

EdTech Society Handbook

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Version History

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Document Approvals

Version	Approved By	Date
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Edtech Society Handbook: User Guide

This handbook serves as your comprehensive resource for understanding the operational framework, governance structure, and procedural guidelines of the EdTech Society. Whether you're a new member, long-standing contributor, or organizational leader, this guide will help you navigate our organization structure, policies, and standard operating procedures (SOPs) effectively.

How to Use This Handbook

Quick Reference Guide

- Table of Contents: Begin with the detailed table of contents to quickly locate specific information.
- Digital Version: The searchable digital version allows for keyword searches across the entire document.

Practical Application

- When faced with a procedural question or decision-making scenario: Identify the relevant operational area (governance, finance, projects, membership, etc.).
- Refer to the corresponding section in the handbook Review both the formal policy and the implementation guidance If questions remain, consult the designated point of contact listed in that section.

Keeping the Handbook Current

- This handbook is a living document that evolves with our organization. Please note: A version number and last-updated date appear on each page.
- Significant updates are communicated through organizational announcements Members are encouraged to submit feedback and suggestions for improvement to info@etsociety.org

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Introduction

The EdTech Society is a non-profit organization dedicated to advancing the field of educational technology across India and internationally. **This handbook serves as a comprehensive guide to the society's operations, procedures, and governance structure.** All members and stakeholders should refer to this document for standardized practices and protocols.

Office Location: C/O. Convener, IDP in Educational Technology, First Floor, Old CESE Building, IIT Bombay, Mumbai – 400076, India

Website: <https://etsociety.org/>

Email: info@etsociety.org

Financial Year: April 1st to March 31st of the subsequent year.

Section I – Organisational Structure

Managing Committee

The Managing Committee serves as the primary governing body of the EdTech Society and includes:

- President
- Vice-President
- Past President
- Secretary
- Treasurer
- Executive Members (minimum 8, maximum 20 total committee members)
- Executive Director

Terms of Office

- Standard Committee Term: 4 years
- President and Past-President Term: 3 years
- Terms follow the calendar year (January 1st to December 31st)

Membership

Membership Categories

1. Founding Members
 - Instrumental in the creation and operation of the Society
 - Members of the initial Executive Committee are Permanent Founding Members
2. General Members
 - Individuals who support the Society's objectives
 - Professional Members Annual fee: Rs. 1,000 + Tax
 - Student Members Annual fee: Rs. 600 + Tax
 - Institutional Members:
3. Types of Members
 - Student member
 - Non-voting member
 - Voting member
 - Executive committee member
 - Honorary member

Eligibility for Membership

- Individuals who are using educational technology in teaching, learning and research.
- Institutional Members - organizations dedicated to improving education through technology. This includes: Schools (K-12 and higher education), Universities and colleges, Centers, Educational non-profit organizations, Education-focused government agencies, For-profit companies developing or providing educational technology solutions

Membership Application Process

1. Submit an online membership application through the EdTech Society website.
2. Pay annual membership fee (determined by Executive Committee)

Membership Period and Voting Rights

- Membership runs on a calendar basis (January 1st to December 31st)
- Non-voting members for three consecutive years may become Voting Members
- Voting Members can vote for Managing Committee representatives
- Membership is non-transferable and non-assignable

Honorary Membership

An Honorary EC member may be appointed by the President with a three-fourths majority vote by the EC. Requirements include:

- Long-term commitment (10+ years continuous membership)
- Outstanding contributions to society activities
- Significant contributions to educational technology
- Appointment is for life (advisory role without voting rights)

Suspension and Termination

- Members may resign by notifying the President
- Non-payment of dues for three months results in automatic resignation
- No refund of dues upon resignation or expulsion
- Managing Committee may suspend/expel members for cause after:
 - Written notice stating reasons
 - Opportunity for the member to be heard within three months
 - Majority vote of the EC

Governance

Managing Committee Powers and Responsibilities

- General supervision of Society affairs
- Implementation of aims and objectives
- Direction, control, and management of Society operations
- Framing rules for efficient working of the Society
- Authority to purchase assets and raise funds
- Establish branches/sister concerns of the Society
- Collection and management of funds
- Appointment of honorary workers

Officer Roles and Responsibilities

President

- Providing strategic direction to increase the visibility of activities led by the EdTech Society.
- Preside over committee meetings and ceremonial functions
- Set, change, or extend meeting dates
- Act as Liaison Officer with government, NGOs, and private societies
- Make emergency decisions in the Society's interest
- Sanction bills, vouchers, and financial documents
- Exercise drawing and disbursing powers
- Oversee financial matters and asset management
- Receive financial and non-financial assistance from various entities

Vice-President

- Perform duties of the President when the President is unable to act

Executive Director

- Establishing and maintaining the reputation of EdTech Society among leaders in Academia, Industry, and Government.
- Conceptualizing initiatives to recruit, nurture, and retain new members.
- Execute decisions taken by the Society
- Manage administration and correspondence
- Manage and control staff, including disciplinary actions
- Prepare an annual report for the April 27 annual day event.

Secretary

- Convene meetings of the Managing Committee and General Body
- Prepare and maintain registers and meeting minutes
- Oversee collection of dues and financial transactions
- Handle legal proceedings involving the Society

Treasurer

- Manage Society assets and funds
- Maintain accounts and vouchers
- Make disbursements as directed by Governing Body
- Hold cash balance (not exceeding Rs. 10000/- unless otherwise determined)
- Deposit excess cash in designated bank accounts
- Present financial statements to Managing Committee monthly
- Prepare Annual Budget

Election Procedures

1. The governing body appoints an election officer from among life members
2. The Vice-President is elected from and by EC members for a three-year term
3. The Vice-President automatically becomes President after completing their term
4. The President automatically becomes Past President after their presidential term
5. Vacancies filled during the next annual EC Member election

Meetings

General Body Meetings

- Held at least twice annually (within two months after financial year closing) - April 27 Annual Day and during T4E conference
- Reviews Society working and matters brought by Managing Committee
- Appoints auditors and discusses annual action plan

Notice and Quorum Requirements

- Regular meetings: 15 days' notice
- Special meetings: 7 days' notice
- Notices sent by email and the WhatsApp Group
- Quorum: 2/3 of total members
- Postponed meetings may reconvene after two hours with no quorum requirement

Special General Body Meetings

- Called by President upon written requisition by 50% of members
- Must be convened within two months of requisition
- Requisition must state meeting objectives and proposed resolutions
- Only business specified in the notice may be discussed

