

Application Form to Host the Extended Semantic Web Conference

Please fill in this form in this format. Add any accompanying material, literally or as links, at the bottom. Please send the application to John Domingue (john.domingue@open.ac.uk) with the subject line 'ESWC Host Application'.

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 200-300 people, 3 rooms for 100 people, and up to 7 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 give some details about international connections to the airport itself.
8. Area available for the poster and demo Session (in metres) and details of how power and internet are handled.
9. What computer and audio-visual aids are available? Most sessions will require high quality projection facilities.
10. What kind of networking infrastructure is available? Free wireless access is taken as a given today.
11. Location attractiveness. Is the proposed location likely to be attractive to attendees? Please outline the salient advantages points of the proposed location.
12. Is the chosen venue easy to reach from the relevant hotels?

Accommodation Costs

Summarize accommodation available to attendees including: number and categories of hotels, number of rooms and approximate room costs, and 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 (no need to include 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:
4. Are all researchers welcome independent of e.g. nationality, ethnicity, sexual orientation, religion and political views?

Local Organization

1. Name of Local Conference Organization (LCO) and Chairperson of LCO
2. Are the organizers acting on their own behalf? YES/NO
3. Are the organizers acting on behalf of some other association? YES/NO If YES, give details of the association.
4. What support will the organizers receive from their institution?
5. What support will the conference receive from the local country and/or town/city/region?
6. Where will the support staff be sourced from? E.g., volunteers vs professional conference organizers. Please give details.
7. What do you anticipate in terms of delegate numbers?
8. Is there a strong existing semantic web/knowledge graph community which will likely support, participate and benefit from the conference?
9. Are there other local communities which will add value to the conference and may benefit from it.

Financial Arrangements

Budget Template

1) Please use and attach the ESWC budget template for a detailed financial overview.

Template (Excel sheet) can be found at [1].

Please add all values for planned attendance for 200, 250 and 300 participants. Of course, you can add more rows if you need them but make sure that they are considered by the formulas). Please refrain from suppressing rows (leave them as they are if you don't need them)

2) Please provide a summary of your budget in the tables below.

Budget Summary

Income

Registration	
Sponsorship	
Total Income	

Expenditure

Fixed	
Variable	
Total Expenditure	

Summary

Conference Income	
Conference Expenditure	
Surplus	

Please indicate how the number of delegates affects the surplus of the conference and indicate clearly the break-even point.

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.

Previous Experience

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

Any Other Relevant Details

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

Please send the completed application form to John Domingue (john.domingue@open.ac.uk) with the subject line 'ESWC Host Application'.

1. https://swsa.semanticweb.org/sites/default/files/ESWC%20Budget%20Proposal%20Template%20v%201.0_2.xlsx