

iLRN2027 Conference Handbook (private)

official iLRN2027 Handbook and Role Descriptions and Codex working pages

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General Chairs

The General Chair/s are responsible for overseeing and coordinating the whole conference. The General Chair manages a team of people working together to organize the conference. General chairs should be selected to cover different time zones.

General Chairs are the international leaders of the iLRN Conference.

This page provides a quick-glance overview of responsibilities, key deadlines, and ready-to-use tools for General Chairs. It is designed to minimize effort, streamline decision-making, and keep all activity anchored in one place.

? At-a-Glance Responsibilities (Checklist)

- ☐ **Appoint Chairs & Assign Tasks** (with Steering Committee confirmation)
 - ☐ **Build & Maintain Timetable** (with reporting structure)
 - ☐ **Work with Steering + Finance** to set registration fees
 - ☐ **Oversee Budget** (with Finance, Admin/Ops, Treasurer)
 - ☐ **Finalize Call for Papers (CfP)** and send to Steering Committee
 - ☐ **Work with Program Chairs and Scientific Quality Assurance Team** on conference structure & schedule
 - ☐ **Coordinate & Oversee Chairs** (Program, Local, Publicity, etc.)
 - ☐ **Propose & Invite Keynotes/Featured Speakers** (emails always via General Chairs)
 - ☐ **Approve Form Emails** before sending
 - ☐ **Coordinate Publicity** (with Publicity Chair and **iLRN Strategic Comms & Social Media Team**)
 - ☐ **Resolve Issues** in chair teams (illness/unavailability, etc.)
 - ☐ **Represent the Conference** as international leader
 - ☐ **Contribute to Opening & Closing Ceremonies**
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? Timeline & Countdown

- [Live Conference Timeline](#) (link placeholder for shared calendar / BookStack countdown)
- Major Milestones (seeded):
 - CfP finalized → Confirmed by Steering → Added to website

- Budget finalized → Fees published
 - Keynotes invited → Featured speakers confirmed
 - Draft program released → Final program locked
 - Opening & Closing ceremonies planned
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? Speaker Management

- **Protocol:** All invitations & comms sent via General Chairs
 - **Templates:** [Speaker Invitation Email](#) (editable copy)
 - **Honoraria Policy:**
 - Keynote = \$500 honorarium + free access
 - Featured = Free access, no honorarium
 - Both = 1 publication inline with timeline
 - **Tally Form:** [Capture Speaker Details](#)
 -
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? Budget & Fees

- **Fee Setting:** Jointly with Steering Committee + Local Chairs
 - **Budget Oversight:** With Finance, Treasurer, Admin/Ops Chairs
 - **Tip:** You never set numbers alone. Always confirm collaboratively.
 - [Fees document](#)
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? Communications Protocol

- Speaker comms = **General Chairs only**
 - Other form emails = **Drafted by chairs, approved by General Chairs**
 - [Approved Form Emails Folder](#)
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? Escalation Pathways

If a chair misses a deadline:

1. Friendly reminder → via General Chairs.
2. Escalate → to Steering Committee if unresolved.

3. Reassign tasks → if chair unavailable.

? Quick Links

- [CfP Finalization Guide](#)
 - [Timeline / Countdown Page](#)
 - [Approved Email Templates](#)
 - [Publicity Toolkit](#)
 - [Ceremonies Playbook](#)
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? Notes

This is a **living page**. Volunteers may add:

- Sponsor/publicity templates
- Lessons learned from past General Chairs
- Sample Opening/Closing ceremony scripts
- Dashboards or visual timelines

From the Handbook:

The General Chairs have the following responsibilities:

- Appoint chairs, subject to confirmation by the iLRN Conferences Steering Committee, and assign tasks to them.
- Build a timetable with tasks to be completed leading to the successful organisation of the conference with accompanying reporting structure for committee chairs to report on progress.
- Work with the iLRN Conferences Steering Committee and the Local Chairs to establish registration fees.
- Work with Finance to ensure budget for conference including social events, swag, and Virtual.
- Oversee the conference budget together with the iLRN Conferences Steering Committee, the Administration and Operations Chair/s and the Treasurer.
- Work with the committee to finalise CfP. Send the final version of CfP to the steering committee. Once confirmed request details are added to the to website conference page.

- Work with Program Chairs to create the conference structure (i.e., single track or parallel tracks, workshop and tutorial scheduling, etc.). Later, work with the Program Chairs to construct a conference program (balancing papers, invited talks, business meetings, etc.).
- Coordinate and oversee the work of the Program Chairs, the Local Chair, and the other chairs. Importantly, this means ensuring that deadlines established in the timetable are met. This also includes helping to select tutorials, accept workshop proposals, identify promising sponsors, seek publicity for the conference, etc.
- Proposes Keynote/Featured Speakers to the iLRN Steering Committee and Program Chairs, and invites Keynote/Featured Speakers.
 - **Email comms for Speakers is always via General Chairs.**
 - Keynotes and Featured speakers FREE access to conference
 - Includes 1 publication inline with conference timeline
 - Keynotes- \$500 honorarium, Featured \$0
 - Email Template: [Speaker Invitation template](#)
 - Tally form capture speaker details: <https://tally.so/r/n0b6lP>
- Work with the Publicity Chair to coordinate all publicity (webpages, fliers, notices, announcements, posters, etc.) and make sure no discrepancies appear.
- Resolve issues in chair teams due to unforeseen unavailability (e.g. due to illness).
- Should there be any co-located meetings and/or conferences; the General Chair is responsible for ensuring coordination of events, programs, speakers, registration fees, etc. Co-location of meetings should be discussed with the iLRN Conferences Steering Committee in detail before being agreed to.
- The General Chair represents the conference as the international leader of the conference event.
- The General Chair must approve form emails drafted by any other committee member before they are sent on behalf of the conference. Conferences often have more than one Conference Chair. List the main contact in this application.
- Contribute to the presentation of the opening and closing ceremonies of the conference.

The role is reviewed annually.

Program Chairs

Stewards of the scholarly and practitioner programs.

Building a robust culture of Program Chairs, with unique privileges, internal awards, and positive engagement is key to organizing each conference - and the longterm health of our network!

This page orients Program Chairs to responsibilities, timelines, and ready-to-use tools for assembling the academic and iLEAD practitioner streams—across both the **face-to-face** and **online** components.

? Scope & Streams

Program Chairs (Academic Stream):

Full/Short Papers • Work-in-Progress (Posters) • Doctoral Consortium • Extended Abstracts • Special Track Proposals • Academic Workshops

Program Chairs (iLEAD Practitioner Stream):

Oral Presentations • Practitioner Posters • Practitioner Workshops • Panels • Special Sessions • Product Demonstrations

“ **Term & Composition:** 2-year appointment (Year 1 apprentice → Year 2 lead).
Ideally co-chairs from **two different continents** to ensure global balance.

? Responsibilities at a Glance (Checklist)

- **CfP & Reminders:** Create, publish, and circulate the Call for Proposals; send deadline reminders.
- **Systems:** Configure/operate submission & reviewing platforms (may differ per stream).
- **Committees:** Recruit and brief Program Committee (lead reviewers) for each stream.
- **Review Quality:** Provide reviewer instructions/forms; monitor quality and timeliness.
- **Ethics & Anonymity:** Run plagiarism checks; ensure double-blind compliance.