Managing Committee Meetings

- Held monthly on first Tuesday of every month from 6 pm to 7 pm online
- Special meeting held at least twice yearly - during the T4E meeting and second or third week of March (usually on Saturday from 9 am to 4:30 pm)
- Notice requirements:
 - Regular meetings: 7 days' notice
 - Emergency/special meetings: 24 hours' notice
- Quorum: 2/3 of total committee members
- Vacancy filling procedure follows standard election process

Financial Management

Source of Income

- Membership fees
- Member contributions
- Contributions from corporations and individuals
- Donation campaigns
- Workshop and online course fees
- Accounts operated jointly by Treasurer and Secretary

Expenditure Authority

- Treasurer may incur expenditure up to Rs. 20,000/- for non-capital items
- Withdrawals by cheques jointly signed by Treasurer and Secretary
- In absence of President/Treasurer, Managing Committee may nominate alternates

Audit and Accounts

- Accounts audited annually by competent auditor appointed by Executive Committee
- Balance sheet & Income/Expenditure account presented at Annual General Meeting

Committee Structure and Functions

Executive Committee

- Composition: President, Vice-President, Past President, Secretary, Treasurer, Executive Members (minimum 8, maximum 20 total committee members) and Executive Director
- Primary responsibility: Strategic direction and oversight

General Body

- Composition: All Society members
- Rights and duties:
 - Receive notice of meetings
 - Vote in Annual and Special General Meetings (Non-voting members for three consecutive years may become Voting Members)
 - Review Society operations
 - Appoint auditors
 - Discuss annual action plans

Subcommittees

- May be formed by the Governing Body with delegated powers
- Proceedings subject to oversight and modification by Governing Body

Document Maintenance

The Secretary maintains:

- Membership register
- Meeting minutes

The Treasurer maintains:

- Cash Book and ledger
- Stock book
- All receipts and financial records

Amendments and Changes

Rules and Regulations Amendments

1. Managing Committee submits proposed amendments to members in writing.
2. Special General Body meeting called with 15 days' notice.
3. Amendments approved according to Society procedures.

Name and Objectives Changes

1. Resolution passed by 2/3 majority of Managing Committee.
2. Proposition delivered to every member one week before Executive Committee meeting.
3. Proposition agreed to by 2/3 of voting members present.
4. Changes implemented according to Societies Registration Act procedures.

Section II – Policies

Welcome to the policy section of the EdTech Society Handbook. The policies outlined in this section serve as guidelines for all members, partners, and stakeholders to ensure consistency, transparency, and effectiveness in our initiatives.

The following pages detail our seven core policies that govern the EdTech Society's operations:

- Policy 1: EdTech Society Committee Structure and Functions
- Policy 2: Training and FDP requests from external organizations
- Policy 3: EdTech Society Certified Trainers and SOP for Training
- Policy 4: EdTech Society Institutional Memberships
- Policy 5: EdTech Society Internship
- Policy 6: External Course Offering Policy and Approval Process
- Policy 7: Policy 6: EdTech Society Fellowship Policy

The committees will be responsible for carrying out the strategic goals of the EdTech Society. They will work closely with the Executive Committee to ensure that the organization is meeting its goals. Additionally, they will report back to the Executive Committee on their progress and make recommendations for future action.

The formation of a new committee and its functions will vary depending on the specific needs of the society. A document outlining the need for the new committee will be presented to the EC committee during a monthly meeting. The EC committee will then discuss and vote on whether to proceed with forming the new committee. A majority vote is required for approval.

General Structure of the Committee

1. General Structure of the Committee Each committee will be tasked with a minimum of two goals.
2. One member of the Executive Committee must be part of each committee.
3. The EC member will identify the chair and a minimum of three other members for the committee from the current active membership.
4. The Executive Committee will approve the committee chair and members.
5. The term of the chair and the members will be for two years, with a calendar year running from April to March.
6. Once a year, each committee chair will submit an annual report to the Executive Committee, along with a plan for the following year.

7. Each committee's report will be included in the EdTech Society's annual report, "Looking Back and Looking Forward."
8. The chair will present the highlights of the report on the annual day, April 27th.
9. EdTech Society members can participate in only one committee as a member or chair.
10. Each committee will receive an annual budget to achieve its goals.

Eligibility Criteria for EdTech Society Committee Chair

- A member of the EdTech Society in good standing.
- Holding a leadership position (HOD, Dean, Vice Chancellor, CEO, COO, CFO, Director) in any institution.
- Prior experience in committee leadership roles are recommended
- Prior experience in policy think tanks is also desirable.
- Must be recommended by an executive committee member.

Goals of the Committees

Program committee

1. The program committee is responsible for developing and implementing the EdTech Society's recurring programs, such as Masterclass, Perspectives, InFocus and so on.
2. The committee should create a yearly program calendar and implement.
3. It is responsible for identifying the needs of the organization's target population, developing programs to meet those needs, and monitoring the reach of the programs.

Membership committee

1. Attract new members and retain existing members
2. Improve member satisfaction.
 - The committee should regularly survey members to get feedback on their experience with EdTech Society .
3. Institutional members outreach.
 - The committee should encourage members to participate in the organization's activities, such as volunteering, attending events.

Communication Committee

1. Manage the organization's social media accounts. This includes posting content, responding to comments and questions, and moderating conversations.
2. Track and analyze social media analytics data. This includes tracking the number of followers, engagement rates, and website traffic from social media.
3. Responding to negative feedback and complaints.

Training and Development Committee

1. Develop a policy for Faculty development program conducted by EdTech Society
2. Decide on the financials involved.
3. Design a procedure to permit the usage of EdTech Society logo for the FDPs.

Website Committee

1. Oversee the overall management of the website. This includes ensuring that the website is up-to-date, informative, and user-friendly.
2. Develop and implement the website's content strategy. This includes determining the types of content that will be featured on the website, as well as the tone and style of the content.
3. Gathering and analyzing website analytics data.

The budget per committee for the years 2023-2025 is Rs.10000. This amount may be revised in future depending on funds availability.

Policy 2: Training and FDP requests from external organizations

Policy Statement

EdTech Society recognises the need to train the human resources and enhance their capabilities in order to achieve their individual as well as organizational goals, vision and mission. EdTech Society, therefore ensures to offer relevant, contemporary training programs to all external organizations mentioned in the Scope to meet the current and future needs of the organizations.

