

Guidelines for the organisation of EUSFLAT conferences

Everyone willing to organise an EUSFLAT Conference must submit a Conference Proposal specifying at least the following items:

- 1) The local organiser committee (specifying the chair and the responsibility of each member).
- 2) Site of the conference and travel facilities.
- 3) Conference and accommodation facilities.
- 4) Web facilities for Conference dissemination and registration.
- 5) Complementary scientific activities (Workshops, Tutorials, Special Sessions, etc.) during the conference.
- 6) How the conference can improve the “Fuzzy activities” in the region/country.
- 7) Social activities (the banquet of the conference must be included).
- 8) A Time schedule of the main milestones of the conference providing deadlines (call for papers, submissions, revisions, final versions, early registrations, accommodation, etc.).
- 9) Budget of the Conference. This budget has to take into account the following constraints:
 - a) The Conference regular fee should not exceed 300 € and a reduced student fee should also be offered. In the regular fee the banquet must be included.
 - b) There must be a reduced fee for EUSFLAT members. In each case this reduction must be at least equivalent to the Society fees.
 - c) EUSFLAT will charge to the organisers of the Conference 10 € for each regular conference registration to finance a special issue of the journal *Mathware & Soft Computing* with selected papers of the conference.

The proposal being accepted, the organisers have to take into account that:

- Once the submission of papers is closed, the Local chairman has to send a list of submitted papers to the member of the board in charge of the conference.
- Any submitted paper must be refereed by at least two reviewers.
- Once the review process is closed, the final list of accepted papers has to be sent to the member of the board in charge of the conference.
- The duration of the conference is limited by at most four days.
- The list of plenary speakers and tutorials (if any) should be accepted by the board.

- The proceedings and program of the conference must be edited and published by the organisers following the style given by EUSFLAT.
- Any attendant of the conference may pay the EUSFLAT membership fee into the conference registration fee. The amount of EUSFLAT membership fee will be wire-transferred to the EUSFLAT account, and the list of members of EUSFLAT that have paid the membership fee jointly with the conference registration will be mailed to EUSFLAT.
- A (short) report on the conference should be sent to the EUSFLAT board within two weeks after the end of the conference (the number of persons that attend the conference, the number of presented/cancelled papers, social activities that have been done, etc.).

The organisers will have the following prerogatives:

- 1) To select the Scientific Programme Committee of the Conference jointly with the EUSFLAT Board.
- 2) The organisers will provide one of the chairs of the conference. This Chair will be the editor of a Special Issue of *Mathware & Soft Computing* with selected papers of the conference.