Conference Organizers’ Manual

How to successfully plan your event

EAI Endorsed Conferences
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About the European Alliance for Innovation (EAI)

EAI is an organization established to promote and foster innovation in Europe. As such, it assists its affiliates and society members with activities such as conference management. For the purposes of collaboration, networking and promotion of innovation ideas through dissemination, EAI endorses conferences, workshops, demos, exhibits and tutorials. EAI is a unique organization which provides innovation platforms to move scientific results from cutting-edge and emerging research ideas to market.

EAI endorses conferences that are managed on a self sustainable principle. EAI sets budgets for members who, unlike in most similar organizations, are not required to pay annual membership fees.

The network and activities of EAI also encourage collaboration and networking between academics giving them the chance to identify prospective partners, enhance cooperation for multi-national research projects, tap into the research of the future through introducing their students to the field as well as a wider outreach to other sectors including representatives from industry and business with the aim of technology transfer and increased cooperation to foster innovation in the ICT field.

The EAI conference portfolio includes dozens of annual international technical conferences, workshops, summits and symposia covering a wide array of topics related to Information and Communication Technologies (ICT). Beyond the traditional areas of computer science and engineering, EAI conferences focus on the societal impact of ICT technologies and cover topics such as medicine, health, arts, immersive environments, simulation, modeling, entertainment, nanotechnology, social-networking, digital and electronic forensics, nano-communications, robotics, virtual worlds, auction theories and bionetics.

EAI conferences are located on all five continents, and have hosted events all over the world including Australia, Austria, Belgium, Canada, China, Cyprus, Denmark, Finland, France, Germany, Greece, Hong-Kong, Hungary, India, Ireland, Israel, Italy, Japan, Mexico, Mozambique, the Netherlands, Spain, Portugal, Taiwan, Turkey, Singapore, South Africa, South Korea, Spain, Switzerland, the UK and the USA.

EAI’s professional staff manages the conference planning and organization, while EAI provides full financial sponsorship of its events. EAI has shaped a model of event organization using its expertise to provide support of the conference management process including logistics, finance and administration, IT tools and process overview to organizing committees, whose prominent researchers and academics can retain their focus on developing high quality content and conference formats. This solution which includes sponsorship and logistical support (EAI), and content creation (Committee) provides the best opportunity for a successfully attended, high quality event.

The results of EAI endorsed events are published in major journals, including EAI Transactions Series, in EAI’s open access digital library (EUDL) and through agreement with Springer Verlag in the LNICST series, appearing in SpringerLink - one of the largest digital libraries in the world. In agreement with the conference Steering Committee, EAI conferences also publish with other major publishers in the ICT field, such as ACM and IEEE, and proceedings are submitted for inclusion to leading indexing services, including DBLP, Google Scholar, ACM Digital Library, ISI Proceedings, EI Engineering Index, CrossRef, Scopus.
1. EAI Endorsed Conference Application

In order to apply for EAI support, a General Chair wishing to organize a new EAI endorsed conference (or a subsequent edition of an existing event) fills out and submits the Sponsorship Application Form (SAF) at least 15 months prior to the event.

Beyond providing financial support and assuming the financial risk of the conference, EAI will provide complete conference support as outlined in this document.

EAI Co-sponsorship

As a co-sponsoring organization, EAI shares the responsibility of financial, technical, publicity and administrative efforts of the event with other involved partners. This option may be valid for organizing committees of smaller events who prefer to use the outreach potential and publishing contacts of EAI, but take full financial responsibility as well as run most of the planning process without EAI event.

In order to apply for EAI financial co-sponsorship, please contact the EAI Events Department at conferences@eai.eu.

EAI Technical Sponsorship

EAI provides technical sponsorship opportunities for events organized and hosted by other associations, societies and academic institutions. In order to apply for EAI technical sponsorship, please contact the EAI Events Department at conferences@eai.eu.

2. Organizing an EAI Conference

The first step in organizing an EAI conference is for the appointed General Chair to fill out of the Sponsorship Application Form (SAF) and submit it to EAI for approval approximately 15 months before the event date.

Name and Acronym Selection

For first year events, the official name and acronym of the conference/workshop is chosen by the General Chair with the assistance of the EAI Community Development and Events Manager. The same name and acronym will be used for future editions of the conference/workshop series.

The full name of the conference/workshop should include the exact edition of the conference and the general technical area as in.