Purpose

The purpose of this policy is to ensure that training opportunities are provided in a fair and transparent manner. This policy document aims to establish a framework for providing training and development to external organizations (academia, industry, government and NGOs) by EdTech Society. The policy outlines the scope, types of training offered, eligibility criteria, and the training request process.

Scope

This policy applies to all external organizations including academia (schools and higher education institutions), industry, government and NGOs.

Definitions

Term	Definition
Host institution	The institution that hosts the training program and offers its infrastructure facilities for the same. In case it is different from the External Organisation, the Host institution and External Organisation will work in tandem with each other for the smooth conduct of the training program. EdTech Society will not be party to any discussion between Host institution and External Organisation in this case.
External Organization	Any Organization that requests for a training program to be conducted for the capacity building of their resource persons. This includes Academic Institutions (Universities, Colleges and schools), Industry, Government, NGOs and any other suitable organizations which may benefit from training programs offered by EdTech Society.
Offline mode	The participants attend the sessions of the resource persons in-person on the campus of External Organisation/Host institution as may be the case.
Online mode	The participants attend the sessions of the resource persons via online mode using a pre decided virtual conferencing platform.

Hybrid mode	Some participants will attend the training program in online mode while some will attend in the offline mode simultaneously. The resource persons can take the sessions in the online/offline mode.
Contact sessions	The sessions are conducted in offline mode at a pre-decided interval between Online training programs.
Liaison Representative	The Person who will be responsible for coordination for smooth conduct of the Program. There will be One Liaison Representative (designated) each from Host Institution/External Organisation and EdTech Society. They will act in cooperation for the smooth conduct of the program.

Types of Training Programs

EdTech Society offers three major types of trainings for organizations:

- **Online:** The participants attend the sessions of the resource persons via online mode using a pre decided virtual conferencing platform. The resource persons deliver the sessions online. In this type, both- resource persons and participants are synchronously online.
- **Offline:** The participants and the resource persons will participate in the training program in-person at the campus of the host institute.
- **Hybrid:** In this mode of the training program, a certain group of participants will attend the training program in-person at the campus of the host institute while another group of participants will be attending the same program, simultaneously in the online mode. The program will be synchronous and sessions will be live-streamed from the host-institution.

Topics for Training Programs

Ed Tech society offers training in the following areas/ topics. The list is not exhaustive and solicitation of new topics are welcome.

- **Innovative pedagogies**
 - Evidence based Active learning strategies
 - Outcome Based Education
 - Instructional Design
 - Experiential learning
 - Team Based Learning (TBL)
- **Educational technology**
 - Educational Technology Integration
 - Research in Educational Technology

- TPACK
- Problem based Technology integrated pedagogy
- Social Learning
- eContent development
 - Creation of Learner-Centric eContent
 - Open Education and Creative Commons
 - Development of e-content
- Innovative Assessments:
 - Formative and Summative assessments
 - Alternative assessments
 - Online tools/ strategies for assessments
- Any other category/ topics that can be added to the cohort of Educational Technology

Eligibility

Any organization (as defined in this policy), with minimum 25 participants and a clear objective based on needs analysis is eligible to request for a training program. The request should be made at least 4 weeks in advance.

Modes and Duration of Training Programs

EdTech Society offers training programs that include hands-on activities as an essential component of all training programs. These programs are usually conducted for the following duration:

- 2 working days
- 3 working days
- 5 working days (One week)
- 10 working days (Two weeks)
- 15 working days (Three weeks)

All these programs can be offered in Offline, Online and Hybrid mode. Additionally, Institutes may request for a customized FDP in Offline/ Online/ Blended/Hybrid mode. It is advised that institutions conduct a needs analysis to identify required areas for capacity building. This would enable the institution and EdTech Society to reach a consensual agreement on the rigor and the duration of the desired training program.

Procedure to Request Training

The external organization should submit a request using the following online [application form](#). The request should include the following information:

1. The type of training (online/face to face) that is being requested
2. Rationale for the required training
3. Need analysis of the training
4. Entry survey that specifically identifies the pre-entry level of the participants
5. The expected benefits of the training

* On the basis of the data of the need analysis and the pre-entry level survey, the EdTech Society will curate the training program.

Decision regarding the requests

The Training and Development Committee will review all requests and make a decision based on the following criteria:

- Proposed Dates
- Location
- Budget
- Availability of resource persons

Course fees

The training program, also called as course, can be conducted in three modes as of now- Online, Offline and Hybrid. All three modes involve synchronous participation. The details are:

- There would be 4 sessions per day- 2 sessions before lunch and after lunch respectively.
- The duration of each session would be 90 minutes (One and Half hrs).
- INR 12000 per day + GST as applicable
- These charges are the same for all modes of training programs.
- These charges are for a group of 25 participants. For including more participants, the cost can be worked out on a pro-rata basis (equivalent to INR 1500/ person/ day + GST).
- The course fee includes the academic fees for the course, course material and certification. No additional honorarium for resource persons is expected.
- The course fees do not include Travel expenses, accommodation and local hospitality of resource persons will be borne by the host institution in case of Offline sessions.
Travel Expenses: Air fare/ 1AC train charges and actual taxi fare for local conveyance.
- The availability of the hardware and infrastructure will be borne by the Host institution.
- In case, the host institute is compelled to cancel the program due to any reason, the host institution will be liable to pay 10% of the total cost of the program to EdTech Society as administrative expenses.

Certification

Participants satisfying the criterion below will receive a Certificate of Participation jointly from the EdTech Society and the Host institution. As per the rules of attendance laid by the regulatory bodies, a minimum attendance of 75% is mandatory for obtaining certification. Participants have to give prior intimation of their absence for valid reasons such as medical reasons to the course coordinator.

- 100% attendance during the sessions
- Submission of all feedbacks

Liaison Representative (LR):

The Host Institute will appoint liaison representatives (LR). This representative will take charge of all interactions between the personnel at host institution/External Organisation/Resource Persons at their respective ends. The role of the representative is to act as a coordinator for these training programs. The responsibilities include but not limited to:

- Arrangements including the hardware, software requirements, attendance, certificate generation and any other requirements
- Arrangements of lodging/ boarding/ collection of required material for reimbursement for resource persons and participants wherever required
- Need Analysis
- Complete coordination to ensure smooth functioning of the training program.

Host Institute:

Name:

Designation:

Email ID:

Mobile:

Request Procedure

The External Organisation may follow this process flow to request training.

