



Conference Selection Policy

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Version 1

Version	Description	Author(s)	Adoption
1	Initial Version	Zoë Mitchell (VP External)	29 April 2023

Preamble

This policy lays out the process to be followed when selecting delegations to attend ECA funded and promoted conferences.

Part A: Definitions

In this policy:

1. “ECA” shall mean the Engineering & Computer Science Student Association of Concordia University
2. “QCESO” shall refer to the Quebec Confederation for Engineering Student Outreach
3. “CFES” shall refer to the Canadian Federation of Engineering Students
4. “Association” shall refer to the Engineering & Computer Science Student Association of Concordia University
5. “BOD” shall refer to the ECA Board of Directors
6. “VP” shall refer to Vice President
7. “Members” shall refer to undergraduate students recognized as members of the ECA

Part B: Purpose

The ECA, as part of its relationships with external organizations, sends delegations under the Vice President of External Affairs to conferences hosted on a provincial and national level. These conferences will be partly or completely funded by the ECA which increases the responsibility to the students of the ECA of those chosen to be in a delegation.

The purpose of this policy is to provide structure, transparency, and fairness to the selection process, and ensure that the delegation chosen will provide the maximum benefit to the ECA community.

Part C: Application

1. The VP External shall have the delegate application forms completed at least six (6) weeks prior to the end of conference registration period.
 - 1.1. The ECA president shall review these forms prior to publication.
 - 1.2. These forms shall be available to the public on the ECA’s typical platforms (social media and newsletter) at least four (4) weeks before the end of the conference registration period.
2. Applications shall be accepted for a period of no less than two (2) weeks.
3. At least one (1) week before the delegate application period closes, the VP External shall hold an information session about the conference.
 - 3.1. This information session must be communicated on the ECA’s typical platforms

4. Applications received after the deadline date shall not be considered

Part D: Selection Committee

1. The VP External shall form a Selection Committee consisting of 2-5 members of the elected BOD, based on interest, that are not attending the conference
2. Members who have attended the CFES Presidents Meeting will have priority to be on this committee
3. The VP External shall ensure that the members of the selection committee understand the goals of the conference, and the goals of the ECA in sending delegates to that specific conference
4. The role of the Selection Committee is to advise the VP External on which candidate(s) to bring to the conference, however the final decision shall be made by the VP External

Part E: Selection

1. The selection committee shall complete a first round of review of the submitted applications.
 - 1.1. This review will be completed in two phases:
 - 1.1.1. Phase 1: Each committee member will review each application individually and organize the candidates into one of three categories: Strong candidate, Fair candidate, and Weak candidate; and must provide reasoning for each categorization
 - 1.1.2. Phase 2: The committee will meet and share the results of their reviews.
 - 1.1.2.1. Candidates who have received a unanimous categorization of “Strong candidate” will be moved forward to the interview process
 - 1.1.2.2. Candidates who have received a unanimous categorization of “Weak candidate” will not be considered for the interview process
 - 1.1.2.3. The remaining candidates will have their applications reviewed and discussed by the committee to determine which will be moved forward to the interview process
 - 1.1.3. The VP External shall take notes on each candidate discussed during the review meeting and will compile the results of the first round into a written document
2. The second round of the selection process will consist of either in-person or online interviews, depending on the availability of the candidate and the selection committee.
 - 2.1. The interview questions will be generated by the selection committee
 - 2.2. The VP External shall lead the interviews and each member of the selection committee will take notes during the interviews
3. At the conclusion of all the interviews, the committee shall meet and discuss their notes and rank the candidates.
 - 3.1. During this meeting, the VP External will compile the notes and add to the existing selection document.

- 3.2. The candidates that are deemed a best fit by all members of the selection committee will be chosen
- 3.3. Priorities for each conference are presented in Section G: Conferences and Expected Attendees
4. Applicants must be chosen at least one (1) week before the end of the conference registration period.
5. The VP External shall present the chosen candidates, along with the written document produced during the application process to the BOD for applicant selection approval
6. The VP External must notify all candidates of either their selection or rejection within three (3) days of the interview decisions being made; the same timeline applies during the interview round.
7. In case of a cancellation, the VP External shall select a suitable replacement such that the newly selected delegate is required to meet all the conditions for a regularly selected delegate.

Part F: Information Dispersal

1. The VP External shall hold a first meeting for all delegates selected at most one (1) week after receiving the official delegate package or the equivalent information package
 - 1.1. The information covered and distributed at this meeting includes, but is not limited to:
 - 1.1.1. The delegate package or equivalent information package,
 - 1.1.2. The ECA conference Code of Conduct,
 - 1.1.3. Travel arrangements,
 - 1.1.4. Contact information,
 - 1.1.5. What to bring,
 - 1.1.6. Any other pertinent information or preparatory reading materials (policy manuals, constitutions, delegate guidebooks, etc)
2. Any information received by the VP External after the first delegate meeting shall be distributed to the delegates as soon as possible, through email.
3. The VP External shall hold a second meeting for delegates within one (1) week prior to the date of the conference. The information at this meeting shall include the information shared at the first meeting, and any pertinent information received since the first meeting.

