. Executive any additional roles assigned by the Organizing Committee.

3.3.2 Editorial Committee:

The Editorial Committee shall be responsible for ensuring the quality, accuracy, and consistency of all publications and written materials associated with the National Conference on Communications (NCC). This committee shall play a crucial role in maintaining high editorial standards for conference proceedings, journals, reports, and other publications. More specifically the committee shall: -

- i. Edit and review all conference publications, reports, and articles.
- ii. Participate in peer reviews and draft articles for publication in the media.
- iii. Carry out the publication of the conference journal, proceedings, and book of abstract among others.
- iv. Liaise with the NCC secretariat to ensure that content on the NCC portal including publications-conference journal, proceedings, book of abstracts, conference program, call for papers and demos among others is up to date.
- v. Perform additional roles assigned by the Organizing Committee.

3.3.3 Sponsorship Committee

The Sponsorship Committee shall be responsible for mobilizing financial and in-kind support to ensure the successful organization of the National Conference on Communications (NCC). This committee shall play a vital role in identifying potential sponsors, maintaining strong relationships with industry partners, and developing structured sponsorship packages that align with the conference's objectives. More specifically the committee shall: -

- i. Liaise with the NCC secretariat to identify potential sponsors and partners in the industry.
- ii. Develop and implement an annual sponsorship campaign.
- iii. Maintain relationships with existing sponsors and exhibitors throughout the conference period.
- iv. Develop sponsorship/exhibition tiers, benefits, and guidelines for exhibition.
- v. Perform additional roles assigned by the Organizing Committee.

4. THE CONFERENCE

The NCC is a discipline-specific conference series in communications, serving as a national platform for presenting peer-reviewed research and innovations. It offers a unique opportunity to build capacity and strengthen the academic and industry communities in communications, particularly in researching locally relevant solutions.

4.1. Key Activities for the Successful Implementation of the NCC

The successful planning, execution, and post-event assessment of the National Conference on Communications (NCC) requires a structured approach with clearly defined activities. These activities are categorized into three main phases: Pre-Conference Activities, Conference Activities, and Post-Conference Activities, as summarized in *Table 2* below.

Table 2: Key Activities for the Successful Implementation of the NCC

CATEGORY	ACTIVITIES
	i. Inception report (<i>See Annex 2</i>) ii. Update the NCC portal and mailing list. iii. Identify and prepare conference facilities.

Pre-conference activities	iv. Issue calls for papers¹, posters, and demos. v. Engage stakeholders and conduct publicity campaigns. vi. Manage submission, review, and acceptance of papers, posters, and demos. vii. Register participants. viii. Identify and invite keynote speakers, guests of honor, moderators, panelists, and stakeholders. ix. Secure sponsors. x. Prepare conference materials: invitations, brochures, programs, signage, city guides, abstracts, and evaluations. xi. Organize capacity-building initiatives for non-tertiary students. xii. Host masterclasses on paper writing² and publishing for tertiary students and professionals. xiii. Conduct pitching events and innovation presentations for secondary school ICT clubs. xiv. Facilitate competitions, including hackathons, challenges, and boot camps. xv. Organize conference fellowships and determine honorariums. xvi. Onboard the Advisory Board. xvii. Confirm conference dates, theme, and thematic areas. - xviii. Constitute committees and administer work plans. xix. Set up submission and review platforms. xx. Develop submission guidelines and assessment criteria for papers and demos. xxi. Select the best papers, demos, and posters. xxii. Identify an event manager. - xxiii. Coordinate sponsorships, partnerships, and industrial forums or visits. xxiv. Create and execute a publicity plan for pre-conference, during, and post-conference phases. xxv. Establish stakeholder feedback mechanisms. xxvi. Administer committee operations, including meeting schedules.
	i. Update the NCC portal.

¹ The call for papers shall include, as a minimum include logos of UCC, NCC, and the host institution; the title; conference dates and location; organizers (host institution and sponsors); main topics of interest; important dates (submission deadline, acceptance notification, and final paper submission dates); a link to the NCC portal; and notification for further instructions and guidelines.

² In line with the objectives of the NCC, the organizing committee, in collaboration with the secretariat, shall organize a one-day Paper Publication Masterclass involving at least 10 universities, offered both physically and online. The Organizing Committee shall publish details of the masterclass, including the title, target participants, venue, time, topics covered, presenters, and assessment criteria. Participants should receive certificates upon completion.