2 forms: 1- expression of interest 2nd-- actual form with LR details and with a letter from HoI.

Revision

This policy may be revised from time to time to reflect changes in the needs of the EdTech Society members or external organizations.

Policy 3: EdTech Society Certified Trainers and SOP for Training

Introduction

This policy outlines the requirements and procedures that make an individual qualified to deliver EdTech Society certified training. Our goal is to ensure high-quality, effective professional development experiences for educators seeking to integrate educational technology and evidence based pedagogy into their practice.

Trainer Eligibility

- Must be a member of EdTech Society with good standing.
- Hold a minimum of a Master's degree in Education, Instructional Technology, or a related field.
- Possess a minimum of 3 years of experience in designing and delivering effective professional development programs for educators. OR a minimum of 3 years' experience in the topic that the trainer is expected to deliver training on.
- Possess excellent communication, presentation, and facilitation skills.

Certification Process:

- The trainer must be recommended by one of the EC members or the committee chair.
- Trainers must submit a detailed training proposal for review by the EdTech Society Certification Committee.
- The proposal will be evaluated based on content, pedagogy, assessment methods, and alignment with EdTech Society goals.
- Upon approval, the trainer will be authorized to become a resource person to deliver training on the selected topic.

EdTech Society may ask the individuals to meet one or more of the following requirements

- Submit a portfolio showcasing relevant experience, qualifications, and EdTech expertise.
- Successfully complete an EdTech Society Trainer Certification Program, which may include adult learning principles, instructional design, assessment, and effective delivery methods.

Trainer Responsibilities

Maintain Expertise:

- Trainers must stay current with the latest advancements in educational technology and pedagogy.

Course Content:

- Training programs should be aligned with the EdTech Society's Goals
- Content should be research-based, practical, and address the specific needs of the target audience.

Delivery:

- The trainer is expected to communicate the target audience and the prerequisites of the training, in advance.
- The trainer is expected to communicate the title and the list of learning objectives of the training in advance.
- It is desirable (not mandatory) that the trainer suggests, in advance, how to assess the effectiveness of the training that they propose to deliver.
- 4. Trainers communicate in advance the specific data they intend to collect from or about the target learners, as well as their intended use of this data. The collection and utilization of data must align with ETSy's data policy.
- Trainers are expected to deliver engaging and interactive training sessions that utilize a variety of instructional methods.
- They should foster a collaborative learning environment where participants can actively participate and ask questions.

Assessment:

- Trainers must develop and implement assessments to measure participant learning and program effectiveness.

Ethics and Professionalism:

- Trainers must uphold the highest ethical standards and maintain a professional demeanor during all interactions with participants.

Ownership of the content

The content of the training sessions, including session recordings will be owned by EdTech Society and released under a CC BY license.

Ethics of AI - Policy

General Data Protection Regulation (GDPR)

Recognition:

EdTech Society certified trainers will be listed on the EdTech Society website and other promotional materials.

Monitoring and Evaluation

EdTech Society will conduct periodic reviews of certified trainers and their training programs. This may involve reviewing course materials, observing training sessions, and collecting feedback from participants.

Policy 4: EdTech Society Institutional Memberships

The EdTech Society offers institutional memberships to organizations dedicated to improving education through technology.

This includes:

- Schools (K-12 and higher education)
- Universities and colleges
- Educational non-profit organizations
- Education-focused government agencies
- For-profit companies developing or providing educational technology solutions

All the benefits of Regular Members and:

- Institutional members receive a range of benefits to support their EdTech initiatives, including: Discounted rates for professional development workshops and conferences
- Access to exclusive online resources and member forums
- Networking opportunities with other EdTech leaders and organizations
- Eligibility to submit proposals for EdTech Society grants
- Opportunity to showcase their work at Society events
- Opportunity for Institutions to collaborate with other institutions.
- Opportunity to present or host any/one of the EdTech Society events like MasterClass/.../

Application Process

Institutions interested in joining the EdTech Society can apply online by submitting the following information:

- Name and type of organization Contact information (including website)
- Programs/courses conducted in Institutes
- Brief description of the organization's mission and EdTech focus areas
- Selection of the desired membership level (Platinum,Diamond,Gold and Silver)
- Number of Teaching Faculty/employees available

Details	Platinum	Diamond	Gold	Silver
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Duration of the membership	5 years	4 years	3 years	2 years
Benefits	Membership fee concession (25%)	Membership fee concession (20%)	Membership fee concession (15%)	Membership fee concession (10%)
Collaborative opportunities	Conference collaborator with regional IIT	Workshop / Seminar collaborator with IIT	IIT Faculty will conduct workshop / FDP at the member Institute	Can attend Ed Tech workshop at IIT at a nominal cost

Institutional Membership Fee:

Faculty / Employee Strength in Institute / Organization	Subscription Fee
25 members	18,750 + 18% GST (per year)
50 members	35,000 + 18% GST (per year)
>50 and <101 members	52,500 + 18 % GST (per year)
>100 members upto 500 members	1,40,000 + 18% GST (per year)
>500 members	3,75,000 + 18% GST (per year)

EdTech Society reserves the right to modify the subscription fee with reasonable notice to member institutions.

The EdTech Society Executive Committee will review applications and make final membership decisions based on the eligibility criteria and the alignment of the organization's mission with the Society's goals.

Review and Renewal

Institutional memberships will be reviewed annually (from June to May) Members in good standing will be invited to renew their membership for the following year. The EdTech Society reserves the right to revoke membership for non-payment of dues or activities that contradict the Society's mission.

Policy 5: EdTech Society Internship Policy

The EdTech Society offers diverse internship opportunities to both seekers and providers within the field of education technology, divided into two distinct categories. Type A internships are provided directly by the EdTech Society and cater to students and recent graduates seeking hands-on experience in projects involving research and development, content creation, programmatic support, and other relevant areas within the society's operations. These opportunities allow interns to apply their knowledge directly and gain practical experience and exposure. In contrast, Type B internships are facilitated by the EdTech Society but are offered by external entities such as industries, academic entities, NGOs, research labs and others. This arrangement connects students with a broader range of opportunities in the field, allowing them to engage in varied and potentially larger-scale projects outside the society's direct control. Both internship types are designed to foster growth, collaboration, and innovation in education technology, aiming to develop skills and provide meaningful professional experiences. Additionally, the EdTech Society is committed to fostering the next generation of education technology leaders, emphasizing the importance of these internships in building a platform for the future.