Part G: Conferences and Expected Attendees

1. The following sections indicate which conferences the ECA is expected to have an official representative at and who the appropriate delegate would be for that conference.
2. QCESO regular congresses can be attended by anyone in the BOD who wishes to attend, however during the General Assembly, the VP External will be the only one with speaking and voting rights
3. The provincial level conferences are hosted by QCESO, and include:
 - 3.1. QCESO CRA – Annual Regular Congress – Expected to be attended by:
 - 3.1.1. VP External (elect)
 - 3.1.2. VP External (outgoing)

- 3.2. QCESO CR1 – Regular Congress 1 - Expected to be attended by:
 - 3.2.1. VP External
- 3.3. QCESO CR2 – Regular Congress 2 - Expected to be attended by:
 - 3.3.1. VP External
- 3.4. QCESO CR3 – Regular Congress 3 - Expected to be attended by:
 - 3.4.1. VP External
- 3.5. The national level conferences are facilitated through the CFES, and include:
 - 3.5.1. CFES Presidents Meeting – Expected to be attended by, in order of priority
 - 3.5.1.1. VP External
 - 3.5.1.2. President
 - 3.5.1.3. External Relations Director
 - 3.5.2. CFES Conference on Diversity in Engineering
 - 3.5.3. CFES Canadian Engineering Leadership Conference - Expected to be attended by,
 - 3.5.3.1. VP External (who will act as voting member and head delegate)
 - 3.5.3.2. Up to six (6) members of the ECA
 - 3.5.3.2.1. The number of delegates sent shall be determined by the BOD after a budget is presented by the VP External at least eight (8) weeks before the end of the conference registration period
 - 3.5.3.2.2. The delegates must be selected according to the process outlined in this document
 - 3.5.3.2.3. Priority will be given to members running for a CFES Board of Directors position or bidding to host a CFES conference
 - 3.5.3.2.4. Priority will be given to students who are not graduating within the same academic year
 - 3.5.4. CFES Conference on Sustainability in Engineering

Part H: Pre- and Post Conference Duties

- 1. Pre-Conference all delegates must:
 - 1.1. Sign the Conference Code of Conduct
 - 1.1.1. Attend training/information session hosted by the VP External concerning, but not limited to:
 - 1.1.1.1. Behaviour expectations
 - 1.1.1.2. Conference logistics
 - 1.1.1.3. Individual goal setting
 - 1.1.1.4. Any other training or information deemed relevant by the VP External
- 2. Post-Conference all delegates must:
 - 2.1. Complete a post-conference report outlining what they have learned, recommendations to the association, and any actionable items

- 2.2. These reports shall be submitted to the VP External for review within six (6) weeks of the end date of the conference
- 2.3. These reports shall be presented to the BOD and reviewed at their discretion
- 2.4. These reports shall be made available to members on the ECA Wiki

Part I: Blocklist

The BOD may decide to blocklist an individual from attending conferences (or competitions) for justified reasons. These reasons include, but are not limited to, actions at past conferences or competitions, ECA or Society events, or infractions regarding the CODE OF CONDUCT.

The President shall maintain this blocklist and shall only share this list with members of the BOD in closed session. The VP External shall share this list on as needed basis with the members of the selection committee not on the BOD. Any individual with access to this blocklist shall keep the list confidential.

Students that have been suspended for academic or non-academic reasons shall be blocklisted from attending conferences for the duration of their suspension. Students on suspension may apply for conferences, as long as the conference does not fall within their time of suspension, but students must disclose their suspension and the reason during the application process.

APPENDIX A – CONFERENCE CODE OF CONDUCT

This Code of Conduct applies to all delegates selected to represent the ECA at all ECA endorsed conferences.

Each delegate is expected to:

1. Behave in a manner that positively reflects Concordia University and the ECA.
2. Dress appropriately for the conference, as specified by the conference organizers.
3. Attend, and be fully able to actively participate in, all sessions assigned to them by the Head Delegate. This includes, but is not limited to, all workshops and discussions.
4. Be fully financially responsible to the ECA to cover all damage fines incurred as a result of their actions.
5. Delegates that fail to adhere to the said code will be dealt with by the ECA on a case-by-case basis.
6. Delegates are responsible for creating and submitting a Conference Summary Report to the Vice-President External within 6 weeks following the Conference attended.