APPLICATION AND ORGANIZATION GUIDE FOR EUSFLAT CONFERENCES

The aim of this document is to provide all the necessary information for potential applicants to organize an EUSFLAT conference. It is divided into two parts. Part I specifies the rules, i.e., guidelines which are mandatory to be considered as an applicant for the organization. Part II provides some other guidelines which although being optional, they are strongly recommended to succeed at the application and subsequent organization. The guide covers aspects related to the proposal submission and the proper organization of the conference.

PART I – RULES

Chapter 1 – Rules for the Proposal Submission

The applicant should submit organization proposal containing important features of the intended organizational aspects such that:

- city venue of the conference,

- expected conference dates (with a maximum margin of two weeks),

- expected registration fees (at least an estimated interval),

- expected services covered by the fees (organization, refreshment, lunches, accommodation, etc.),

- the intended local organization committee or at least some of its members (chairs) and their connection to EUSFLAT,

- institution(s) supporting the proposal,

- expected publisher of the proceedings.

The expected registration fee should not significantly exceed the registration fees of the previous EUSFLAT conferences unless it is justified by covering significantly more services (e.g. accommodation).

In order to keep EUSFLAT conference proceedings as much as possible within a unique collection, the first publisher to be considered should be Atlantis Press, publisher of the official EUSFLAT journal, in particular, the Atlantis Studies in Uncertainty Modelling (ASUM) series (see http://eusflat.org/publications_asumProceedings.php). In case the offer is not competitive, an alternative reputed publisher can be considered meanwhile such proceedings have free access on line and the publisher submits the proceedings for the inclusion into standard citation databases (at least Scopus and Web of Science). In any case, the subtitle of the publication must be "Proceedings of EUSFLAT 20xx".

The proposal should be submitted to the current EUSFLAT Secretary, by email at secretary@eusflat.org .

Chapter 2 – Rules for the Organization

With respect to the EUSFLAT society promotion,

- The web sites have to contain the EUSFLAT logo and a link to the EUSFLAT home page.

- The EUSFLAT logo shall be included in every single official document of the conference (call for papers, schedule…)

- The conference must be announced to the community via EUSFLAT email list and using Mathware & Soft Computing magazine.

- A (short) report on the conference for the publication in Mathware & Soft Computing magazine should be sent to the EUSFLAT board within one month after the end of the conference.

With respect to the committees and speakers,

- The EUSFLAT President should be invited to become one of the General Chairs of the EUSFLAT conference. Local organizers should check main decisions with the EUSFLAT President.

- The Scientific Programme Committee of the Conference should be nominated jointly with the EUSFLAT Society.

- The list of plenary speakers and tutorials (if any) should be previously discussed with the EUSFLAT Society, who must finally approve it. The EUSFLAT Society must be informed about progresses to confirm the agreed speakers and any changes emerged during the progress.

With respect to the review process,

- Any submitted paper must be reviewed through a standard peer-review system.

- The review process of papers submitted to the special sessions should fit into the general procedure as approved by EUSFLAT.

With respect to the schedule,

- The duration of the conference is limited by at most five days.

- The conference days must be discussed with the EUSFLAT Society.

- Organizers have to allocate time and place appropriate for the EUSFLAT Assembly. The choice of the time should be discussed with the EUSFLAT Society.

With respect to the registration fees,

- A payment confirmation specifying the registration fees must be issued to all the participants with the conference materials given to the participants on site. Moreover, an official and formal invoice specifying the registration fees must be issued also to all those participants who had applied for it during the registration process.

- As the event should take place preferably between June and September, the conference fee for non-members should include also the membership valid until the end of next year. This amounts to 1.5 times the current membership fee per non-member participant. Thus, the local organizers should transfer to the EUSFLAT Society a sum equal to the number of non-member participants multiplied by 1.5 times the current membership fee. In the case of student non-member participants, the student membership fee is used in the formula.

- The local organizers must send to the EUSFLAT Society the personal data of non-member participants that are necessary pro register them (first name, surname, organization, address, zip/postal code, city, country, email). The personal data must be introduced during the registration process and the participant must consent that they will be used to register him/her to the EUSFLAT Society.

- The two points above do not relate to non-member participants who explicitly express during their registration that they do not want to become members. In that case, neither the personal data nor the membership fee is transferred to the EUSFLAT Society. On the other hand, the registration fee must remain the same so that the participants do not choose this option in order to reduce their conference fees.

- Official social activities, including the gala dinner of the conference, must be included in the registration fee. There may be extra tickets for the social program for accompany persons.

- There must a be a reduced registration fee for students, which shall include also the social activities and gala dinner of the conference.

- The registration fees for EUSFLAT members (and members of other associations with an agreement with EUSFLAT) have to be reduced. The reduction has to be strictly higher than 1.5 times the currently valid EUSFLAT membership fee. This rule applies also to student members and then the reduction stems from the height of the current EUSFLAT student membership fees.

With respect to the other material and documents given to the participants,

- An attendance certificate to the conference should be included in the materials provided to the participants on the registration desk at the beginning of the conference.

- All participants have to obtain full proceedings, i.e., if the proceedings are published in more than a single volume, each participant should obtain a sample (physical or electronic) of each of the published volumes.

- All participants have to obtain the first day a printed program schedule of the conference and shall be informed of any unexpected change in the program.

With respect to the session rooms,

- Each session room must be fully equipped (at least with a projector and a computer) to proceed with the speakers' presentations.