A. Internships Provided by EdTech Society

Areas of Internships

The EdTech Society offers a variety of internship opportunities throughout the year, these may include:

- Research and Development: Supporting research initiatives related to emerging EdTech trends, best practices, and policy.
- Content Creation: Contributing to the development of educational resources for the Society website and member forums.
- Operational Support: Assisting with event planning, logistics, and communications for Society conferences and workshops.
- Marketing and Outreach: Assisting with social media management, member recruitment, and promotional activities.
- Other Relevant Project Work

Benefits of Internship

EdTech Society interns will gain valuable experience through:

- Practical application of knowledge in a real-world EdTech environment.
- Interaction with leaders and experts from industry and academia
- Networking opportunities with EdTech professionals and organizations.
- Skill development in areas relevant to their field of study (e.g., research, communication, project management, technology)

Eligibility

Internship opportunities at the EdTech Society are open to:

- Currently enrolled undergraduate or graduate students who are interested in or actively involved in EdTech projects.
- Recent graduates (within the past year) from undergraduate or graduate programs, pursuing careers in EdTech or relevant fields.

Application Process

- Students interested in applying for an EdTech Society internship should visit our website at [Sample: [Ongoing Projects of Learning Analytics and Learning Processes Group](#)] for current openings and application instructions.
- The application process requires you to submit an email with your resume or CV and a statement of purpose (under 200 words) outlining your interest in EdTech and the Society's mission. Please write to internshippedtech@gmail.com and cc info@etsociety.org. Please mention "Application for EdTech Internship" in the subject line.

Selection Process

- The selection procedure consists of preliminary screening of applications, followed by an interview / test.

Mode of Internships:

- Internships can be conducted in different modes based on project requirements: online, hybrid, or offline. Details regarding the mode of internship will be communicated upon acceptance into the internship.

Supervision and Evaluation

- Interns will be assigned a primary supervisor within the Society who will provide guidance, feedback, and ongoing support throughout the internship. Regular performance evaluations will be conducted to ensure interns are meeting expectations and achieving their learning objectives.

Certificate:

- Certificates will be issued upon successful completion of the internship.

Compensations for Internships:

- Internship compensation varies depending on the project's nature. For funded projects, an honorarium may be provided based on your contribution. Specific details will be provided upon acceptance into the internship.

The EdTech Society is committed to building a diverse and inclusive internship program. We encourage applications from students of all backgrounds and experiences who are passionate about making a positive impact on education through technology.

B. Internships Facilitated by EdTech Society

Guidelines for the Internship Providers

Internship providers (Who can provide the internship?)

Internship providers may include various entities such as industries, NGOs, government organizations, micro/small/medium enterprises, institutes, institute faculties, consultants, research labs, and registered individuals engaged in relevant projects.

How to offer the internship?

Please include a comprehensive job description specifying the internship type, number of interns required, duration, mode of execution, compensation, policies, and guidelines.

To offer an internship, please send us an email, that should include a comprehensive job description detailing the following:

- Project description
- Type of internship (Paid/Unpaid, Full/Part-Time Internships, Project-Based, Research, etc.), Number of interns required (Individual/Group)
- Duration of the internship
- Mode of execution (e.g., remote, in-person)
- Compensation details
- Relevant policies and guidelines

Please write to internshipedtech@gmail.com and cc info@etsociety.org, and mention “Offering EdTech Internship” in the subject line.

Guidelines for the Internship Seekers

Eligibility

- Internship opportunities facilitated by the EdTech Society are open to currently enrolled undergraduate or graduate students interested in or actively engaged in EdTech projects or projects offered by internship providers.
- Recent graduates (within the past academic year) pursuing careers in relevant fields are also eligible to apply.

Benefits of Internship

EdTech Society interns will gain valuable experience, including:

- Practical application of knowledge in a real-world EdTech environment.
- Exposure to industry leaders and experts.
- Networking opportunities with EdTech professionals and organizations.
- Skill development in areas relevant to their field of study (e.g., research, communication, project management, technology, etc.).

Application Process

- Students interested in applying for an EdTech Society internship should visit our website at [Sample: [Ongoing Projects of Learning Analytics and Learning Processes Group](#)] for current openings and application instructions.
- The application process requires you to submit an email with your resume or CV and a statement of purpose (under 200 words) outlining your interest in EdTech and the Society’s mission. Please write to internshipedtech@gmail.com and cc

info@etsociety.org. Please mention “Application for EdTech Internship” in the subject line.

Selection Process

- The selection procedure consists of preliminary screening of applications, followed by an interview / test.

Mode of Internships:

- Internships can be conducted in different modes based on project requirements: online, hybrid, or offline. Details regarding the mode of internship will be communicated upon acceptance into the internship.

Supervision and Evaluation

- The supervision and evaluation will be done by the internship provider. Regular performance evaluations will be conducted to ensure interns are meeting expectations and achieving their learning objectives.

Compensations for Internships:

- Internship compensation varies depending on the project’s nature. For funded projects, an honorarium may be provided based on your contribution. Specific details will be provided upon acceptance into the internship.

Certificate:

- Certificates will be issued upon successful completion of the internship.

The EdTech Society is committed to building a diverse and inclusive internship program. We encourage applications from students of all backgrounds and experiences who are passionate about making a positive impact on education through technology.

Policy 6: EdTech Society Fellowship Policy

The goal of the EdTech Society fellowships is to recognize and empower researchers, educators, and professionals who are reimagining education through technology. The fellowship aims to engage individuals with the vision and commitment to drive transformative solutions in education. By nurturing talent, promoting research, and encouraging collaboration, the program aspires to create a network of ETSY fellows who will work on the diverse educational needs of India and the world, ensuring access to quality learning for all.

ETSY Fellowship:

Fellowship Name:

The official name of the fellowship is EdTech Society Fellowship, with the short form ETSY Fellowship.

Designation of Fellows:

Participants in the program will be officially recognized as EdTech Society Fellows, or simply ETSY Fellows.

Roles and Portfolios:

The fellowship currently encompasses distinct roles, including EdTech Pedagogy Navigators, EdTech Research Catalysts, Learning Content Evolvers, and EdTech Activators. These roles are designed to address specific portfolios and objectives. However, ETSY Fellows have the flexibility to collaborate and contribute across multiple roles, fostering an integrated approach to achieving fellowship goals. Additionally, the fellowship is open to exploring any other relevant portfolios that align with its vision and objectives, encouraging innovation and adaptability.