- **Assignments:** Allocate reviewers; re-assign as needed; chase missing reviews.
 - **Decisions:** Make accept/decline decisions; communicate outcomes to authors.
 - **Camera-Ready & Training:** Provide instructions; coordinate presenter training & registration info.
 - **Program Build:** Construct and balance the in-person and online programs (tracks, sessions, timing).
 - **Thematic Fit:** Vet Special Tracks, workshops, panels, and special sessions for theme alignment.
 - **Awards:** Nominate top contributions and best reviewers; coordinate awards review.
 - **Liaison & Comms:** Answer author queries for your stream; coordinate with other chairs.
 - **Ceremonies:** Contribute to Opening & Closing ceremonies content.
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?? Timeline & Countdown (Two-Round Model)

Central Timeline (link placeholder): [Program Timeline & Countdown](#)

Round 1 (Academic + iLEAD):

1. Set up submission system → 2) Invite Program Committee → 3) Author reminder → 4) Finalize reviewer list & review form → 5) Announce deadline extension (if any) → 6) Check anonymity & plagiarism → 7) Allocate reviewers → 8) Remind missing reviews → 9) Allocate additional reviewers → 10) Decisions → 11) Notifications

Round 2 (if used):

Repeat steps: reminder → extend (if any) → checks → allocations → chase reviews → decisions → notifications

Post-Decision:

- Draft program (online & F2F)
 - Nominate papers & reviewers for awards
 - Issue camera-ready + presenter training requirements
 - Coordinate with Registration & Proceedings/Publication teams
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?? Working Toolkit (MVP)

- **CfP Master (editable):** [CfP – Academic & iLEAD](#)
- **Submission System Guides:**

- [System Setup \(Academic\)](#) • [System Setup \(iLEAD\)](#)
- **Reviewer Pack:**
 - [Reviewer Invitation Email](#) • [Review Form \(Academic\)](#) • [Review Form \(iLEAD\)](#) • [How to Review \(1-pager\)](#)
- **Compliance & Quality:**
 - [Double-Blind Checklist](#) • [Plagiarism Check Procedure](#)
- **Decision Letters:**
 - [Accept](#) • [Conditional Accept/Minor Revisions](#) • [Reject \(Constructive\)](#)
- **Camera-Ready & Presenter Prep:**
 - [Camera-Ready Instructions](#) • [Presenter Training Schedule & Materials](#) • [Registration Guidance](#)
- **Program Assembly:**
 - [Session Builder \(Spreadsheet\)](#) • [Timezone Balancing Guide](#) • [Accessibility Checklist](#)
- **Awards Pack:**
 - [Nomination Criteria & Shortlist Template](#) • [Best Reviewer Rubric](#)

“Tip: Keep all templates short, with bolded fields to personalize. Make “copy-and-send” the default.

? Coordination Map

- **General Chairs:** CfP confirmation; major milestones; program final sign-off; keynotes/featured alignment.
- **Proceedings/Publication Chair:** Camera-ready specs, metadata, rights, proceedings pipeline.
- **Registration/Finance:** Author registration windows; policy edge cases (multi-paper authors, waivers).
- **Local Hosts:** Room capacities, AV/site constraints, session clustering, on-site flow.
- **Virtual Campus Team:** Online session design, moderation, tech checks, recording policy, hybrid etiquette.
- **Special Tracks Leads:** Track coherence, review alignment, presenter guidance.
- **Publicity/Strategic Comms:** Timely announcements (deadlines, acceptances, program release, awards).
- **Awards Chair:** Final award decisions & ceremony segments.

? Decision & Escalation Paths

- **Late/Missing Reviews:** 1) Nudge reviewer → 2) Reassign to backup → 3) Flag to Program Chair lead.
 - **Authorship/Anonymity Issues:** Notify authors with template; require corrected files; if unresolved, escalate to Program Chairs + General Chairs.
 - **Theme Misalignment (Tracks/Workshops/Panels):** Return with guidance or redirect to appropriate stream; escalate only if contested.
 - **Conflicts of Interest:** Use system COI flags; reassign to neutral reviewers; record decisions in log.
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? Quality & Equity Guardrails

- **Balanced Reviewer Load:** cap per reviewer; track average turnaround; rotate tricky assignments.
 - **Geographic & Modal Balance:** ensure representation across continents; balance F2F/online slots.
 - **Constructive Declines:** every rejection includes 2–3 actionable points.
 - **Accessibility:** slides & videos follow accessibility checklist; ensure captioning plan for online.
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? MVP vs. Nice-to-Have

MVP (seed these before inviting broad co-creation):

- CfP (one page per stream)
 - 10 regular tracks
 - 7 special tracks
- Submission system live + reviewer forms loaded
- Reviewer invitation email & review “how-to” 1-pager
- Double-blind & plagiarism check procedures
- Decision letter templates (accept/conditional/reject)
- Camera-ready instructions
- Session Builder sheet + timezone guide
- Awards nomination criteria template

Nice-to-Have (volunteer-friendly additions):

- Sample annotated reviews and calibration rubric

- Program visualization (map of themes/tracks)
 - Presenter coaching mini-workshops (deck + recording)
 - “How we built the program” transparency note for attendees
 - Post-conference debrief forms and dataset for meta-analysis
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? Quick Links (placeholders)

- [Master Timeline & Countdown](#)
 - [All Templates & Emails \(Drive/Codex Folder\)](#)
 - [Reviewer Roster & Loads](#)
 - [Program Draft \(Working Sheet\)](#)
 - [Awards Shortlist Tracker](#)
 - [Author FAQ](#)
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? Tone, Expectations, and Time-Saving Norms

- **Two-minute rule:** Every task page includes a template and the minimum steps.
- **One page per decision:** If it requires judgment, give a short rubric.
- **Automate reminders:** Use scheduled nudges inside the submission system wherever possible.
- **Default to clarity:** Short, dated updates beat long threads.

The iLRN 2026 Organizing Committee Handbook role description:

The Program Chair/s are responsible for developing and assembling the scholarly and practitioner portions of the main conference program, respectively.

The Program Chairs are split in two main categories:

- **Program Chairs (Academic Stream) responsible for (f2f and online conf.):**

- Full & short papers
- Work-in-progress papers (Academic Posters)
- Doctoral Consortia
- Extended Abstracts
- Special Track proposals
- Academic workshop proposals
- Guided Virtual Adventures (online PG)

- **Program Chairs (iLEAD Practitioner Stream) responsible for:**

- Oral presentations
- Practitioner Posters
- Practitioner workshop proposals
- Panel session proposals
- Special sessions proposals
- Product Demonstrations

**From the iLRN2026 Organizing Committee Handbook,
The Program Chairs have the following responsibilities:**

- Create and disseminate the call for proposals (CfP) and send reminders to authors for upcoming deadlines
- Manage the submission and reviewing software for the review process of the submissions (this may differ for the academic and the practitioner streams as charges apply)
- Recruit program committee (lead reviewers) for the academic and the practitioner stream accordingly
- Create instructions and forms for reviewers and review process diagrams for the academic and the practitioner stream accordingly
- Complete plagiarism checks on all academic papers
- Ensure that all papers are ready for double-blinded reviews according to website instructions (download and check all submissions, communicate with authors to submit anonymous contributions)
- Assign reviewers to all submissions academic and the practitioner stream accordingly
- Oversee the review process and communicate with reviewers and authors accordingly
- Make decisions on the accepted contributions and communicate the decision to authors
- Organize and schedule the conference program (in-person and online program groups will organize their respective programs)
- Review submissions for special track proposals to ensure that they fall in the conference theme
- Review proposals for workshops, panels and special sessions to ensure that they fall in the conference theme
- Nominate 3 best contributions in each submitted category based on review scores and comments, and co-ordinate the review process of best contribution awards (academic and the practitioner stream accordingly, 1 in each category, e.g. 1 Best Full paper, 1 best poster etc.)

- Evaluate quality of reviews, nominate 3 best reviewers for each of the submitted category and co-ordinate the evaluation process of best reviewer in each category (1 in each category, e.g. 1 Best Full papers reviewer, 1 best Posters reviewer)
- After decision on contributions are made, Program chairs are responsible for communicating with presenters what is required for the preparation of camera ready submissions, preparation of presentations, registration and disseminate information about training for presentations
- Communicate with authors for any questions related to the academic stream.
- Contribute to the presentation of the opening and closing ceremonies of the conference.