PART II - GUIDELINES

Chapter 3 – Submission Guidelines

When submitting the proposal, apart from the information requested in the rules above, an applicant should send as much supportive information as possible. We encourage potential organizers to include the following information:

- Experience with previous organization of similar events.

- Intended site of the conference and travel facilities.

- Intended conference and accommodation facilities.

- Specific complementary scientific activities (Workshops, Tutorials, etc.) during the conference, if any.

- Potential external financial support from institutions.

Chapter 4 – Organization Guidelines

During the organization period and the conference period, it is suggested to follow the advises introduced below.

With respect to the conference promotion and preparation,

- The EUSFLAT conference shall take place preferably between June and September. However, it could be also organized in other months, subject to approval by the EUSFLAT Board.

- Check the dates of other important fuzzy related events and choose appropriate dates for the EUSFLAT conference as soon as possible. Fix the venue of the conference as soon as possible. Open a web page of the conference as soon as possible.

- Once the dates and the place are fixed and the web sites are founded, inform the EUSFLAT Board member responsible for the web and for the conference support in order to promote and advertise the conference on the web and on the social networks of the society. Begin the promotion and advertisement of the conference also by your own as soon as possible.

- It is beneficial to stay in intensive touch with the Board members responsible for the conference promotion. Frequent informing the scholar via social networks may have a significant impact. Note that the number of followers on social networks is bigger than the number of members reached by the email list.

- Use the EUSFLAT email list for important announcements (Call for papers, changes in the deadlines etc.).

- Provide sufficient travel information on the web sites of the conference.

- Do not leave the choice of invited speakers on the very last moment. The earlier the better. More speakers will be free and moreover, having world renowned experts as invited speakers is the best promotion of the conference. So, it is advantageous to choose and announce invited speakers sufficiently long time before the submission deadline.

With respect to the registration process,

- The list of participants registered as EUSFLAT members should be checked by the responsible person at the EUSFLAT Board. It is recommended to request the EUSFLAT membership numbers to these participants through the registration system. It speeds up the checking process later on. Moreover, it prevents non-members from mistakenly made registrations as members.

- Whenever possible, more than one method of the fee payment should be offered. Note, that for some countries, paying with private credit cards is not supported by university systems while in other countries, bank transfer might be the non-standard payment.

- In the registration system, it is recommended to request the participants all the personal and institutional data that they need to include in the registration fee invoice. Note that every country and/or university has its own rules with respect to the invoices in order to be able to return the payment to the participant.

- In the registration system, it is recommended to ask the participants for the paper number(s) covered by that registration, possibly applying extra fees for extra papers not covered by one registration. This will speed up the process to check whether all the papers have been covered by at least one registration.

- You do not need to have too many employees/volunteers at the registration desk for the whole conference but the very first day is often very hectic. Save your expenses/efforts the other days in order to have enough people at the registration when you need it most. However, because of the distinct needs of participants and in order to provide information, the registration desk should be open until the end of the conference.

With respect to the conference sessions,

- During the event, do not plan too many short coffee breaks. As many sessions end with some delay, participants then do not come back from coffee breaks in time and the later session cannot start in time either. The same holds for the breaks for lunches.

- Do nominate session chairs in time and inform them. Request their acceptance so that you are sure that they are aware of their nomination. Inform them in advance about your expectations (e.g. whether to wait if any of the contributions is cancelled or whether they should skip it and continue with further contributions in a shifted programme). Provide session chairs with printed programme of their session. It is recommended to recognize the invested time and efforts in some way, for instance, providing them with a session chair certificate.

- The rules about chairing sessions should be public (e.g. included in the printed programme; announced on a board at the registration desk etc.). They should be supplemented by information whether some talks are cancelled. It is good to have a board with up to date information at the registration desk for these purposes.

- Whenever the risk of a no-show is communicated (for example because of the waiting time for visa), the programme should be accordingly modified in order to avoid as much as possible any undesired shift. For example, by placing such a talk at the end of the session, or offering the author the possibility of its allocation within a poster session, if any.

- It is good to have technical support at each session. This should not be left on session chairs, somebody else should be responsible for opening each lecture room before the session, for taking care of the projector and of the computer and also to solve the cases if something gets broken. This avoids a session chair having to run to the registration desk for another device.

- It is very good to have a board in each session room and a laser, available for the speakers. Moreover, a microphone should be also available whenever the session room is too big or it has bad acoustics.

- It is very good if the sessions are somehow naturally ordered in the programme. For example, it should not happen, that at the same time, there are four theoretical sessions with a similar focus and later on, there will be four applications oriented sessions. Give participants always a chance to choose between distinct types of sessions. It is also very appropriate, if some session is due to its huge size divided into several parts, to place all the parts into the same room so that participants get used to it.

- Before the beginning of the conference, it is good to ask the registered participants whether they need a presentation certificate in the case they plan to be speakers during the conference. Although some papers could change of speaker, most of the certificates will be available in advance speeding up the process.

With respect to students,

- Apply for the EUSFLAT student grants. Provide sufficient information on the EUSFLAT student grant programme, promote it, offer it, link it with the official information on the EUSFLAT site devoted to the grant programme. The management of the EUSFLAT Grants has to be coordinated by the responsible for Grants at the EUSFLAT Board.

- Although there is a rule indicating the need to offer a reduced student fee that includes all social event(s), other even more reduced student fees without social event(s) may be offered.

- When a best student paper award is granted, it is recommended to join all the candidates' presentations in a specific session which should be scheduled before the gala dinner. The candidates will defend their papers in front of the jury composed of the EUSFLAT Board members without conflicts of interests.