

Guidelines and Rules for the organization of the Annual International Conference on Higher Education Learning Methodologies and Technologies Online (HELMETO)

1. A detailed proposal for the organization of the Conference must be sent to the Steering Committee. The proposal should include a description of the candidate institution(s) (University/Department/Research Centre) and of the candidate organizing committee, including the lead applicant. Moreover, a brief description of the facilities that will be involved in the organization must be provided. Finally, a financial plan must be included in the proposal.
2. The Steering Committee will analyze the proposal and will decide by majority vote, seeking for consensus first.
3. The Steering Committee, for each annual Conference, will select the members of the Program Committee, of the Publication Committee and of the Publicity Committee. Moreover, the Steering Committee will select the General chairs and the chairs of the other Committees.
4. The institution selected for organizing the annual Conference will be asked to suggest a General co-chair, a Program co-chair, a Publication co-chair and an organizing committee (that must include at least one webmaster).
5. At least one member of the Steering Committee will be involved as a General co-chair.
6. At least one member of the Steering Committee will be involved as a Program/Scientific Committee co-chair.
7. At least one of the General co-chairs and at least one of the Program Committee co-chairs must be involved in research activities on learning methodologies.
8. At least one of the General co-chairs and at least one of the Program Committee co-chairs must be involved in research activities on learning technologies.
9. The organizing committee will be responsible for all logistical and technical aspects of the event. Its responsibility will cover also the financial issues.
10. The applicant organization must include a budget for expenditure and income, which must be approved by the steering committee. Check budget rules below.
11. Program Committee Chairs will be in charge of handling all the aspects regarding the submissions, the review processes and the acceptance/rejection decisions.
12. Conflict of interests will be handled by the Program Co-Chairs.
13. General Chairs will supervise both the organization of the event and the fairness of the scientific aspects of the event (with special attention to the submissions, the review processes and the acceptance/rejection decisions).
14. Program Committee Chairs and General Chairs have to propose to the Steering Committee the venues where publishing the book of abstracts.
15. Authors of all the accepted abstracts to the Conference will be invited to submit an extended version of their work, in the form of a full paper of 12-15 pages that will be considered to be published in a book of the Springer Communications in Computer and Information Science (CCIS) series.
16. The review process of the full papers will be entrusted to the Program Committee Chairs and to two members of the steering committee (Publication Chairs of the Steering Committee).

17. All the contacts with Springer will be supervised by the Publication Chairs of the Steering Committee.
18. For the sake of fairness, members of the Program/Steering/Organizing Committees and the General Chairs cannot publish more than one full paper in the Springer book.
19. Program Committee Chairs, General Chairs, organizing committee and the Steering Committee can suggest inviting internationally recognized researchers for giving plenary talks at the event.
20. Program Committee Chairs, General Chairs, organizing committee and the Steering Committee can suggest opening "calls for special tracks".
21. One selected person of the Steering Committee will supervise the website of the Conference and the info@helmeto202X email address. All the credentials must be provided.
22. If the proposal will be accepted, an organization agreement will be signed between the hosting organization and the HELMeTO task force.

Budget Rules

1. Any relevant budget changes must be discussed and approved by the steering committee.
2. At the end of the event, the organization that hosted the Conference must provide the final budget to the steering committee.
3. In case of deficit, the organization will be in charge of paying all the expenses.
4. In a surplus of money, the organization must transfer this money to the HELMeTO task force.
5. If the amount surplus is higher than the 50% of money collected from the registration fees, a strategy for sharing money between the hosting organization and the HELMeTO task force will be applied.
6. The default strategy includes that the organization can retain all the surplus, except the 50% of money collected from the registration fees. A different strategy can be agreed between the hosting organization and the HELMeTO task force at the time of signing the organization agreement.