Conference activities	ii. Publicize conference activities. iii. Host Conference paper presentations & innovation demos iv. Conduct ICT project demos by key sector players and government. v. Showcase innovations and research solutions by school ICT clubs. vi. Deliver Keynote speeches and invited talks from industry experts and practitioners. vii. Organise panel discussions in line with the conference theme and industry interests. viii. Conduct Industrial forums & visits (student technical tours/ industry visits to selected ICT institutions, plants, and factories) ix. Host sponsored sessions and exhibitions. x. Conduct technical breakaway sessions to review research and innovation outputs from higher institutions of learning xi. (tertiary), the industry and the international community. xii. Conduct the opening ceremony, keynote and panel sessions, technical programs, and closing ceremony. xiii. Present papers, demos, posters, key sector projects, and government initiatives. xiv. Host an award ceremony. xv. Provide entertainment and networking opportunities. xvi. Offer refreshments xvii. Pay honorariums. - xviii. Announce the next conference host institution xix. Issue a call for papers for the next conference xx. Conduct real-time surveys during the conference.
Post Conference activities.	NCC i. Stakeholder Feedback report on NCC ii. Generate NCC Report, TPC Report & ICT Club Competition Report Reports iii. Publish the Conference Proceedings iv. Archive materials, presentations and documents v. Publish conference papers in the Uganda Communications Journal and/or other journals. vi. Conduct conference evaluation and impact assessment. vii. Winners onboarded to the incubation program viii. Innovation and Skills Development Bootcamps.

4.2. Call for Papers & Demos

The host institution shall issue a call for papers and innovation demos from the target groups at least six (06) months before the proposed conference date. The papers and demos may include but not limited to symposium papers and demos, workshop papers and demos, tutorials and (or) workshop proposals, and innovation demos.

All paper submissions must adhere to the following: -

- i. Papers must be submitted by the deadline date to the addresses provided by the TPC and (or) host institution.
- ii. Paper proposals must be in English
- iii. Each author can only be the main author of one paper. The main author may not co-author more than two papers.
- iv. For the TPC to perform the blinding process, authors' names and affiliations should not appear on any of the pages of the paper. The title of the paper proposal will be the only way to identify it. On that note: -
 - a) The paper title should be indicated on all pages.
 - b) The title should be in bold face and capital letters.
- v. Papers must be within three to eight pages in any serif and sans fonts and must include abstract, references, tables, and figures.
- vi. Each paper must contain: -
 - a) An abstract, which should be approximately between 100-150 words, and a maximum of 230 words.
 - b) The abstract shall only consist of words (i.e., no figures or tables).
 - c) Submission of an abstract is mandatory; papers without an abstract shall be rejected.

4.2.1 Paper Presentation

Paper presentations shall be conducted either physically or remotely during the conference as shall be guided by the technical program and paper review committees. Each paper presentation session shall be allocated a maximum of 20 minutes. To achieve appropriate timing: -

- i. The presentation of slides should take about 10 minutes, leaving 10 minutes for introduction, summary, and questions from the audience.
- ii. Presentation slides should be organized around the points the author/presenter intends to make, using not more than 10 slides.

4.2.2 Plagiarism, Piracy, copyright

Each paper shall be subjected to a plagiarism check. Plagiarism is defined as using the ideas and words of others without clearly identifying the sources of that information or without clearly citing the author. All incidents of suspected plagiarism will be subjected to: -

- i. A penalty leading to loss of marks or rejection of the paper submission.
- ii. Refusal of the student from being involved in the final presentations of the project.
- iii. Recording of the offense and penalty under the author's details in the conference proceedings.

Copyrights shall generally be owned by the original authors and where two or more authors submit a paper, poster, or innovation demo, their contributions shall be considered joint work, and the authors are considered joint copyright owners.

4.3. Call for NCC Industry Challenge Solution

UCC shall provide overall oversight of the NCC Industry Challenge and engage relevant industry partners to identify and submit real-world sector challenges.

The Host shall coordinate implementation of the Challenge, including issuing the nationwide call at least three (03) months before the Conference, participant mobilisation, administration of submissions, evaluation and presentation of selected solutions during the NCC.

UCC and the Host shall work with relevant industry and innovation ecosystem partners to facilitate mentorship, technical and business support, access to relevant expertise and facilities, and appropriate post-conference linkages for promising solutions.

4.4. Conference Sponsors & Partners

While UCC will be the main sponsor of the NCC, the host institution must provide additional resources and secure further financial and in-kind support from academia, government MDAs, and industry. The Sponsorship Committee will secure financial or in-kind support and resources through sponsorships and partnerships, ensuring sponsors' needs are met according to their sponsorship packages during the implementation of NCC activities.

