

## **Application Form to Host the International Semantic Web Conference 2018**

Please fill in this form in this format. Add any accompanying material, literally or as links, at the bottom.

### **Details of Proposed Site**

1. Year of Conference:
2. Country:
3. City:
4. Venue(s) (Please give address):
5. How Accessible is it for wheelchairs and service animals such as guide dogs
6. Can all the activities (tutorials, conference, exhibition, etc) be accommodated there? As a guideline, please consider that typically we need 1 room for 500+ people, 3 rooms for 200 people, and up to a dozen other rooms for workshops, tutorials, special events, etc. Please give details.
7. Where is the venue located in relation to the nearest airport(s)? Describe both how easy it is to reach the venue and also give some details about international connections to the airport itself.
8. Area available for exhibition (in square feet/metres) and Exhibition environment details (air-conditioning, power, internet connection, telephones, etc.):
9. What computer and audio-visual aids are available? (Tutorials and Sessions will require beamers)
10. What kind of networking infrastructure is available? (The past conferences have provided free wireless access, and this has become a mandatory service).
11. Location Attractiveness. Is the proposed location likely to be attractive to people? Please outline the strong points of the proposed location.
12. Is the chosen venue easy to reach from the relevant hotels?

### **Accommodation Costs**

Summarize accommodation available (number and categories of hotels, number of rooms and approximate room costs, location relative to the conference venue).

Is there a large enough and attractive hotel very close to the conference? Are there alternative choices not too far away from the conference venue? Are there budget alternatives for students not too far away from the conference venue? Please also consider that some meeting rooms are required by the Conference either at a hotel or the Conference Centre.

### **Student Costs**

Please provide an estimate of how much it would cost a student to attend the conference (including registration for the full conference and workshops and tutorials, and accommodation costs; not including travel costs). How much would it cost local students to attend the conference?

### **Local Restrictions**

1. Are there any travel restrictions or special visa requirements? YES/NO. If YES, please give details:
2. What currency would be used for the local conference accounting?
3. Are there any import/export restrictions on equipment for the exhibition? YES/NO. If YES, please give details:

### **Local Organization**

1. Name of Local Conference Organization (LCO) and Chair Person of LCO
2. What legal entity will guarantee the conference? Please provide letters of support.
3. What support will the organizers receive from their institution?
4. What support will the Conference receive from the local country and/or town or city?
5. Where is the support staff going to be sourced from? – e.g., volunteers vs professional conference organizers. Please give details.
6. What do you anticipate in terms of delegate numbers?
7. Is there a strong existing SW community which will likely support, participate and benefit from the conference?
8. Are there other local communities which will add value to the conference and may benefit from it.

## Summary of Financial Arrangements

**1) Please use and attach the ISWC Budget Template for a detailed financial overview.**

The Budget Template (excel sheet) is made of two tabs: one for income and the other for expenses (the one for income is also used for balance). Each sheet is made of three large commands depending on the paying attendance at the main conference. The values for planned attendance (here 400), and + or - 20% attendance. Ideally you only have to fill cells marked in pink, all the others being recomputed on the fly. Of course, you can add more rows if you need them but make sure that they are taken into account by formulas). Please refrain from suppressing rows (leave them as they are here).

**2) In the next step, please provide a summary based on the Budget Sheet.**

### **Income**

Registration	
Sponsorship	
<b>Total income</b>	

### **Expenditure**

Fixed	
Variable	
<b>Total expenditure</b>	

### **Summary**

Conference Income	
Conference Expenditure	
<b>Surplus</b>	

Please indicate how the number of delegates affects the surplus of the conference. The break-even point should be clearly indicated.

### **3) Insurance**

Please describe a contingency plan (e.g., an insurance policy) in the event of conference cancellation due to a catastrophic event. If needed, include the additional expenses in the budget.

#### **Organization**

Please include previous experience in organizing large conferences. What other conferences have been organized in the proposed location.

#### **Conference Bid Online**

Please include a URL to an online version of the conference bid.

#### **Any Other Relevant Details**

Please include any other details that you feel will support your application.

**Please send the completed application form to Dr. Natasha Noy at [natashafn@acm.org](mailto:natashafn@acm.org)**