The Program Chairs role is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced PC.

Program Chairs ideally should originate from institutions in two different continents.

Tasks (in chronological order):

1. Set up submission system
2. Invite program committee (reviewers)
3. Remind authors of upcoming deadline
4. Finalise reviewers list and review form
5. Announce submission deadline extension
6. Check for papers anonymity and plagiarism
7. Allocate reviewers
8. Send reminders for missing reviews
9. Allocate additional reviewers if needed
10. Make acceptance decisions
11. Send notifications to authors
12. Remind authors of upcoming deadline (2nd round)
13. Announce submission deadline extension (2nd round)
14. Check for papers anonymity and plagiarism (2nd round)
15. Allocate reviewers (2nd round)
16. Send reminders for missing reviews (2nd round)
17. Allocate additional reviewers if needed (2nd round)
18. Make acceptance decisions (2nd round)
19. Send notifications to authors (2nd round)
20. Draft program for online and face-to-face conferences
21. Nominate papers and reviewers for award committee

Special Track Chair

Local Chair

The Local Co-Chairs are not only venue providers—they are **cultural ambassadors**. This section is where they (and their team) collect and share the stories, flavors, and experiences that make Athens special. It should be **fun, visual, and community-oriented**, and it doubles as a feed for the Strategic Comms team.

? What to Include

1. **Cultural Highlights**

- Key features of Athens: history, architecture, music, cuisine.
- Strategic Comms: Use Greek Mythology, History, Culture, and People in developing & telling the iLRN2026 narrative / story.
- Local “hidden gems” that visitors might love.
- Adventures to be had in Athens *and Greece, generally

2. **Food & Drink**

- Traditional Greek dishes to highlight (e.g., souvlaki, moussaka, baklava).
- Vegetarian/vegan/gluten-free friendly options to recommend.

3. **Athens Vibes**

- Photos, short videos, or even playful “day in the life” clips.
- Fun facts about the city (quirky, surprising, or historical).

4. **Excursions & Tours**

- Pre-conference or post-conference tours.
- Excursions that connect to iLRN’s theme (e.g., Plato’s Cave sites, local museums, cultural centers).

5. **Local Voices**

- Short interviews with Athens-based educators, students, or cultural guides.
- Quotes from volunteers or local hosts (“What I love about Athens...”).

6. **Practical Local Guide**

- Getting here: Airports, trains, ferries.
 - Getting around: Metro, taxis, walking.
 - Tips: weather, clothing, medical info, safety.
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? Codex Function

- **Map and keep record of our plans for Athens here: as Single Source of the latest plan & documents supporting the events each hour of each day.**
 - **Gallery Page:** Collect photos, short clips, and graphics here for the comms team.
 - **Spotlight Templates:** Ready-to-go posts the Social Media Chair can copy/paste:
 - “**☐ Athens Highlight:** [Place] — here’s why you’ll love it...”
 - **Immersive Athens** (immersive learning & XR industry spotlight)
 - “**☐ Taste of Athens:** [Dish] is a must-try at iLRN2026!”
 - “**☐ Athens Vibes:** [Music/Event] — coming soon at the conference...”
 - **Excursion Sheets:** One-page “mini itineraries” for tours or excursions, linked to registration add-ons.
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? Nice-to-Have

- **Local Playlist** (Spotify or YouTube) curated by hosts — “Sounds of Athens.”
 - **Athens Virtual Walkthrough** — a short video walk from conference venue to nearby spots.
 - Somebody shoot a rough cut on your local phone and share?
 - **Cultural Partners Page** — highlight local museums, universities, or organizations supporting iLRN2026.
 - **“Athens Myth & Modernity” Series** — 2-3 playful posts tying Greek myths to XR/immersive learning.
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? Coordination

- **Local Co-Chairs:** Gather and upload cultural assets.
 - **Strategic Comms Team:** Adapt into social posts and visual stories.
 - **Virtual Campus Team:** Mirror some highlights in the online campus.
 - **Awards & Ceremonies:** Incorporate local culture into Opening/Closing.
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☐ We want Athens to feel like more than just a venue—it becomes a **character in the story of iLRN2026.**

iLRN2026 Conference Organizing Committee Handbook description for Local Chair role:

The Local Co-Chair/s prepare the physical space for the conference work with local vendors, management companies, the conference, and other committees in the planning of the conference space, including room set-up, attendees insurance, hiring of entertainment, tours, and other local logistics.

The Local Co-Chairs have the following responsibilities:

- Provide a physical venue.
- Arranging the spaces for the conference (rooms for presentations, exhibitions, special sessions, meeting rooms, social gathering rooms and food, registration desk)
- Assist Program Chairs to develop and coordinate an optimal conference schedule based on informed understanding of the capacities and limitations of the physical layout of the space provided.
- Arranging technical support in the physical venue:
 - access to wireless Internet access for conference participants (make sure that arrangements are as convenient as possible for users of all types of computer and all ports and services that can be accommodated)
 - Handling AV needs of presenters (conference, workshops, tutorials) as well as the needs of system demos. This includes projection equipment, microphones, blackboards, writing materials, internet access, etc.
 - Handling support for hybrid presentations using the conference VR system (Virbela)
 - Making arrangements for [food](#) provision for attendees (refreshments during the conference, meals, etc.).
- Negotiating with provider(s) of [accommodations](#): hotel and/or dormitory organizers and provide this information to the conference
- Organizing all additional activities for local entertainment
- Arranging any local excursions, for example pre-conference tours
- Providing travel information (airport, weather, medical, visas)
- Arranging local transport, if needed
- Arranging [local support](#), including:
 - a support team, that helps both before the conference (to prepare registration materials) and during (with registration and attendee questions) and after (for teardown)

- a suitable person to act as [Volunteer coordinator](#) to act as a focal point for volunteers
 - a suitably secure registration area, with computer and printer and internet access
 - signage to rooms, meetings, etc., as needed
 - several notice boards: participant messages, job postings, official announcements, etc.
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- Prepare brochure and other promotional materials relevant to the local host location for the conference. Including onsite conference signage.
 - Issue VISA invitations for accepted papers
 - Supervise the building and make insurance arrangements.
 - Recruit and coordinate local volunteers to run conference sessions.
 - Contribute to the presentation of the opening and closing ceremonies of the conference.

The role is reviewed annually based on the location of the conference organisation.

DC Chair

Champion of early-career researchers in immersive learning.

The DC Chair(s) curate, organize, and facilitate the **Doctoral Colloquium** at iLRN2026, creating a supportive environment where doctoral students can share their work, receive feedback, and build connections.

