

FAQs for Hosting the HCIPAI Symposium

1. What is HCIPAI Symposium, and how is it different from the India HCI Conference?

- **HCIPAI Symposium:**
 - A two-day event focused on student engagement, industry collaboration, and networking.
 - Organised annually under the aegis of HCIPAI.
 - Emphasises providing a platform for students to showcase their work and fostering collaboration between academia, industry, and students.
 - Usually held in March.
 - **India HCI Conference:**
 - The flagship academic conference of HCIPAI.
 - Focuses on research papers, academic contributions, and scholarly work in HCI.
 - Different host institution and timeline from the Symposium.
 - Both events are organised by HCIPAI but serve different purposes and audiences.
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2. Who is eligible to host the HCIPAI Symposium?

- The host institution must be an institutional member of HCIPAI. Alternatively, the symposium chairs (General Chair, Program Chair, etc.) must be individual members of HCIPAI, either as annual or life members.
 - Institutional support is mandatory for hosting; individual applications will not be considered.
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3. What is the timeline for hosting the HCIPAI Symposium?

There is a rolling call for hosting the HCIPAI Symposium with the following key deadlines:

1. **Proposal Submission:**
 - Deadline: August 31st.
 - Submit a detailed proposal as per the provided template.
2. **Selection Process:**
 - Mid-September: Presentations by shortlisted hosts to the Symposium Committee.
 - September 30th: Finalisation and announcement of the symposium host.
3. **Launch Requirements:**
 - By October 31st:
 - Symposium website must be live.
 - Social media presence established.
 - Registration portal operational.
4. **Official Announcement:**

- The new HCIPAI Symposium host is formally welcomed during the India HCI Conference.
 - All online platforms (website, social media, registration) must be functional before this announcement.
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4. What is the ideal duration for the symposium?

- The symposium must be a two-day event to allow for a balanced schedule of keynotes, workshops, student showcases, and networking opportunities.
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5. When should the symposium be scheduled?

- Ideally, the symposium should be held in March. However, flexibility is allowed based on the host institution's availability and approval from the HCIPAI Steering Committee.
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6. Can the symposium be held on weekdays or weekends?

- Yes, the symposium can be scheduled on either weekdays or weekends, depending on the target audience and logistical considerations.
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7. What should be the primary focus of the symposium?

- The symposium should emphasise the following:
 1. **Student Engagement:** Provide a platform for students to showcase their work and connect with professionals.
 2. **Collaboration:** Foster collaboration between industry, academia, and students.
 3. **Innovation:** Inspire participants to explore innovative solutions in human-centred design and HCI.
 4. **Inclusivity:** Ensure the event is accessible and inclusive for all participants.
 5. **Industry Focus:** Engage industry professionals through case studies, panels, and networking opportunities.
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8. What themes can be proposed for the symposium?

- The host must suggest a theme while submitting the proposal to host the symposium. Themes should align with the broader goals of India HCI, such as:
 - "HCI for Social Good"
 - "Transforming Touchpoints for HCI"

9. What kind of infrastructure is required to host the symposium?

- The host institution should have the following facilities:
 - Lecture theatres for parallel tracks.
 - Conference and seminar rooms for workshops and meetings.
 - An auditorium for keynotes and plenary sessions.
 - Dining spaces and Wi-Fi connectivity.
 - Accommodation for speakers, HCIPAI directors, and student volunteers (including non-host student volunteers).

10. What activities should be included in the symposium?

- The symposium should feature:
 - Keynotes by renowned experts in HCI.
 - Workshops to teach practical skills and explore emerging topics.
 - Student project showcases like "Ignite & Interact".
 - Panel discussions with experts from academia, industry, and government.
 - Networking opportunities for participants.

11. What are the requirements for the inauguration session?

- During the inauguration, HCIPAI will need a 60-minute slot to talk about HCIPAI, its membership benefits, and institutional members.

12. What should be included in the closing session?

- The closing session must include a slot for the India HCI Conference host to extend an invitation for the upcoming conference.

13. Is registration mandatory for all participants?

- Yes, registration is mandatory for **all participants**, including:
 - HCIPAI directors.
 - Symposium chairs.
 - Students.
 - Industry participants.
 - Registration ensures proper planning, logistics, and access to all symposium activities.
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14. What are the registration fee options and discounts?