The Sponsorships Committee shall identify potential sponsors and partners, design various partnership packages (Diamond, Platinum, Gold, Silver, Bronze), and issue a call for sponsorships through print media or other suitable advertising platforms and ensure that well-organized benefits for sponsors and partners are available, including well-designed exhibition spaces, inclusion of co-sponsors' logos in conference materials, distribution of co-sponsors' collateral materials within the conference facilities, representation in program activities and sessions, branding materials at the conference venue, and other activities aligned with the conference objectives.

4.5. Funding of the Conference

The Conference Budget shall be funded by UCC and the host institution. The funding shall be complemented by sponsorship from various external stakeholders.

The conference budget shall be developed by the host institution and approved by the NCC Secretariat. The budget shall cover all costs³ for organizing the Conference, including but not limited to, the venue, honorariums, grants and fellowships, logistics, meals, publicity, and publication costs, among others.

4.6. Conference Awards

The conference shall recognize and award the best papers and innovation demos. These awards shall be based on a combination of reviewer scores from the initial paper evaluations and recommendations of the Technical Program Committee.

4.7. Fellowships

The Host Institution shall provide fellowships to eligible participants. The fellowships shall at least cover transportation, accommodation, and (or) internet connectivity for remote participants.

4.8. Event Management

Where deemed necessary by the organising committee and with approval from the NCC secretariat, the NCC Event Management services may be outsourced to different services for the successful execution of the NCC Event.

4.7.1 Venue logistics and setup

When planning the logistics and set-up of the event, the organizing committee shall be cognizant of: -

- i. The facilities required for hosting the conference shall be identified by the host institution with approval from the Secretariat. The facilities include: -
 - a) A conference hall for plenary sessions of the Conference that can hold at least 500 participants.
 - b) An adequate number of break-away rooms to accommodate parallel sessions.
 - c) Adequate space for poster sessions
 - d) An exhibition area
 - e) Catering facilities
 - f) Fast and reliable internet connection.

³ Annex 3 for costs to consider

- ii. All necessary communication facilities to enable remote participation and interaction, supporting full access to the conference sessions in good quality audiovisual content.
- iii. All conference facilities must have good lighting, ventilation, and acoustics with a flexible seating arrangement and should cater for people with disabilities (PWDs).
- iv. Technical equipment required for the Conference and associated events will include: -
 - a) Overhead/ Liquid-Crystal Display (LCD) projectors and screens for presentations in all the conference session rooms.
 - b) Public address system with microphones for question-and-answer sessions.
 - c) Power outlets or extensions for participants.
 - d) Backup Generator.

For pre-conference activities of regional activities involving tertiary and school ICT clubs, the necessary facilities include a conference hall for plenary sessions, an exhibition area, and a dining area. The conference hall should have a capacity to accommodate at least 300 participants.

The necessary facilities for pre-conference activities associated with regional events for tertiary and school ICT clubs include a conference hall with a capacity for at least 300 participants for plenary sessions, an exhibition area, and a dining area.

4.7.2 Promotions and advertising

In the execution of the NCC, the Secretariat working closely with the host institution and the relevant subcommittee shall ensure that: -

- i. 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 invitation letters, print media, radio and television adverts, flyers, and banners.
- ii. The Host Institution should provide facilities to display event information to all participants including the programme of the day with the session number, session name and time. Such facilities may include: -
 - a) Electronic displays

- b) Printed banners at the entrance of the venue and of the conference hall
- iii. 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.
- iv. The badge of each participant should contain the NCC logo, the participant's name, and the institution/organization they are affiliated to.

5. THE HOST INSTITUTION

The Conference Host institution shall be responsible for the general organization of the conference and conducting related pre-and post-conference activities as guided by UCC. Additionally, the host institution is required to contribute resources towards the conference.

5.1. Responsibilities of the Host Institution

The responsibilities of the host institution shall include among others: -

- i. Inspection of the identified conference facilities designated to host both pre-conference and main conference activities.
- ii. Appointing a suitable organizing committee, technical program committee, sponsorship committee, editorial committee, and a technical paper review committee in consultation with the secretariat.
- iii. Identifying and submitting conference co-sponsors and exhibitors to the secretariat for approval.
- iv. Organizing pre-conference activities, including but not limited to creating awareness, capacity building and other pre-conference activities for all target groups.
- v. Providing rooms/space, audio-visual aids for presentations during the conference, and related facilities for the conference proceedings including but not limited to scientific and social programs.
- vi. Promoting the conference nationwide to effectively reach the target participants.
- vii. Coordination of the venue, date, local transport, and reasonably priced accommodation within convenient distance to the conference venue.
- viii. Developing the conference budget for approval by the secretariat and contributing additional resources.