? Responsibilities at a Glance (Checklist)

- **Format & Structure**
 - Work with Program Chairs to define the format of DC presentations (papers, posters, hybrid).
 - **Recruitment & Visibility**
 - Advertise the Colloquium across iLRN disciplines.
 - Recruit strong participation (both paper submissions and poster-only).
 - Raise visibility for student research within the broader iLRN community.
 - **Feedback & Mentorship**
 - Plan activities for students to receive **constructive feedback** on proposals and ongoing research.
 - Recruit experienced mentors to provide guidance.
 - **Networking & Community**
 - Facilitate peer-to-peer networking among doctoral students.
 - Connect students with senior researchers in shared interest areas.
 - Coordinate informal and formal networking opportunities (e.g., DC lunch, social mixers, or virtual meet-ups).
 - **Skill-Building Activities**
 - Organize workshops or special sessions on conducting immersive learning research (methodologies, publishing, ethics).
 - Provide “survival skills” content (e.g., navigating academic careers, funding strategies).
 - **Ceremonial Role**
 - Ensure student participation is visible in the Opening and/or Closing Ceremonies.
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?? Timeline & Key Milestones

- **12-9 months out:** Finalize DC format with Program Chairs; draft CfP section; begin advertising.
 - **9-6 months out:** Recruit submissions; confirm reviewing structure; recruit mentors.
 - **6-3 months out:** Send reminders to students; finalize accepted participants; prepare poster/paper guidelines.
 - **3-1 months out:** Plan workshops/special sessions; match students with mentors; organize networking events.
 - **Conference Week:** Host the Doctoral Colloquium, workshops, and networking sessions.
 - **Post-Conference:** Gather feedback; archive proceedings; maintain contact with DC alumni.
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?? Working Toolkit (MVP)

- **CfP Template (Doctoral Colloquium)**
 - **Recruitment Flyer & Sample Posts** for advertising
 - **Review Guidelines** for DC submissions
 - **Poster & Presentation Guidelines** for student presenters
 - **Mentor Briefing Sheet** (how to provide constructive feedback)
 - **Workshop Menu** (topics + templates for volunteer facilitators)
 - **Networking Ideas Kit** (icebreakers, formats for small groups, hybrid activities)
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? Coordination Map

- **Program Chairs:** Finalize format; ensure DC integrates into program.
 - **General Chairs:** Approve CfP text; highlight DC in official announcements.
 - **Publicity & Comms Team:** Advertise CfP and highlight student participation.
 - **Virtual Campus Team:** Support hybrid/online DC activities and networking.
 - **Awards Chair:** Explore opportunities for Best DC Poster/Paper recognitions.
 - **Mentor Volunteers (Circle of Scholars, senior members):** Provide feedback and advice.
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? MVP vs. Nice-to-Have

MVP (before recruiting students):

- CfP draft ready
- DC flyer / sample posts
- Poster & paper guidelines

- Review process setup
- Mentor recruitment plan

Nice-to-Have (volunteer-supported):

- Recorded mentor “lightning talks” for DC participants
 - Structured networking events (speed mentoring, thematic tables, VR meet-ups)
 - Dedicated Best DC Poster/Paper awards
 - Post-conference alumni community space for DC graduates
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? Quick Links (placeholders)

- [CfP – Doctoral Colloquium](#)
 - [Poster & Paper Guidelines](#)
 - [Mentor Brief](#)
 - [DC Workshop Templates](#)
 - [Networking Toolkit](#)
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? Notes

- DC Chairs serve a **2-year term**, with the first year as apprentice to a more experienced Chair.
- Aim for **early visibility, constructive feedback, and meaningful connection** for doctoral students—the DC should feel like both a milestone and a springboard in their career.

iLRN2026 Conference Organizing Committee

D.C. Chair role description:

The Doctoral Colloquium Chair/s are responsible for advertising and organising the Doctoral Colloquium session. More specifically the Doctoral Colloquium Chairs have the following responsibilities:

- Work with the Program Chairs to the format of the Doctoral Colloquium presentations
- Advertise the Doctoral Colloquium across the disciplines falling under the area of iLRN and recruit a healthy number of DC presentations (with paper submission and with poster

presentation only)

- Plan activities to support research students obtain early visibility for their proposed and/or ongoing research
- Plan activities to support research students receive constructive feedback on their work
- Plan activities to facilitate networking between research students in topics related to iLRN during the conference
- Plan activities to facilitate networking between research students in topics related to iLRN during the conference
- Organise workshops or special sessions to support research students in conducting research in Immersive Learning

The Doctoral Colloquium Chairs are appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced PC.

Virtual Campus & Technical Chair

Hosts of the global iLRN experience.

The Virtual Campus & Technical Chairs are responsible not only for providing reliable technical infrastructure but also for **hosting the international, online instantiation of iLRN2026**. They design the virtual campus to embody the year's theme in ways unique to online and hybrid spaces, while foreshadowing the Athens gathering. Their work ensures the online conference is both **a stand-alone event in full glory** and **a gateway to the local host culture**.

- Michael Hamaoka, OMAX Corporation, USA [profile]
 - Genevieve Smith-Nunes, University of Cambridge, UK
 - Ioannis Vrellis, University of Ioannina, Hellenic Scientific Association of Information & Communication Technologies in Education, Greece
 - Michael Delimitros, University of Ioannina, Hellenic Scientific Association of Information & Communication Technologies in Education, Greece
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? Responsibilities at a Glance (Checklist)

- **Global Online Hosting**
 - Curate the iLRN Virtual Campus as the *first expression* of the iLRN2026 theme.
 - Highlight and weave in elements of the **local host culture** (Athens) to foreshadow the in-person event.
 - Ensure the online event is meaningful and complete on its own, not just a prelude.
- **Virtual Spaces & Platforms**
 - Provide platforms for online presentations and sessions (Cvent, Virtual Campus, Discord, YouTube, etc.).
 - Manage contribution submission/review systems (EasyChair, ConfTool, or equivalent).
 - Maintain communication platforms for the Organizing Committee (emails, Discord, Codex).
 - Ensure smooth communications for the wider audience (website, social media,

WhatsApp).

- **Onboarding & Training**

- Create step-by-step setup guides for attendees.
- Recruit and train volunteers for virtual roles (greeters, moderators, help desk).
- Train presenters to deliver in immersive, interactive formats on the Virtual Campus.

- **Operations & Support**

- Build Help Desk capacity with volunteers.
- Coordinate technical setup for hybrid/streamed presentations.
- Provide asynchronous updates for global audiences in different time zones.

- **Program Integration**

- Work with Program Chairs + General Chairs to map the academic and iLEAD practitioner programs into the virtual environment.
- Ensure online sessions align with accessibility and engagement best practices.

- **Event Management**

- Host and manage Virtual Campus events, social mixers, Guided Virtual Adventures, and special thematic sessions.
- Record Virtual Campus events and prepare recordings for iLRN's YouTube channel.

- **Local Technical Chairs (on-site Athens)**

- Organize infrastructure for streaming, hybrid support, and live local-global connections.
- Coordinate technical support during the face-to-face event.

?? Timeline & Key Milestones

- **12 months out:** Confirm platforms; design Virtual Campus around the iLRN2026 theme.
 - **9 months out:** Begin integrating local host (Athens) cultural elements into the online environment.
 - **6 months out:** Build onboarding guides; schedule presenter and volunteer training.
 - **3 months out:** Launch Virtual Campus preview; run system tests; hold volunteer rehearsals.
 - **Online Conference (10 days before Athens):** Host full virtual event; foreshadow Athens.
 - **Athens Conference:** Support hybrid links, recordings, and thematic continuity.
 - **Post-Conference:** Archive recordings; highlight synergies between virtual and physical gatherings.
-

?? Working Toolkit (MVP)

- **Campus Design Brief** (how the theme is expressed virtually)
 - **Attendee Setup Guides** (with screenshots, step-by-step)
 - **Volunteer Training Deck + Video**
 - **Presenter Training Schedule & Scripts**
 - **Help Desk Protocols** (FAQ, escalation, contact tree)
 - **Streaming & Recording Checklist** (for both online and Athens hybrid sessions)
 - **YouTube Archiving Workflow**
-

? Coordination Map

- **General Chairs:** Approve thematic design choices; align with global strategy.
 - **Program Chairs:** Ensure program structure works both online and in-person.
 - **Local Chairs (Athens):** Coordinate hybrid sessions, local culture highlights.
 - **Publicity/Comms Team:** Promote Virtual Campus as a global gateway; showcase local + international highlights.
 - **Awards Chair:** Ensure awards ceremonies are staged and streamed effectively online.
 - **Volunteer Coordinator:** Assign and train volunteers for tech support roles.
-

? MVP vs. Nice-to-Have

MVP:

- Virtual Campus ready to host full 10-day online conference
- Setup guides for attendees and presenters
- Trained volunteer team (greeters, moderators, help desk)
- Foreshadowing features of Athens embedded in the virtual space
- Streaming/recording pipeline to YouTube

Nice-to-Have:

- Interactive Athens “portal” inside the Virtual Campus
 - Thematic Guided Virtual Adventures
 - VR “Highlights Reel” to preview Athens cultural experiences
 - Automated attendee feedback loops built into sessions
 - Shared “After Hours” social lounge for international networking
-

? Quick Links (placeholders)

- [Virtual Campus Orientation Guide](#)
 - [Presenter Training Schedule](#)
 - [Volunteer Help Desk Handbook](#)
 - [Streaming & Recording Checklist](#)
 - [Athens Foreshadowing Assets](#)
 - [YouTube Recording Archive](#)
-

? Notes

- Chairs serve a **2-year term** (Year 1 apprentice, Year 2 lead).
- The online conference is **10 days before Athens**—this makes it the **opening act** of iLRN2026, setting the tone and theme globally.
- Success = the Virtual Campus feels like both a **self-standing conference** and a **cultural/thematic bridge** into Athens.