1. EdTech Pedagogy Navigators:

Duration is typically 12 months, depending on the host institute or organization's (e.g. higher education institution) engagement plans.

Roles and Responsibilities:

- Pedagogy Navigators specializing in their domain of expertise (e.g., instructional design, HCI for educational technology, learning analytics, etc.) serve as fellows who collaborate with higher education institutions to explore and implement research-backed teaching and learning strategies using educational technology.
- Collaborate with higher education institutions to explore and implement innovative teaching practices, draw insights from these experiences, and contribute to ongoing research on the effective use of educational technology.

Deliverables:

- The fellows are expected to deliver engaging and interactive learning sessions at higher educational institutions that utilize a variety of instructional methods.

- By the end of the fellowship, give a presentation on the pedagogical explorations tried out in their domain of expertise.
- Write a final report on the institutional engagements undertaken as a Pedagogy Navigator.

Benefits:

- Opportunities to engage with higher education institutions as course mentors or guest faculty, enhancing professional visibility and academic contributions.
- Networking with other fellows, educators, and professionals.
- Certificate of Completion after a presentation and submitting the final report.
- For exceptional fellows, a Letter of Recommendation.

Eligibility:

- Must be a member of the EdTech Society in good standing.
- Educators with a Ph.D. or postgraduate degree in fields related to educational technology, learning sciences, instructional design, or equivalent.
- At least 2 years of relevant experience in the chosen fellowship domain.
- Strong communication, presentation, and facilitation skills.
- Open to professionals without full-time employment (Currently not applicable to full-time faculty or professionals).

1. EdTech Research Catalysts:

Duration is typically 12 months, depending on research goals.

Roles and Responsibilities –

- Research Catalysts inspire and facilitate the creation of impactful research papers by driving scholarly exploration of projects from EdTech society members.
- Assist researchers or research units/labs in identifying appropriate journals and conferences, and mentor them in developing strong research proposals.

Deliverables –

- Act as co-authors to drive research and submit articles at reputed conferences and journals.
- Provide quarterly progress updates to the EdTech Society on ongoing research activities.

Benefits –

- Recognition as a Research Catalyst on the EdTech Society website and an opportunity to present findings at an annual meeting.

Eligibility:

- Must have a minimum of 3 published research papers in relevant fields and membership in the EdTech Society.

1. Learning Content Evolvers:

Duration is typically 12 months, depending on learning objectives.

Roles and Responsibilities –

- Reimage and evolve the content of a course/curriculum/teaching material according to the latest research findings in EdTech.
- Collaborate with educational institutions to pilot the reimagined content and gather feedback.

Deliverables –

- Report on the reimagined content based on their domain of expertise.
- Submit evidence of pilot testing, such as feedback from stakeholders.

Benefits –

- Recognition in the EdTech Society newsletter and access to specialized EdTech training sessions.

Eligibility:

- At least 1 year of experience in curriculum design or instructional material development.

1. EdTech Activators:

Duration is typically 12 months, depending on institutional engagements.

Roles and Responsibilities –

- Activators drive the adoption of EdTech in real-world learning environments by bridging stakeholders for impactful implementation.
- Organize workshops and training sessions for educators on integrating EdTech tools.

Deliverables –

- Create a roadmap for implementing EdTech solutions at the host institution.

Benefits –

- Visit the annual chairs' meeting.
- Access to mentorship from senior EdTech professionals.

Eligibility:

- At least 2 years of experience in implementing EdTech solutions and good standing in the EdTech Society.

Application Guidelines:

1. Submit an online application form at this [LINK](#) which includes the following:
 - Personal and academic/professional details.
 - Statement of Purpose (SOP): Why do you want to join the ETSY fellowship, and how can you contribute to the EdTech sector?
 - Letters of Recommendation (1-2) from mentors, professors, or supervisors.
 - A resume/CV highlighting relevant experience.
1. Selection Criteria:
 - Demonstrated interest in education technology, such as through projects, internships, research, or entrepreneurial ventures.
 - Strong track record of academic or professional excellence.
 - Satisfying the eligibility criteria for their respective ETSY fellowships.

1. Selection Process:

- Virtual or in-person interview to evaluate motivation and alignment with fellowship goals.
- The candidate must be recommended by one of the EC members of the EdTech Society.

Code of Conduct:

Fellows must adhere to the EdTech Society's ethics and values, which include:

- Maintaining integrity and professionalism.
- Committing to inclusivity and accessibility in EdTech initiatives.
- Respecting intellectual property and confidentiality agreements.

Guidelines for Host Institutes or Host Organization

Roles and Responsibilities of the Host Institute

1. Validation of Fellow's Work

- Provide a formal platform for the fellow to showcase their work and contributions during the fellowship period.
- Regularly assess and validate the quality, relevance, and impact of the fellow's deliverables in alignment with the fellowship objectives.

2. Support and Resources

- Assign a point of contact or mentor to guide and assist the fellow throughout the fellowship.
- Offer logistical support, such as access to required infrastructure (e.g., labs, libraries, internet, or equipment).
- Facilitate networking opportunities by connecting fellows with stakeholders, educators, or researchers as necessary.

3. Financial Agreements

- Collaborate with the fellow to determine financial compensation or honorarium for their work.
- Handle all financial disbursements directly with the fellow, adhering to mutual agreements.

4. Engagement and Collaboration

- Ensure that fellows are integrated into relevant institutional activities, such as workshops, seminars, or research initiatives.
- Encourage collaboration between the fellow and faculty/students to maximize the impact of the fellowship.

Fellowship Reporting and Evaluation

1. Mid-Term and Final Reporting

- Facilitate the fellow's submission of mid-term progress reports and a comprehensive final report summarizing their work.
 - Provide timely feedback and approval for these reports.
2. Assessment of Outcomes
 - Review and validate the fellow's contributions to the institution, ensuring alignment with fellowship goals.
 - Submit a brief validation report to ETSY highlighting the fellow's achievements and impact.

Code of Conduct Compliance

1. Ethical Standards
 - Ensure that fellows adhere to the ETSY Code of Conduct, maintaining professionalism, inclusivity, and integrity in their work.
 - Address any ethical concerns or issues promptly in collaboration with ETSY.
2. Intellectual Property
 - Respect intellectual property rights of fellows and ensure proper acknowledgment for their contributions.
 - Facilitate agreements if shared intellectual property arises from the fellowship activities.