It is recommended that the conference/workshop acronym be an abbreviation that reflects the official conference name and is also used as the domain name. The conference/workshop acronym appears on the website and all promotional materials produced to publicize the conference.
Key Milestones

There are five important dates that represent the main milestones in the lifecycle of the conference, and influence its success.

The four important dates are:

- Conference Date
- Call for Papers
- Paper Submission Deadline
- Notification of Acceptance Deadline and Call for Participation
- Camera-Ready Deadline

The Conference Date should be identified by the General Chair in consultation with EAI. When identifying the conference date, events in similar technical areas have to be considered to avoid conflicts. Optimally the conference date should be set 15 months after the organizational process has been launched to allow enough time for the full conference planning process. The conference duration is depending on the program design and expected number of sessions and presentations. Once identified and published on the official conference website, the conference date can only be changed upon approval of the EAI Community Development and Events Manager and Management.

The recommended Paper Submission Deadline is set by EAI in consultation with the General Chair, the Technical Program Committee Chair and the EAI Community Development and Events Manager, depending on the particular submission requirements and deadlines specified by the official publisher of the Conference Proceedings.

The Notification of Acceptance Deadline and the Call for Participation Deadline is set by EAI in consultation with the General Chair, the Technical Program Committee Chair and the EAI Community Development and Events Manager.

The Camera-Ready Deadline is set by EAI in consultation with the General Chair, the Technical Program Committee Chair and the EAI Community Development and Events Manager. Depending on the particular submission requirements and deadlines specified by the official publisher of the Conference Proceedings, the camera-ready deadline is generally set to be 3 months before the conference date.

Important Dates of Workshops

A call for workshop proposals should be published at the time of the first Call for Papers.

Important Dates of Tutorials

A call for tutorial proposals should be published at the time of the first Call for Papers. The registration for tutorials must be open at the time of the first Call for Participation.
**Location and Venue Selection**

The selection of conference location is the responsibility of the EAI Venue Manager in consultation with the General Chair and the Steering Committee. Suitable alternatives for conference venue should be identified as early in the planning process as possible, for approval by the EAI Venue Manager who bears the responsibility for obtaining quotes, negotiating and signing the venue contract.

When deciding on the location, the following factors are taken into account:

- A Local Chair should be available to support the organizational process.
- Local research institutions and an academic community with a focus on the technological area of the conference available
- Industry presence with a relevant or similar focus available
- Geographic considerations: accessibility by international air-transit, climate conditions, tourist attractions

Any change in the Technical Program that affects the logistical arrangements (extra/cancelled workshops, demos, tutorials, the number of tracks and parallel session etc) must be immediately communicated to the EAI Community Development and Events Manager.

**Official Conference Website**

Every EAI endorsed event will have an official website set up in compliance with the EAI guidelines. Official conference websites are set up on the EAI domain provided which is maintained and annually renewed by EAI. Domain names are typically based on the conference acronym, and used for consecutive editions, therefore the conference web domain does not include references to a specific conference edition or year.

EAI provides the Web Chair with access and instructions on how to use the conference website interface. The conference website should be constantly monitored and updated by the conference Web Chair based on specific instructions from the Organizing Committee and the EAI Community Development and Events Manager.

Minimum requirements for launching a new edition of an EAI conference website are the following elements:

- Full name of the event including “International Conference on” and edition no. (“1st/2nd/…”)
- Acronym / Logo
- Dates of the conference
- Important dates (submission, notification and camera-ready deadlines)
- Promotional paragraph stating why this is a must-attend event
- Location and photos highlighting its attraction as a hosting city
- Scope of the conference and research topics
- Committee information (names, affiliations, countries)
Items to be posted as soon as they become available:

- Technical and financial co-sponsors’ logos (Logos of technical sponsors can be displayed and linked on websites of EAI sponsored conferences according to specification given in the official cooperation/sponsorship agreement signed by EAI and the technically sponsoring organization).
- Technical Program committee
- Keynote Speaker information (bio, photo, title and abstract of presentation)
- Other program points such as tracks and special sessions information
- Announcements and links to websites of accepted Workshops
- Announcement of Best Paper and Best Student Paper Awards
- Announcements of Tutorials, Demos, Panels and Exhibits
- Selected conference venue with maps and instructions
- Practical information about recommended accommodation, visa information and local highlights
- Registration and Fees (maintained by EAI)
- Technical Program (preliminary version and final version as available)
- Call for Participation

Budgetary Guidelines and Registration

EAI, as financial sponsor, takes full responsibility for the budgeting and financial process of conferences including all financial risks, expense payments, payment of VAT on registration fees, performing account audits, etc. The conference overhead expenses are budgeted to cover the financial, administrative, management and other services provided in support of EAI endorsed conferences.