The iLRN2026 Conference Organizing Committee "Virtual Campus & Technical Chair" Role description:

The iLRN Virtual Campus & Technical Chair/s are responsible for providing the virtual spaces to facilitate the organisation and smooth operation of the technical infrastructure for the online and local portions of the conference. This includes all infrastructure from registration to onboarding to training online volunteers such as session chairs, greeters, virtual social events, and special sessions such as Guided Virtual Adventures - as well as ensuring the setup, resources and support needed for successful online presentations and online attendee participation & feedback channels.

Technical Chairs at the Local level (location of current conference) are responsible for organizing infrastructure and organization of presentations, streaming, the technical setup for live and/or

asynchronous updates to virtual audiences and organizing / coordinating the technical support during the conference.

The iLRN Virtual Campus & Technical Chairs have the following responsibilities:

- Make arrangements for the provision of virtual space for the organisation of online presentations and sessions during the conference (Cvent Event Platform, iLRN Virtual Campus or alternatives, Discord, YouTube etc.) and other logistics.
- The provision of tools/platform to support the submission of contributions and the review process (EasyChair, ConfTool, other)
- The provision and management of a communications platform for the organising committee for the conference planning (iLRN Virtual Campus, e-mail accounts for the organising committee, Discord channels, other)
- The provision and management of a communication platform with the conference wider audience/participants (website, social media, WhatsApp)
- Create instructions for conference attendees to download, install and setup the conference communication platforms (iLRN Virtual Campus, Discord, other)
- Develop and coordinate technical support and Help Desk capacity for volunteers and conference attendees on the Virtual Campus or other online platforms used by the conference
- To identify platforms for online access of the conference program and work with the General Chair and the Program Chairs to create the conference plan on this platform
- Recruit and plan training sessions for volunteers to support activities at the iLRN Virtual Campus or alternatives.
- To organise training for attendees and presenters to present at the iLRN Virtual Campus
- To manage and coordinate virtual campus events.
- To record Virtual Campus events and prepare recordings for iLRN YouTube.

The iLRN Virtual Campus & Technical Chairs are appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced PC.

Publication Chair

Custodian of conference outputs.

The Publication Chairs ensure that all scholarly and practitioner contributions are produced, formatted, checked, and published in line with the standards of iLRN, IEEE, or Springer. They coordinate the production of the program, abstracts, proceedings, and reports—safeguarding both the quality and the visibility of iLRN2026's intellectual contributions.

? Responsibilities at a Glance (Checklist)

- **Program & Proceedings Production**

- Coordinate with Program Chairs and authors to produce:
 - Conference program
 - Abstract book
 - Proceedings (academic + practitioner)
 - Tutorials/colloquia materials (if any)

- **Call for Papers Alignment**

- Ensure CfP and website contain IEEE/Springer formatting requirements (academic stream).
- Ensure CfP and website contain iLRN stylistic standards (practitioner stream).

- **Volunteer Recruitment**

- Recruit and train volunteers for proceedings preparation.
- Ensure at least one volunteer has **LaTeX proficiency**.

- **Camera-Ready Compliance Checks**

- Verify Academic Stream papers comply with IEEE/Springer standards.
- Verify Practitioner Stream papers comply with iLRN standards.
- Communicate corrections or revisions to authors.

- **Final Submission Prerequisites**

- Confirm:
 - Author registration completed (with Registration Chair)
 - Authors presented their work (with Session Chair Director)
 - Copyright forms submitted
 - Checklist responses submitted/initialled

- **Proceedings Submission**

- Provide proof of proceedings to authors (minor lapses corrected).
- Submit final proceedings to IEEE or Springer.
- For practitioner papers: create DOIs.

- **Preface & Metadata**

- Request Preface from General Chairs.
 - Request reviewer list, awardees, sponsors, keynote speakers, etc. from Program Chairs.
 - **Reporting**
 - Provide statistical and qualitative reports (e.g., acceptance rates, reviewer stats).
 - Supply data for listing/ranking/indexing requirements.
-

?? Timeline & Key Milestones

- **12-9 months out:** Coordinate with Program Chairs on CfP formatting requirements.
 - **6 months out:** Recruit volunteers; set up workflows for LaTeX/Word templates.
 - **3 months out:** Prepare draft program/abstracts template; test workflows.
 - **Camera-Ready Deadline:** Begin compliance checks, liaise with authors.
 - **Pre-Conference:** Confirm registration/presentation status, copyright, checklist.
 - **Conference Week:** Coordinate live updates (program corrections, abstracts, addenda).
 - **Post-Conference:** Submit proceedings to IEEE/Springer; finalize DOIs; archive proofs.
 - **Reporting:** Deliver acceptance stats and indexing data to General Chairs.
-

?? Working Toolkit (MVP)

- **Author Guidelines (Academic)** – IEEE/Springer formatting
 - **Author Guidelines (Practitioner)** – iLRN standards
 - **Camera-Ready Checklist** (with copyright, registration, compliance)
 - **LaTeX + Word Templates** for proceedings
 - **Volunteer Training Pack** (file prep, LaTeX support, proofing)
 - **Proceedings Submission Workflow** (IEEE/Springer portals)
 - **DOI Assignment Guide** (for practitioner papers)
 - **Reporting Template** (acceptance rates, reviewer data, awards)
-

? Coordination Map

- **General Chairs:** Provide Preface; approve final proceedings.
- **Program Chairs (Academic & iLEAD):** Supply reviewer list, awardees, sponsors, keynote speakers.
- **Registration Chair:** Confirm author registration status.
- **Session Chair Director:** Verify authors presented their work.
- **Volunteers (Publication Team):** Assist with compliance checks, proofing, formatting.
- **IEEE/Springer Contacts:** Liaise on submission process and standards.

? MVP vs. Nice-to-Have

MVP:

- Templates (Academic & Practitioner) in Word + LaTeX
- Camera-Ready Checklist
- Volunteer with LaTeX expertise onboard
- Proofing workflow defined
- Metadata gathered from General & Program Chairs
- Proceedings submitted to publisher

Nice-to-Have:

- Automated compliance checker script (LaTeX/Word)
- Online author FAQ for formatting questions
- Infographic of acceptance rates and global participation
- Archival “Proceedings Showcase” page in Codex
- Training webinar for new Publication Volunteers

? Quick Links (placeholders)

- [Author Guidelines \(Academic\)](#)
- [Author Guidelines \(Practitioner\)](#)
- [Camera-Ready Checklist](#)
- [LaTeX & Word Templates](#)
- [Volunteer Training Materials](#)
- [Proceedings Submission Workflow](#)
- [DOI Assignment Guide](#)
- [Reporting Template](#)

? Notes

- Publication Chairs serve a **2-year term**, with the first year as apprentice.
- The role is both **administrative** (ensuring compliance and workflow) and **scholarly** (guaranteeing iLRN outputs are professionally published and indexed).