Communication with ETSY

1. Regular Updates
 - Maintain open communication with ETSY to provide updates on the fellow's progress, challenges, or requirements.
 - Notify ETSY immediately of any deviations from the fellowship plan or ethical concerns.
2. Feedback on Fellowship Program
 - Share feedback with ETSY on the fellowship structure, processes, and guidelines to enhance future iterations of the program.

Section III – Standard Operating Procedures (SOP)

SOP 1: Communication and Outreach Committee

Mission : To convey ET Society News within and outside

Internal Communication :

When sub-committees send information about their activities to be shared on social media, information to be shared in the following format via email to commsetsociety@gmail.com

Event Title :

Date:

Time:

Resource Persons :

Participating Institution(s):

Role of ETSy:

Call to Action :

Photos / Screenshots

Key words if any

Social media handles of institutions and individuals:

Yearly Content Calendar :

Communications sub-committee head and other committee heads to outline event / program details for the year so content calendar can be finalised

I. Purpose

This Standard Operating Procedure (SOP) outlines the roles, responsibilities, and communication protocols for the EdTech Society's Communication and Outreach Committee.

II. Committee Composition

The Communication and Outreach Committee will comprise EdTech Society members with expertise in communication, marketing, public relations, and social media. The committee size and specific roles (chair, secretary, etc.) will be determined by the EdTech Society Executive Committee.

III. Committee Responsibilities

- Develop and implement a communication strategy to promote EdTech Society's mission, vision, and activities to target audiences.
- Oversee the creation and distribution of high-quality content (website, social media, newsletters, press releases) to engage members and the broader EdTech community.
- Manage EdTech Society's brand identity and messaging across all communication channels.
- Plan and execute outreach initiatives to raise awareness of EdTech Society and attract new members.
- Build relationships with media outlets to secure positive press coverage for EdTech Society events and initiatives.
- Develop and maintain communication guidelines for EdTech Society members and staff.
- Monitor the effectiveness of communication efforts and recommend improvements.

IV. Communication Channels

The Committee will utilize various communication channels to achieve its outreach goals:

- EdTech Society Website: Maintain an informative and user-friendly website as the central hub of communication.
- Email Newsletters: Regularly distribute email newsletters to members with updates, announcements, and upcoming events.
- Social Media: Actively engage on relevant social media platforms to connect with members and the broader community.
- Press Releases: Issue press releases to announce significant events, awards, or partnerships.
- Member Forums/Discussion Boards: Facilitate online communities for members to connect, share ideas, and engage in discussions.

V. Meeting Schedule and Procedures

- The Committee will meet [frequency, e.g., monthly] to discuss communication strategies, plan initiatives, and review progress.
- Agendas and minutes will be circulated before and after each meeting, respectively.
- Decisions will be made by majority vote, with a quorum of [number] members required for voting.

VI. Content Creation and Approval Process

- The Committee will develop a content calendar outlining topics and formats for communication materials.
- Committee members or designated staff will be responsible for creating content (articles, blog posts, social media updates).
- A designated reviewer (e.g., committee chair) will approve all content before publishing to ensure accuracy, consistency with branding, and alignment with EdTech Society's mission.

VII. Collaboration with Other Committees

The Communication and Outreach Committee will collaborate with other EdTech Society committees to ensure consistent messaging and effective promotion of their initiatives.

VIII. Reporting

- The Committee Chair will submit periodic reports (e.g., quarterly) to the EdTech Society Executive Committee on communication activities, outreach efforts, and key performance indicators (KPIs).

IX. Review and Updates

- This SOP will be reviewed annually by the Committee and updated as needed to reflect changing communication trends, best practices, and EdTech Society's evolving goals.

SOP 2: EVENT PLANNING PROCEDURE

Speaker Selection and Confirmation

1. PC proposes potential speakers and tentative dates for upcoming events.
2. PC reaches out to potential speakers in the EdTech Society WhatsApp group to gauge interest.
3. EC members review and approve the proposed speakers.
4. After approval, PC Chair sends formal invitation email to the speakers using the Speaker Invitation Email template.
5. Upon speaker confirmation, PC Chair requests additional information from the speaker via Google Form using the Speaker Confirmation Email template.
6. The event date and details are finalized and added to the "EdTech Society Events Calendar and Planning Document -2024.xlsx".

4.2 Pre-Event Coordination

1. PC Chair prepares a comprehensive document about the event (e.g., "Master class-15 Information.docx") in coordination with the technical team.
2. Technical team responsibilities:
 - Create event information page on the website
 - Design promotional poster
 - Create registration link
 - Share poster with PR team
 - Set up YouTube live stream link
 - Create Streamyard meeting link
 - Prepare PowerPoint template for speakers
 - Create quiz and feedback forms for the website
3. PR Team publicizes the event on social media platforms (Instagram, LinkedIn).
4. Schedule orientation meeting for the speaker and host:
 - Participants: PC Chair , ETSy Director , Tech Team Head , Speaker, and Host
 - Purpose: Familiarize participants with the Streamyard platform and conduct a mock run
5. Email communication with speaker:
 - Schedule orientation and mock run session
 - Request quiz questions from speaker
 - Share YouTube LIVE link, Streamyard joining link, and PowerPoint template
6. Send YouTube live link to registered participants using the Draft Mail template.

4.3 During Event

1. Host, speaker(s), and PC event coordination members join the Streamyard platform 15 minutes before the scheduled start time.
2. Host introduces the EdTech Society to the audience.

3. Host introduces the speaker(s).
4. Main presentation: 40–45 minutes.
5. Q&A session: 10–15 minutes.

4.4 Post-Event Activities

1. Technical team exports quiz response spreadsheet to identify participants.
2. Technical team creates Letters of Participation for attendees who completed both the quiz and feedback form.
3. PC Chair emails Letters of Participation to qualifying attendees using the "Email to share letter of participation" template.
4. ETSy Director sends Thank You letter to the speaker using the "Thank you letter to a speaker" template.
5. PC distributes the event YouTube link to all EdTech Society members.

5. DOCUMENT MANAGEMENT

All templates and materials referenced in this SOP are stored in the EdTech Society shared drive, including:

- Speaker Invitation Email template
- Speaker Confirmation Email template
- Draft Mail template for participants
- Letter of Participation template
- Thank You Letter template for speakers
- Event information documents
- EdTech Society Events Calendar and Planning Document

6. REVIEW AND UPDATES

This SOP should be reviewed annually by the Program Committee and Executive Committee to incorporate improvements and changes to the event management process.