- The host institution must set up a registration fee structure with the approval of the HCIPAI Symposium Committee.
 - **Discount Options:**
 - **Early Bird Discounts:** Offer reduced fees for participants who register before a specified deadline.
 - **Group Discounts:** Provide discounts for:
 - Groups of 5 or more students from the same institution.
 - Groups of 5 or more industry professionals from the same organization.
 - The registration portal will be set up with HCIPAI's assistance, and all collected fees will be transferred to the host institution.
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15. Can the host seek external sponsorship?

- Yes, the host can approach external or industry sponsors to partially or fully sponsor the event. This can help reduce costs and enhance the symposium's offerings.
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16. How can the symposium leverage social media?

- The host can use HCIPAI Symposium's official social media accounts on LinkedIn, Facebook, Instagram, and Twitter (X) to promote the event.
 - Regular updates, speaker announcements, and live event coverage should be shared to engage participants.
 - Hosts are encouraged to create posts, images, and videos to maintain pre-event, live-event, and post-event engagement.
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17. What kind of support can the host expect from HCIPAI?

- HCIPAI provides:
 - Guidance on forming the organising committee and selecting themes.
 - Promotion of the symposium through HCIPAI's network and platforms.
 - Assistance in setting up the registration portal.
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18. What are the feedback requirements?

- A feedback form must be circulated to all attendees at the end of the symposium. This feedback will help improve future events and provide valuable insights to HCIPAI.
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19. What logistical arrangements are required for speakers and attendees?

- The host must provide accommodation for:
 - Invited speakers.
 - HCIPAI directors.
 - Student volunteers, including non-host student volunteers.
 - Transportation arrangements should also be made for invited speakers and attendees travelling from other cities.
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20. How can the symposium ensure inclusivity?

- The event should be designed to accommodate diverse participants, including those with disabilities. This includes accessible venues, materials, and virtual participation options.
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21. What are the visual identity and branding requirements for the symposium?

- **Host Institution Branding:**
 - Hosts are free to use their own institutional branding and visual identity, including colour schemes, typography, and design elements.
 - **HCIPAI Logo Requirements:**
 - The HCIPAI logo must be included in **all** materials, such as:
 - Website, social media posts, promotional materials, banners, certificates, and event badges.
 - The logo must be clearly visible, appropriately sized, and unaltered.
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22. What are the key success metrics for the HCIPAI Symposium?

A. Registration Metrics

- Minimum target of 100 participants
- Balanced representation:
 - 50% students
 - 30% industry professionals
 - 20% academia
- Early bird registration conversion rate
- Group registration numbers

B. Industry Participation

- Number of industry speakers/presenters
- Number of industry-led workshops
- Industry sponsorships secured
- Industry-academia collaborations initiated

- Number of industry case studies presented

C. Student Engagement

- Number of student project showcases
- Student volunteer participation
- Student presentation sessions
- Student-industry networking outcomes

D. Social Media Engagement

- Platform-specific metrics:
 - LinkedIn: Post impressions, profile visits, connection requests
 - Twitter: Retweets, mentions, hashtag usage
 - Instagram: Story views, post engagement, reach
 - Facebook: Event page interactions, post reach
- Overall social media reach and engagement rates
- Live event social media participation

E. Feedback Metrics

- Overall participant satisfaction score
 - Speaker satisfaction ratings
 - Workshop effectiveness ratings
 - Likelihood to attend future events
 - Net Promoter Score (NPS)
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23. What are the expected takeaways and documentation requirements?

A. Documentation Types

- 1. White Paper**
 - Comprehensive overview of the symposium
 - Key themes and discussions
 - Industry trends identified
 - Future directions in HCI
 - Recommendations for the field
- 2. Blog Posts**
 - Session summaries
 - Speaker interviews
 - Student success stories
 - Industry perspectives
 - Event highlights
- 3. Technical Reports**
 - Workshop outcomes
 - Project showcase highlights
 - Research directions identified

- Collaboration opportunities

B. Content Requirements

- Executive summary
- Participant demographics
- Session highlights
- Key learnings
- Industry insights
- Student achievements
- Future recommendations

C. Distribution Channels

- HCIPAI website
- Host institution's platform
- Social media channels
- Professional networks
- Industry partners
- Academic institutions

D. Timeline

- Initial summary: Within 1 week post-event
- Detailed white paper: Within 1 month
- Blog posts: Weekly series post-event
- Technical documentation: Within 2 months

E. Usage Guidelines

- Content can be used for:
 - Future event planning
 - Marketing materials
 - Academic references
 - Industry reports
 - Grant proposals
 - Impact assessment