- Success = authors feel supported, proceedings meet international standards, and iLRN research is discoverable worldwide.

The iLRN2026 Conference Organizing Committee member Publications Chair role description:

The Publication Chair/s are responsible for the coordination of production of conference content (e.g., papers from special tutorial sessions or colloquia, summaries of conference papers, programs, etc.) and serves as the point of contact for all IEEEExplore or SPRINGER submission-related inquiries before and after the conference.

More specifically the Publication Chairs have the following responsibilities:

- Produce, or coordinate with Program Chairs and publishing authors to produce the program/abstracts, book (if any), and the conference proceedings.
- Work closely with the Program and Practitioner Chairs from the outset to ensure the Call for Papers and website contain the necessary information to make authors aware of the Springer stylistic and formatting requirements.
- Recruit and train volunteers for the preparation of the conference proceedings (ensuring that there is at least one who knows how to work in Latex).
- After the camera ready papers are submitted on the electronic platform, the Publication Chairs
 - check that Academic Stream submitted papers comply with the IEEE or SPRINGER standards and Practitioner Stream papers comply with iLRN standards and communicate with the authors accordingly
 - check with Registration Chair that the papers are registered
 - check with Session Chair Director that authors presented their work
 - check that copyright forms are submitted
 - check that checklist response are submitted and initialled
 - Provide proof of conference proceedings for authors (for minor lapses that may have occurred) prior to submission to the IEEE or SPRINGER
 - In case of a practitioner's papers, also create the DOI.
 - Ask General Chairs for the Preface; Ask Program Chairs for the list of reviewers (program committee), awards, sponsors, Keynote speakers and others information to proceedings;
- Provide statistical and qualitative reporting to the General Chairs, particularly in association with listing/ranking/indexing requirements.

The Publication Chairs are appointed to serve for a 2-year term. The first year in an apprentice role to a more experienced PC.

Admin & Operations Chair

Backbone of conference organization.

The Administration & Operations Chair (AOC) manages the administrative, coordination, and logistical services of iLRN2026. This role ensures the Organizing Committee functions effectively, records are maintained, and services are delivered smoothly for both the team and participants.

? Responsibilities at a Glance (Checklist)

- **Meetings & Governance**

- Organize and call Organizing Committee meetings.
- Distribute agendas and facilitate orderly, efficient meetings.
- Ensure meetings align with iLRN's constitution and procedures.

- **Coordination & Communication**

- Keep all teams informed of conference organization activities.
- Act as primary contact for committee and participant inquiries (email, Virtual Campus, Discord).
- Ensure responses meet service delivery expectations.

- **Documentation & Systems**

- Maintain Google Drive documents, conference website, and Discord channels.
- Update templates, forms, contracts (e.g., keynote agreements), and event management tools.
- Provide information on conference facilities to collaborators for bookings.

- **Advisory & Estimates**

- Participate in committee meetings to advise on facilities and services.
- Provide cost estimates for approval by the iLRN Executive Board.

- **Resource & Supply Management**

- Act as resource person to participants and volunteers during the conference.
- Resolve issues with facilities or equipment quickly.
- Maintain/purchase supplies (software, hardware, resources).
- Liaise with Treasurer for purchases, payments to keynote speakers, and expense records.

- **Registration Oversight**

- Oversee the registration system with the Registration Chair.
- Ensure attendee information and payment interfaces are complete and usable.

- **Volunteer Coordination**

- Recruit and manage volunteers to support conference operations.

- **Ceremonies & Communications**
 - Contribute to Opening and Closing Ceremonies.
 - May produce a **conference newsletter** at AOC's prerogative.
 - **Site & Local Coordination**
 - Conduct site visits or virtual meetings with Local Chairs.
 - Approve and finalize local arrangements.
-

?? Timeline & Key Milestones

- **12-9 months out:** Establish admin systems; confirm templates; begin meeting cycle.
 - **9-6 months out:** Ensure registration system is functional; draft early budgets/cost estimates.
 - **6-3 months out:** Confirm local arrangements (site visit or virtual); maintain newsletter if issued.
 - **3-1 months out:** Coordinate volunteer recruitment; finalize supply purchases; check service readiness.
 - **Conference Week:** Act as contact point for committee and participants; ensure smooth operations.
 - **Post-Conference:** Archive records; prepare report on admin/logistics; debrief with Organizing Committee.
-

?? Working Toolkit (MVP)

- **Meeting Agenda Template**
 - **Committee Contact Directory**
 - **Keynote Speaker Contract Template**
 - **Volunteer Roster Template**
 - **Registration System Workflow** (with Registration Chair)
 - **Expense Tracking Sheet** (with Treasurer)
 - **Conference Newsletter Template**
-

? Coordination Map

- **General Chairs:** Align on major decisions; provide direction.
- **Registration Chair:** Coordinate registration and payment system oversight.
- **Treasurer:** Manage purchases, expense tracking, keynote payments.
- **Local Chairs:** Approve local arrangements; resolve site/facilities issues.
- **Volunteer Coordinator/Team:** Recruit, brief, and deploy volunteers.

- **Exec Board:** Approve cost estimates and major facilities/services.
-

? MVP vs. Nice-to-Have

MVP:

- Regularly scheduled committee meetings + agendas
- Up-to-date Google Drive, website, Discord channels
- Registration system oversight with complete attendee/payment data
- Volunteer roster in place
- Templates for contracts/forms maintained
- Local arrangements approved (site/virtual)

Nice-to-Have:

- Conference newsletter for Organizing Committee + participants
 - Automated reminders for committee tasks
 - Volunteer recognition and spotlight features
 - Post-conference report formatted for Codex archive
-

? Quick Links (placeholders)

- [Meeting Agenda Template](#)
 - [Committee Contact Directory](#)
 - [Volunteer Roster](#)
 - [Registration System Workflow](#)
 - [Keynote Speaker Contract Template](#)
 - [Expense Tracking Sheet](#)
-

? Notes

- The Administration & Operations Chair is appointed for a **2-year term**, serving first as apprentice to a more experienced AOC.
- This role is the **nerve center** of conference operations—ensuring meetings, systems, volunteers, and records all flow smoothly.

- Success = an Organizing Committee that runs efficiently, participants whose inquiries are answered promptly, and a conference that feels professionally managed.

iLRN2026 Organizing Committee Handbook

Role Description:

Administration & Operations Chair/s, organise and facilitate administrative details, coordination and logistical services associated with the iLRN conference organisation. This role is typically associated with iLRN members concerned with the central administration of the iLRN organization, itself.

More specifically the Administration & Operations Chair have the following responsibilities:

- Organises and calls meetings with the conference organisation committee members, distributes the agenda and facilitates the iLRN organising committee meetings.
- Makes sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.
- Keeps people/teams informed about the conference organisation activities.
- Maintains the Conference Services Google Drive documents, web site, discord.
- Is the primary contact to answer organising committee and participants requests via email, walk-in requests in the iLRN Virtual Campus and is responsible to ensure that requests are responded to in accordance with the service delivery levels.
- Maintains and updates templates, forms, contracts (for keynote speakers) and templates used in event management functions.
- Participates at meetings with the conference organising committee to discuss requirements, provides advice, and recommends facilities and services appropriate to address the conference needs. Determines and provides cost estimates for approval by the iLRN Exec Board of Directors.
- Provides information on conference facilities to outside collaborators in effort to secure bookings.
- Acts as a resource person to conference participants and volunteers during the conduct of conferences and special events. Responds to requests for changes in services, and arranges for immediate resolution of equipment and facility related problems.
- Maintains and purchases supplies required for the conference (software, hardware, resources) and liaises with the Treasurer for required purchases and keeps receipts of expenses and maintains records.
- Liaises with the Treasurer to make payments to keynote speakers.
- Responsible for oversight of the Registration System by collaborating with the Registration Chair and the relevant organizing committee members to ensure complete & usable

information interface for registration and payment for all conference attendees

- It is the prerogative of the iLRN Administration & Operations Chair to have a conference newsletter.
- Recruit and coordinate volunteer activities
- Contribute to the presentation of the opening and closing ceremonies of the conference.