7. APPROVAL

This SOP is approved by the Executive Committee of the EdTech Society.

SOP3: EdTech Society Elections

Operational Calendar

January

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM - 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM - 12:00 PM	Online	Monthly educational session
All Month	Membership Campaign	-	-	Annual membership drive
Last Thursday	Committee Chairs Meeting	6:00 PM - 7:00 PM	Online	Planning for Q1 activities

February

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM - 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM - 12:00 PM	Online	Monthly educational session
Last Thursday	Committee Chairs Meeting	6:00 PM - 7:00 PM	Online	Progress check on Q1 goals

March

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM - 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM - 12:00 PM	Online	Monthly educational session

Third Saturday	Special EC Meeting	9:00 AM – 4:30 PM	Hybrid	Strategic planning & budget review
All Month	Budget Preparation	–	–	Financial planning for upcoming fiscal year
Last Thursday	Committee Chairs Meeting	6:00 PM – 7:00 PM	Online	Budget input from committees

April

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM – 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM – 12:00 PM	Online	Monthly educational session
April 27	Annual Report Presentation	2:00 PM – 3:30 PM	In-person	Presentation of society achievements
April 27	Annual Day & Membership Meeting	4:00 PM – 8:00 PM	In-person	Celebration and member recognition
Last Thursday	Committee Chairs Meeting	6:00 PM – 7:00 PM	Online	Annual event debrief

May

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM – 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM – 12:00 PM	Online	Monthly educational session
Last Thursday	Committee Chairs Meeting	6:00 PM – 7:00 PM	Online	Q2 planning

June

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM - 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM - 12:00 PM	Online	Monthly educational session
Last Thursday	Committee Chairs Meeting	6:00 PM - 7:00 PM	Online	Mid-year review

July

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM - 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM - 12:00 PM	Online	Monthly educational session
Last Thursday	Committee Chairs Meeting	6:00 PM - 7:00 PM	Online	Q3 planning

August

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM - 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM - 12:00 PM	Online	Monthly educational session
Last Thursday	Committee Chairs Meeting	6:00 PM - 7:00 PM	Online	T4E Conference planning begins

September

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM - 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM - 12:00 PM	Online	Monthly educational session
Last Thursday	Committee Chairs Meeting	6:00 PM - 7:00 PM	Online	T4E Conference coordination

October

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM - 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM - 12:00 PM	Online	Monthly educational session
Last Thursday	Committee Chairs Meeting	6:00 PM - 7:00 PM	Online	T4E Conference final preparations

November

Date	Event	Time	Location	Notes
First Tuesday	EC Meeting	6:00 PM - 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM - 12:00 PM	Online	Monthly educational session
Last Thursday	Committee Chairs Meeting	6:00 PM - 7:00 PM	Online	T4E Conference final checklist

December

Date	Event	Time	Location	Notes
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First Week	T4E Conference	All Day	In-person	Annual flagship event
During T4E	General Body Meeting	2 hours	In-person	Annual society business meeting
First Tuesday	EC Meeting	6:00 PM - 7:00 PM	Online	Executive Committee decision-making meeting
First Saturday	Masterclass	10:00 AM - 12:00 PM	Online	Monthly educational session
Last Thursday	Committee Chairs Meeting	6:00 PM - 7:00 PM	Online	Year-end review & planning for next year

T4E Conference Calendar

Planning Phase (January - November)

Timeline	Activity	Responsibility	Notes
January 15 - 31	Form Conference Committee	EC	Appoint conference chair and committee members
February 1 - 28	Develop Conference Theme	Conference Committee	Finalize theme and program structure
March 1 - 31	Venue Selection	Conference Committee	Finalize location and facilities
April 1 - 30	Budget Finalization	Conference Committee	Allocate resources for conference
May 1 - 31	Keynote Speaker Invitations	Conference Committee	Secure main speakers for conference
June 1 - 30	Call for Papers/Presentations	Conference Committee	Distribute CFP to all relevant channels

July 1 - 31	Abstract Submission Period	Conference Committee	Collect and organize submissions
August 1 - 31	Abstract Review & Selection	Review Committee	Evaluate and select presentations
September 1 - 15	Notification to Presenters	Conference Committee	Inform accepted presenters
September 15 - 30	Registration Opens	Conference Committee	Early bird registration period
October 1 - 31	Program Preparation	Conference Committee	Finalize schedule and logistics
November 1 - 30	Final Logistics Coordination	Conference Committee	Confirm all arrangements

Conference Week (First Week of December)

Day	Time	Event	Location	Notes
Day 1	8:00 AM - 9:00 AM	Registration	Conference Venue	Check-in and welcome kit distribution
Day 1	9:00 AM - 10:00 AM	Opening Ceremony	Main Hall	Welcome address and keynote
Day 1	10:30 AM - 12:30 PM	Session 1	Multiple Rooms	Parallel presentation tracks
Day 1	1:30 PM - 3:30 PM	Session 2	Multiple Rooms	Parallel presentation tracks
Day 1	4:00 PM - 5:30 PM	Panel Discussion	Main Hall	Industry experts panel
Day 2	9:00 AM - 10:00 AM	Keynote Address	Main Hall	Featured speaker
Day 2	10:30 AM - 12:30 PM	Session 3	Multiple Rooms	Parallel presentation tracks

Day 2	1:30 PM – 3:30 PM	Session 4	Multiple Rooms	Parallel presentation tracks
Day 2	4:00 PM – 6:00 PM	General Body Meeting	Main Hall	Annual society business meeting
Day 3	9:00 AM – 10:00 AM	Keynote Address	Main Hall	Featured speaker
Day 3	10:30 AM – 12:30 PM	Session 5	Multiple Rooms	Parallel presentation tracks
Day 3	1:30 PM – 3:30 PM	Workshop Sessions	Multiple Rooms	Hands-on workshop activities
Day 3	4:00 PM – 5:00 PM	Closing Ceremony	Main Hall	Awards and concluding remarks

Post-Conference (December)

Timeline	Activity	Responsibility	Notes
December 15 – 31	Conference Report Preparation	Conference Committee	Compile outcomes and feedback
December 31	Proceedings Publication	Publication Committee	Finalize and publish conference papers
Last EC Meeting	Conference Debrief	EC	Review success and areas for improvement

Forms and Templates