As EAI is held accountable for all finance-related issues through EAI policy requirements, the EAI Community Development and Events Manager is authorized to make all final decisions regarding event budgets (including fee structures) based on Steering/Organizing Committee Chair input upon request.

Following the approval of the initial Sponsorship Application Form (SAF), a preliminary budget is prepared by the EAI Community Development and Events Manager based on the financial principals outlined in the Budgetary and Financial Principles document, in keeping with the event’s production time line and revised accordingly; until such time, the fee structure is finalized for opening of the secured on-line registration system by the EAI Community Development and Events Manager.

Registration fees are set by the EAI Community Development and Events Manager in consultation with the Organizing Committee of the conference. Registration fees are established by the EAI Community Development and Events Manager to offset all conference related expenses and invested into the further development of new and existing activities, including non-revenue generating, of EAI.
Registration fees are tiered in various categories depending on competitive standards, the registrants’ career level (full-time student vs. working professional), affiliation status with EAI and with the society involved in the conference organization (member vs. non-member) and the date of the conference registration (early registration vs. late/on-site registration).

EAI assumes full financial and administrative responsibility for the conference, which is managed by Staff of EAI, namely the EAI Community Development and Events Manager, the Venue Manager and the Financial Officer. The EAI Community Development and Events Manager prepares and maintains the conference budget throughout the conference organizational cycle in collaboration with the Venue Manager, who negotiates prices with vendors, and the EAI Financial Officer, who oversees the budgeting process and provides the following financial and registration services:

- Monitoring customer registrations, managing customer payments and electronic invoicing process
- Addressing customer requests regarding invoice modifications and issuance of official invoices,
- Processing registration fee refunds to customers,
- Collecting incoming invoices from vendors and executing payment transactions,
- Preparing sponsorship invoices and monitoring the receipt of sponsorship funds

As EAI operates across Europe and is a VAT registered entity in all European countries, the Financial Officer also prepares the quarterly VAT declaration both for the recovery and the refund of foreign VAT in European countries according to the European Council Directive 2006/112/EC modified by Directive 2008/8/EC.

Should you need additional information, or have questions regarding the conference budget or EAI financial policy, please contact your EAI Community Development and Events Manager or the EAI Finance Manager at finance@eai.eu

DISCLAIMERS:

1. Events where the EAI has sole financial sponsorship, the rights to the event name, slogan, subject matter content, copyrights for publications and/or logo are owned by EAI. Subsequent author/non-author contact information generated from an event is proprietary of EAI and may not be used by Steering/Organizing Committees for any external purpose without pre-approval from EAI.

2. Events where the EAI has a shared involvement among several organizations defined by a financial or non-financial co-sponsorship arrangement which includes significant involvement in the subject matter content, financial, publicity, publishing, creative and administrative areas of the event, the rights and ownership between these sponsoring organizations are explicitly defined in terms of a Memorandum of Understanding (MOU) in keeping with EAI policy requirements.

3) EAI staff has the primary responsibility of preparing, approving and maintaining the event budget based on Organizing Committee input.

4) The EAI Budgetary and Financial Principles document is subject to change without notice by EAI.

Event Co-sponsorship

EAI often participates with other professional societies in technical or financial co-sponsorship. It is the responsibility of the General Chair to apply for co-sponsorship from relevant organizations. EAI provides support and necessary assistance to complete applications.
Grants and Financial Assistance

EAI is committed to promote diversity and equal opportunities for all students presenting an accepted paper at EAI conferences, regardless of their socio-economic background. EAI conferences which succeed in granting external sponsorship funds from industry are encouraged to offer travel grants for participants or students requiring financial assistance.