The iLRN Administration & Operations Chair is appointed to serve for a 2-year term. The first year in an apprentice role to a more experienced AOC.

- Make a site visit to the conference site/or conduct virtual meetings with the local team and approve and finalize local arrangements.

Registration Chair

The Registration Chair/s are responsible for ensuring that all authors of the accepted proposals are registered and have paid their conference registration fee. Communicate with conference attendees about registration.

More specifically the Registration Chair have the following responsibilities:

- Collaborates with the Administration and Operations Chair and organizing committee members on set-up and smooth operations of the Conference Registration and Payment System.
- Communicate with conference attendees about registration.
- Ensuring that all authors of the accepted contributions/proposals are registered and have paid their conference registration fee and work closely with the Program Chairs and Publications Team to communicate with authors regarding registration status.
- Prepare and provide certifications of participation (please move to list under the Local Chair for onsite (were they present at all?) and connect the paid online registrations (did they login during the conference?) to CVENT admin [Michael Hamaoka](#).
- Prepare and provide invoices and/or receipt of payment to participants.
- Communicate with the Program Chairs to ensure that all scheduled sessions have paid presenters.
- Works with and informs the Publication Chairs to figure out which accepted contributions/proposals are not registered (those are not included in the conference proceedings).
- Deal with refunds and cancellations.
- Prepares a succinct conference registration report of numbers of attendees with relevant demographics, issues that guests encountered through the registration process, problems addressed, and makes recommendations for future years.
- Receives requests for VISA invitation letters and notifies the Local Chair who issues the letter.

The Registration Chair is appointed is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced RC.

Community UX Engagement Chair

The Community UX Engagement Chair/s main role is to oversee development of a meaningful community experience for all conference attendees by creating and coordinating online and face-to-face opportunities for human connection, inspiration, and participation leading up to and throughout the event. The Community UX Engagement Chair finds and suggests ways to introduce new members to the community, improvements to the participant experience leading up to and throughout the conference in myriad ways. Those in this role are both reactive and proactive: always on the lookout for conflicts reported by would-be or current participants and innovating ways to improve relationships within the iLRN community in various ways. This role also is key for publicity and marketing. Community UX Engagement Chairs are responsible for leading in developing connective & active engagement opportunities through media releases, communicating key human-centered messages about the conference prior and during the conference. Hence, this role requires continuous communication with the General Chair, Program Chairs, Local Chair, Administration & Operations Chair is necessary.

More specifically the Community Engagement Chair/s have the following responsibilities:

- The Community UX Engagement chairs are responsible for communicating with the rest of the conference committee on a regular basis to obtain relevant and timely information to disseminate.
- Develop a communication policy for sending announcements and reminders and create momentum.
- Recruit a team of volunteers and train them to disseminate information about events happening during the conference in social media and generate traffic.
- Communicate with the International Chair the information to be disseminated to International co-Chairs and work with the International Chair to track and report on their progress.
- Plan and prepare welcome / conference overview sessions for attendees online and on location with Virtual Campus & Online Chair and Local Chairs, respectively.
- Plans conference meet and greets, icebreaker sessions, “Birds of a Feather” and unconference sessions as well as other positive techniques for increasing attendee sharing and connections.
- Creates conference attendee experience storyboards for each identified target audience type (e.g. students, presenters, featured speakers, researchers, practitioners, etc) and amplifies emotional and cognitive connections along the “supply chain” to improve and enhance each audience type experience.

The Community UX Engagement Chair/s is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced PC.

GVA Chair

The Guided & Virtual Adventure Chair/s are responsible for organising Guided Virtual Adventures which are small-group guided tours to various social and collaborative VR/AR/MR (XR) or other immersive environments and platforms. Responsibilities include:

- Disseminate calls for potential virtual adventure guides and contributors.
- Research for potential virtual adventure guides and contributors.
- Invite potential virtual adventure guides and contributors.
- Co-ordinate activities with the iLRN Virtual Campus and Technical Chair to facilitate the organisation of and advertising of the Guided and Virtual Adventure Tours.
- Recruit volunteers to support the Guided and Virtual Adventure Tours.
- Coordinate publicity and dissemination of information about the Guided Virtual Adventures to conference attendees.
- Coordinate taking screenshots and videos of Guided Virtual Adventures for marketing and assessment purposes.
- Contribute to the presentation of the opening and closing ceremonies of the conference.

The Guided & Virtual Adventures Chair is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced PC.

Videos, Posters, & Exhibitions Chair

The Videos, Posters, & Exhibitions Chair/s are responsible for supporting contributors to prepare video presentations to appear in the conference program, posters to be presented in the iLRN Virtual Campus and/or the physical venue. Responsibilities include:

- Preparation of instructions for contributors to appear at the conference web site.
- Creation of templates to be downloadable via the conference website.
- Collect submitted videos & posters.
- Check video and poster quality and fulfilling of guidelines, and communicate with the authors accordingly.
- Upload videos to the conference program.
- Upload posters to the iLRN Virtual Campus.
- Liaise with the Local chairs to provide the environment/boards for the preview of Posters and for the Exhibition of demos and products at the physical venue.
- Propose and facilitate a review process for best videos and posters.

The Videos, Posters, & Exhibitions Chair/s is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced chair.

Opportunity & Inclusion Chair

The Opportunity & Inclusion Chair role is to advocate for diverse dissemination of the CFP and provide input with focus on diversity and inclusion at the conference, from access to people with disabilities, ethnic, gender, racial representation and other perspectives of inclusion at the conference. Opportunity and Inclusion Chairs support the growth of the Program Committee by encouraging diversity and inclusion.

Once papers and proposals are submitted Opportunity & Inclusion Chairs:

a) Take the list of accepted papers and proposals (to be provided by our Program Chairs) and line them up, surveying the landscape to assess breadth, scope, and diversity across the developing program. Please note the balance of stakeholders and note how it's perceived as a whole, in terms of diversity.

- Do we have good representation from our various communities?
- Are there important audiences missing from the developing schedule?
- Do you see opportunities for iLRN to include other members in the Immersive Learning community for this conference?
- Do you see any Invited Panels that lack diverse representation?

Then they

b) create a document representing this and let the General Chairs and the Program Chairs on both the Academic stream and the Practitioner stream know your assessment.

Accompanying this assessment, they include ideas for nominations of who in our community we might reach out to and invite to present in our program.

This informs us at this critical juncture - when the initial paper & proposal deadline has passed but BEFORE registration opens, of how we should actively reach out to members across our community and invite them to present and play a role in our program, putting together invited panels, workshops, special sessions, etc. and ensuring a diverse and inclusive conference program for our widely diverse audience.

The Opportunity & Inclusion Chair/s is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced PC.

Virtual Social Activities Chair

The Virtual Social Activities Chair is responsible for organising and facilitating the Virtual Social Activities using the iLRN Virtual Campus or similar VR platforms. Responsibilities include: decide on a theme; assemble teams; set up the space in the virtual campus; recruit and train volunteers; run the social event.

The Virtual Social Activities Chair is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced PC.

Game Jam Chair, iLRNFuser Director

The Game Jam Chair, iLRNFuser Director/s are responsible for organising, advertising and facilitating online Game Jam series to be part of the iLRN conference. The series provides opportunities for student teams to engage in a hackathon-style game-development marathons.

