International Semantic Web Conference Guide (v. 3.1)

The Conference Guide is aimed at organizations who wish to bid to host a Conference in the International Semantic Web Conference Series.

The International Semantic Web Annual Conference

Introduction

In 2002 the Semantic Web Science Association (swsa.semanticweb.org) launched the International Semantic Web Conference Series (Conference Series). This conference series brings together members of the academic, research, commercial, and user communities to present the latest results on a broad range of Semantic Web-related topics.

Conference Format

The Conference Series has evolved over the years and each Conference tends to include a variety of events to produce a rich and stimulating programme. Typically, a Conference includes (but is not necessarily limited to):

- Tutorials
- Workshops
- Research Track
- Semantic Web in Use Track
- Posters/Demonstrations Track
- Industry Track/Exhibition
- Semantic Web Challenge
- Other co-located events
- Social Programme

Location

The Conference Series moves regularly between the Americas, Europe, and the Asia/Pacific region.

The conference venue needs facilities for at least 500 delegates in one plenary room. Furthermore, the venue must support 3 conference rooms capable of holding 200 delegates each and about a dozen conference rooms capable of holding 30-50 delegates.

The basic guidelines for a good location are:

- It should be reachable in less than an hour from a major airport, with good connectivity to major international hubs.
- Lunch for 500+ people should be provided, either at the conference venue itself, or very close to it.
- It should provide a variety of accommodation options near the venue (preferably within walking distance), crucially including inexpensive accommodation for students.
- There should be no onerous visa requirements or other political considerations that might limit the opportunities for delegates or exhibitors to attend the conference.

SWSA considers cost as critical in its decision when selecting a bid. Particularly critical, are the cost considerations for students (e.g., student volunteer programs, cheap accommodations for students, ...). We also suggest that, if possible, the bid to host the conference contains firm commitment of funding form local organizations.

Applying to Host the 2015 International Semantic Web Conference

General Chair (GC)
SWSA will nominate a General Chair (GC), who will be in charge of co-ordinating the overall organization of the event. The GC will be responsible for proposing Program Chairs for SWSA approval. The GC will be responsible for selecting the chairs for the various conference tracks.

Local Conference Organization (LCO)
The LCO must be able to provide commitment and staff. The Contract to run the Conference is made between the Semantic Web Science Association (SWSA) and the LCO (which needs to be an organization

capable of signing such a Contract). Both individual Organizations and Consortia have run past conferences.

Structure of Local Organization

Local Conference Organization (LCO)

The LCO is the organization responsible for detailed management and execution of administrative functions typically including setting up all contracts with the conference venue and hotel(s), organizing the Conference web site, management of budget, printing, publicity, registration of delegates, accounting, staffing the Conference, etc. The LCO nominates a chair person of the LCO as contact for SWSA. The LCO is free to perform these functions itself or sub-contract the functions to a local Professional Conference Organizer.

The LCO is responsible for producing a static copy of the conference web site for archiving after the conference.

Any organization can apply to host the conference, but the local organizing committee must include a representative of a local research group.

Financial Structure

The LCO enters into a contract with SWSA. The LCO must present the Conference budget to SWSA. The distribution of any surplus or losses are specified in the Contract. The LCO is liable for any losses that exceed the specific sum specified in the contract. The full conference bid must include a contingency plan (e.g., an insurance policy) in the event of conference cancellation due to a catastrophic event.

The major breakdown of the budget is typically under the following headings:

- Core Conference.
- Tutorials, Workshops.
- Social Events, Catering.

Each Conference in the Conference Series needs both international and local sponsorship to achieve a satisfactory budgetary balance. Local sponsorship is primarily the responsibility of the LCO.

Making an application for hosting ISWC 2015

For the 2015 edition, we will accept bids from all locations, but we will give preference to the bids from the Americas. We expect the conference to take place in late October or early November 2015. Organizations wishing to host ISWC 2015 should contact Dr. Natasha Noy (noy@stanford.edu), who is co-ordinating the bidding process for ISWC 2015.

The process normally includes two stages. During the first stage, statements of interest are solicited through an open call. The relevant form is available at http://swsa.semanticweb.org/SWSA-ISWC-StatementOfInterest-2015.pdf .
Once the first phase is complete, SWSA will shortlist a number of applications, who will be invited to submit a full proposal, using the form available at http://swsa.semanticweb.org/SWSA-ISWC-Conf-App-Form_2015.pdf .

The important dates for applying to host a Conference in 2015 are:
- June 17, 2013: Deadline for receiving statements of interest.
- August 1, 2013: Notifications to shortlisted bids are sent out.
- October 7, 2013: Formal applications received from shortlisted bids.
- October 22, 2013: Presentation of the bid at the SWSA meeting in Sydney.
- October 25, 2013: SWSA decides on the location for the 2015

Conference Dates

The Conference Series normally takes place in the late October/early November time frame.