

## **Preparing a proposal to host the ASEE-FPD First-Year Engineering Experiences Conference (FYEE)**

The Steering Committee of the First-Year Engineering Experiences Conference (FYEE) invites interested parties to submit proposals to host future conferences. The First-Year Programs Division (FPD) of the American Society for Engineering Education (ASEE) sponsors FYEE. The FYEE conference attracts 70-150 abstract submissions and 150-200 attendees annually. It is a specialty conference intended to enable attendees to network with colleagues on matters associated with an engineering student's first-year experience in higher education. The conference includes sessions for the presentation of research papers and for sharing practitioner experience from the point of view of instructors, administrators, advisors, and student services personnel. Parties interested in hosting a future FYEE conference are invited to submit their proposal to the steering committee. Proposals will be evaluated by the committee beginning May 31, 2020 for the 2024 and 2025 conferences. Proposals are submitted by completing the provided proposal form and submitting it to the link provided.

### **Guidelines for potential conference hosts**

The FYEE steering committee evaluates all bids using the guidelines described below. Anyone interested in bidding is welcome to make informal contact with the steering committee prior to the deadline for proposals. Proposals are judged on the strength of the organizing committee (track records in engineering education and first year engineering and involvement with FPD and FYEE), the plan for the conference (vision, ideas, etc.), and the location (appeal, accessibility, hotel facilities, etc.). Decisions are made by majority vote within the steering committee. The steering committee aims to review proposals and make its decision within four weeks of the deadline for proposal submission.

FYEE facilitates interactions within the first-year engineering education community that includes both researchers and practitioners. Sessions discussing the current state of the art, directions for the future and demonstrations of current best practice are expected. The FPD membership elects a Program Chair for each FYEE conference, who is responsible for managing the paper review process as well as the selection of papers, workshops, special sessions, exhibitions and other components of the technical program. The selected host will identify the general chair and organizing committee who will work closely with the program chair to ensure a high quality technical program and appropriate facilities and events to ensure a successful conference. The organizing committee and general chair will utilize ASEE publications and logistics service providers (ASEE Conference in a Box) in contracting venues, registration, and publishing the proceedings. The FYEE steering committee appoints a Publications Chair to manage the conference website and assist with preparing printed materials for the conference. The FYEE steering committee also appoints a Sponsorship Chair to assist in contacting and securing sponsors, but the general chair is ultimately responsible for securing sponsorships necessary to support a break-even budget.

### **Specific objectives of FYEE are the following:**

1. To provide a setting for the presentation and discussion of high-quality papers and workshops focused on engineering education research and practice focused on the first-year engineering students.

2. To provide a forum for the exchange of ideas between researchers, instructors, advisors, student support personnel and administrators studying and working with first-year engineering students.
3. To provide a range of complementary events such as technical sessions, panel sessions, exhibitions, workshops and networking sessions.
4. To provide suitable facilities for informal networking and exchange of ideas between attendees.

### **Timing and location**

FYEE is to be held in late July or early August each year. The conference location should be relatively easy to access for people attending from across the USA. Good air, rail and/or road links are essential. The bid will include a short description of the location and any remarkable or outstanding features that would make it particularly attractive for potential attendees. Proposers should demonstrate that there are venues with appropriate conference facilities to be able to accommodate up to 250 attendees, including, a banquet facility with seating for a minimum of 250, a set of no less than 4 break-out session rooms with theatre style seating for 50 people each, and space that can host coffee breaks in the same area during poster and exhibition sessions.

### **Accommodation and social events**

Proposers should demonstrate that they have suitable accommodation for attendees (e.g. en-suite rooms in student halls and/or local hotels), for a meeting of at least two days duration. Usually the conference runs from either Sunday evening through Tuesday or Wednesday evening through Friday in late July or early August. The availability of low-cost accommodation for student attendees such as youth hostels or inexpensive student halls would also be an advantage. The FYEE conference typically offers two breakfasts, two luncheons, and one dinner or significant reception to all attendees as part of the registration fees. Other types of activities such as receptions (possibly externally sponsored) and sightseeing visits are expected as a normal part of the event.

### **Budget**

A preliminary budget is required with proposal submission. This budget should be developed with assistance from Patti Greenawalt, the managing director for conference services at ASEE ([p.greenawalt@asee.org](mailto:p.greenawalt@asee.org), 202-331-3522). It is expected that the conference should break even as a minimum, and preferably show a small surplus. Again, the general chair is ultimately responsible for securing sponsorships to support the budget and the host institution should expect to provide some financial support for the conference.

### **Bid Submission**

Prepare your bid using the provided form on the FYEE website. Your submission must include a letter of support from your institution and the preliminary budget and must be submitted as a PDF to [FYEE\\_Host\\_Proposal\\_Submission](#).