More specifically the Game Jam Chairs , iLRNFuser Director have the following responsibilities:

- Creating the Call for Participating Student Teams, setting the criteria
- Disseminating the Call for GameJam, communicating with inquiring universities.
- Developing sponsorship opportunities with the Sponsor Chair/s for the GameJam
- Setting up the technical and communications infrastructure for smooth, engaging conduct of the GameJam
- Arranging for Awards criteria and voting process
- Coordinating with Awards Chair on winning participant names and relevant contact and awardee information.

The Game Jam Chair/s, iLRNFuser Director is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced chair.

Session Chair

The Session Chair Director/s are responsible for organising, appointing, preparing, and facilitating session chairs for all online and in-person conference sessions (apart from invited panels, keynote speaker and featured speaker sessions). Session Chair Directors nominate Session Chairs for particular program sessions from the iLRN Board, iLRN Initiative Leadership, qualified volunteers, and the Organizing Committee, itself to find someone well-suited to read the papers and review materials associated with a given session and host / referee the session.

More specifically the Session Chair Directors have the following responsibilities:

- Gathering a fresh pool of qualified candidates for Session Chairs in both the online and in-person conference formats.
- Preparing Session Chair instructions and supporting materials germane to the conference settings and formats.
- Coordinating Session announcements to be read by all Session Chairs prior to and then following presentations.
- Setting up a stand-by system for emergency Session Chairs should the appointed chair not be available.
- Collecting records of presenter attendance & performance from Session Chairs and sending completed reports to share with Publication Chairs.
- Collecting feedback and leading in the analysis of Session Chair suggestions and performance review.

The Session Chair Director is appointed to serve a 2-year term. The first year in an apprentice role to a more experienced chair.

Awards Chair

The Awards Chair/s are responsible to coordinate activities and facilitate the review process for presenting awards for excellence to submitted proposals (papers and non-traditional presentations) at the conference, for the recognition of reviewers and conference members for their contribution at the conference. Awards Chairs lead in developing and coordinating the annual Awards Dinner, ceremony, and celebration.

More specifically the Awards Chairs have the following responsibilities:

- Communicate with the Conference Chairs (General Chair, Program Chairs; Doctoral Colloquium Chairs; Guided and Virtual Adventures Chairs; Immersive Learning Project Showcases & Competition Chair; Videos, Posters, & Exhibitions Chair; Game Jam Chairs, iLRNFuser Director; Administration & Operations Chair, Evaluation Chair) to develop an objective, transparent and fair review process for the submitted submissions/proposals/presentations in all the categories to identify best awards for each category and contributors in the organisation of the conference (e.g. reviewers, organisers, volunteers).
- Draft categories with criteria for Awards for the iLRN conference website and communicate to Conference General Chair, Program Chairs, Web Developer, and Administrations and Operations Chair.
- Collect nominations for best contributions and reviewers from:
 - Program Chairs;
 - Doctoral Colloquium Chairs;
 - Guided and Virtual Adventures Chairs
 - Immersive Learning Project Showcases & Competition Chair
 - Videos, Posters, & Exhibitions Chair
 - Game Jam Chairs, iLRNFuser Director
 - Evaluation Chair
 - Administration & Operations Chair
- Recruit independent reviewers in each of the above categories and collect votes for awards in each category.
- Create awards certificate template.
- Provide list of runner ups and awardees with affiliations and names of papers to EmCee of the Awards Dinners online and face-to-face venues.
- Create and disseminate award certificates to award winners (digital copy immediate, follow up with mailed copies suitable for framing). <https://certifier.io/> platform for digital badges and certificates.
- Provide information for the web site about the excellence awards, the review process, and the independent reviewers.
- Contribute to the presentation of the opening (inform attendees of the review process and encourage participation to the process wherever it applies) and closing ceremonies of the

conference (presenting the awards).

The Awards Chair is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced chair.

Evaluation Chair

Evaluation Chairs advocate a mechanism for collecting conference feedback (responses that are valuable, honest and insightful) to involve invitees and to evaluate objectively the success of the conference.

More specifically the Evaluation Chairs have the following responsibilities:

- Design and facilitate a mechanism to collect conference prior the conference to build excitement and involve invitees.
- Design and facilitate a mechanism (identify tools to be used to collect conference feedback during the conference e.g. share thoughts, questions and images) to:
 - understand the experience of your attendees on a deeper level;
 - empower attendees to vote for best presentations/showcases/posters/events and communicate results to the awards chair.
- Design a post-conference feedback strategy to understand the success of the conference.
- Collaborate with external entities on conference evaluation as agreed by the General Chair and iLRN Board of Directors.
- Analyse and present post-conference feedback to the iLRN Board of Directors and suggest actionable insights for next year's conference plans.
- Contribute to the opening ceremony of the conference about the evaluation process to actively engage the attendees; report on actions taken to address previous year's evaluation results.
- Contribute to closing ceremony reporting results collected during the conference and build expectation for the post-ceremony survey.
- Create a positive event feedback infographic for social proof.
- Develop a model of incentivising attendees for active participation.

The Evaluation Chair is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced chair.

Finance Chair/Treasurer

The Finance Chair/Treasurer takes charge of creating a conference bank account, arranging conference insurance and deposits, creating a [conference budget](#), managing expenses and creating financial reports.

Director of Sponsorship

The Director of Sponsorships and Partnerships role involves responsibility for developing and maintaining sponsorship programme in order to meet or exceed the overall conference objectives. Responsibilities include research for potential sponsors; make contact with decision makers; negotiate for the long-term; create conference sponsorship package valuation; perfect the conference sponsorship strategy.

- Share sponsor graphics and text with social media and virtual campus teams
- Ensure website as update details on sponsors

The Director of Sponsorships and Partnerships is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced chair.

International Chair

The Chair's responsibility is to provide content to the International co-Chairs for dissemination and to maintain track of the process. After the CfP is distributed and deadlines are past, people in this role are responsible for publicising the conference to attract attendees.

More specifically the International Chair has the following responsibilities:

- Design, format, disseminate and market the CFP in mailing lists via email and social media (e.g. Twitter, FaceBook, Instagram, etc.) before and during the conference.
- Update and extend the mailing list for the dissemination of information for the conference.
- Update and extend the contact list of International co-Chairs for the dissemination of information for the conference.
- Communicate with the International co-Chairs on a regular basis to send announcements and reminders and create momentum.
- Communicate with the International Chairs the information to be disseminated via their channels and track and report on their progress. Plan and prepare welcome / conference overview sessions for attendees online and on location with Virtual Campus & Online Chair and Local Chairs, respectively.

The International Chair is appointed for serving for a 2-year term. The first year in an apprentice role to a more experienced chair.

Social Media Chair

From the official iLRN2026 Organizing Committee Handbook:

- Leads the iLRN2026 Strategic Comms team
- Steward the creation of social media/ digital content strategy
 - Working closely with the Local Hosts to showcase local culture & content
 - Working closely with the virtual campus team to showcase the global culture & content
 - Works with the Awards Chair to build a solid engaging and persistently visible Awards stream of content.
 - Calendar to track posts
- Design, format, disseminate and market conference as whole - link to iLRN ongoing webinars and external happenings
 - Social media channels
 - Track promotion ([social media calendar spreadsheet](#))
 - Speaker promotion
 - Nominee promotion
 - Create template documents for conference - slidedecks, speaker cards, social media graphics (canva iLRN account)
- Instagram @immersivelrn
 - Genevieve@immersivelrn.org
 - Saturn2021 (check pw is current)
- LinkedIn managed page.
 - From ilrn page
 - Dashboard
 - Share page
 - Invite Connections
 - Type name and select
 - To add someone
- Facebook

Volunteer Chair

The iLRN Conference depends on the contributions of various volunteers. Some are students, others are professionals lending their expertise and skill to the success of the events.

iLRN Volunteer Coordinator: Charlene Hardin, independent UX design specialist