- ix. Confirmation and communication with attending delegates.
- x. Managing conference registration and media coverage.
- xi. preparation of calls for papers, exhibition brochures, registration circulars, program & abstract books, soft copy refereed publications or proceedings (a draft soft copy of the proceedings shall be submitted to the NCC secretariat for approval and publishing).
- xii. Invitation of keynote speakers, panelists, and moderators in consultation with the Secretariat.
- xiii. Submitting monthly progress reports on conference preparations, covering potential and confirmed speakers, participant registrations, presentation topics, and logistical arrangements. A final preparation report should be provided no later than one month before the event, including a list of confirmed keynote speakers, the number of presenters attending, and the number of poster presentations.
- xiv. Preparing the conference proceedings within one (1) month from the last day of the conference. The proceedings shall be reviewed, approved, and published (including posting online) by the NCC Secretariat. Participants shall be notified of the availability of the proceedings online.

During the implementation of the NCC, the host institution shall refrain from any activities that could harm the image, goodwill, or reputation of the NCC and UCC. They must not produce or distribute any products or items that could undermine the image of NCC and UCC. The host institution must immediately notify the NCC Secretariat of any issues that could impact the conference's organization.

6. REVIEW OF THESE GUIDELINES

The National Conference on Communications (NCC) Guidelines shall be periodically reviewed to ensure their continued relevance, clarity, and effectiveness in achieving the objectives of the conference. Any revisions to these guidelines shall be subject to management approval.

UCC reserves the right to update these guidelines as necessary, in consultation with relevant stakeholders, including academia, industry players, and other key partners, to align with emerging trends and evolving needs within the ICT sector.

ANNEXES

ANNEX 1: TPC Paper Evaluation Criteria for NCC

CRITERIA	REQUIREMENT
Content	i. Does the paper reflect and (or) demonstrate good technical research work. ii. Is the paper and its contents technically accurate, justifiable and (or) evidence based?
Originality	i. Does the paper provide a novel approach or in other words, to what extent is the research new and original that it has never been seen, used, or even thought of before, ii. Does the paper discuss new/unpublished work
Clarity	i. Does the paper clearly communicate its message or does the research derive relevant conclusions & recommendations?
Relevance	i. How well does the content fit the conference's theme and objectives (the future-looking scope of the conference)? ii. To what extent does the paper or research contribute to the development of ICTs in Uganda.
Standards	i. What is the significance of the paper to future standards and standardization work, policy, or to the socio-economic aspects of communication standards?

ANNEX 2: Key Information to be Included in the Inception Report

1. Detailed Activity Work Plans: All pre-, conference and post-conference activities

2. Implementation and Reporting Procedures:

- (i) Schedule for submitting monthly progress reports to the NCC Secretariat.
- (ii) Timeline for providing an updated technical programme, at least three months before the NCC event.

- (iii) Schedule detailing the review, acceptance, or rejection status of conference papers, submitted at least one month prior to the event.
- (iv) Timeline and plan for reporting outcomes of the School ICT Clubs competition, including the announcement of winners, at least one month before the event.
- (v) Plan for preparation and timely submission of the conference book, ready at least one week before the event.
- (vi) Strategy for publishing conference papers in formal proceedings.

3. Organizational and Committee Structure:

- (i) Identification of an Event Management Team or organizing partner for event coordination.
- (ii) Formation and structure of subcommittees within the NCC Organizing Committee, specifying roles such as General Chair, Technical Programme Committee, and Logistics personnel.

4. Marketing and Communication Strategy:

Detailed Marketing and Communication Plan, including branding and visibility strategies.

5. School ICT Labs Competition Management:

- (i) Strategy and detailed work plan outlining execution of the School ICT Labs competition.
- (ii) Clarification of roles and responsibilities in collaboration with external organizations is pursued.
- (iii) Timelines and processes for mentor involvement, feedback integration, and competition phases.

6. Financial Management and Disbursement Plan:

Clear timelines for the milestone-based disbursement of funds from the host institution to the organizing committee and subcommittees.

ANNEX 3: Costs to Consider for Hosting the NCC

Category	Cost Item
Venue	i. Information display facilities ii. Technical equipment iii. Exhibition facilities iv. Photographic/audio/video recording

	v. Catering vi. Security measures vii. Internet Connectivity viii. Online video conferencing tools ix. First Aid/Ambulance services x. Information desk/ registration and badging point
Publicity and Communications	i. Website ii. Print media/radio/television advertising/social media iii. Live streaming or feeds iv. Banners
Participants' logistics	i. Delegates' local travel expenses ii. Fellowships for participants from other districts iii. Competitions in the regions- expenses iv. Name badges v. Invited Speakers' /trainers expenses vi. Registration -online and onsite vii. Online participation - viii.
Social activities	i. Hospitality ii. Entertainment