Conference Outreach and Promotional Materials

EAI offers assistance to the organizing committee to promote the conference and widen the outreach of conference communications. This assistance includes:

- Working with the organizing committee to develop a promotional plan early in the planning process, including identifying relevant networks, associations, journals, 3rd party website and EU project platforms (if applicable) for outreach and dissemination of conference calls
- Templates for production of calls to be disseminated at other events, distributed among committee mailing lists and posted on relevant online platforms.
- Hardcopy dissemination of Call for Papers at other events
- Distribution of Calls and participation invitations via EAI community and lists
- Promotion of the event in EAI newsletter, journals, publications and on partner web sites.
- Opportunities to publish feature articles, opinion pieces or other written material to promote the event through EAI magazines and journals.
- Conference logo and guidelines for Conference Posters and Banners

Conference Materials

EAI provides templates for Calls for Papers, Calls for Workshops, Call for Participation or other calls as applicable (Call for Panels, Work-in-Progress Papers, Demos and Tutorials, Exhibits and Sponsorship, Industry Tracks). The General Chair and the TPC Chair are responsible for preparing the content for the Call for Papers and the Call for Participation.

EAI will disseminate the Call for Papers to its members, to interested contacts of the EAI network and its relevant affiliated societies. In addition, Calls will be disseminated primarily by the members of the Organizing and Steering Committees through their own mailing lists, social and professional networks. It is the responsibility of the Publicity and Social Media Chair to maximize the impact of conference publicity and promotion, and ensure that calls reach the widest spectrum of potential conference participants.

Calls for Papers and Calls for Participation must meet standard EAI requirements in terms of style, design and content. The Publicity and Social Media Chair in collaboration with the Organizing Committee should make sure that the following general items are included:

- Name and Logo of co-sponsoring organizations
- Name, acronym, date, location, venue, and website of the conference
- Conference scope
• List of Topics of particular interest
• Names and affiliations of Organizing Committee Members
• Calls for Workshops / Tutorials / Demos / Exhibits Proposals
• Important dates, e.g. submission, notification, camera-ready deadlines
• Publication related information e.g. publishing of the Conference Proceedings, publishing in special issues and journals
• Keynote speakers or other attractive program points if available
• Other attractive features of the conference, its location or its specific niche, making it a prime event to participate in for the target community

Other promotional materials may include:
• Conference Rollwalls
  Program brochure, badges and conference bags or other event merchandise (with all sponsor and partner logos)

Policy for Logos on all conference materials and websites:
• All EAI scientific conferences are endorsed by the European Alliance for Innovation - EAI. The caption “Endorsed by EAI” and EAI logo must be displayed on all EAI conference material
• An individual conference logo is provided for each conference series and this should be displayed on all conference-related promotional material
• All EAI Affiliated organizations’ logos providing full or partial sponsorship to the conference

3. Conference Committees and Functions

Overview

The Conference Committees members are responsible for the coordination of activities necessary to successfully organize an EAI conference with the approval of the EAI Community Development and Events Manager.

Each conference has a Steering Committee and an Organizing Committee. As EAI is a nonprofit society, members of the Steering and Organizing Committees participate in related professional activities on a strictly voluntary basis.

All volunteers should adhere to the EAI Code of Ethics (in Appendix A) in any conference-related professional context throughout the conference lifecycle.

Steering Committee

The Steering Committee represents the strategic and technical supervisory organ of an EAI Endorsed event. It advises the EAI Society Director on issues related to the long term strategy and sustainability of the conference. It proposes the key organizing members of the annual events and oversees the general
organizational process to guarantee the quality of the event. Further matters may be delegated to the
Steering Committee through the assigned EAI Community Development and Events Manager.
Steering Committee recommendations are made by a two-thirds majority of participating members,
with confirmation by the EAI Society Director.

Steering Committee consists of 3-6 Steering Committee members, initially appointed by the Society
Director. Subsequent members can be nominated by Steering Committee members or the EAI
Community Development and Events Managers and approved by the Society Director. A Steering
Committee member is appointed for a period of 3 years and will be reappointed for another period
unless informed otherwise by EAI 3 months prior to term expiration. In case of non performance,
appointments may be subject to revocation by EAI with Steering Committee majority consensus with
immediate effect for reasons stated in the revocation notice.

Organizing Committee

General Chair
The General Chair oversees the smooth running of the full planning process for the conference, ensures
good collaboration and communication within the organizing committee as well as with the EAI
Community Development and Events Manager and reports to the Steering Committee on the progress
or the preparations of the event.

As Chair of the Organizing Committee, the General Chair is responsible for appointing and filling in the
Sponsorship Application Form (SAF) the minimum required Organizing Committee positions listed
below, and sending their contact details (name, affiliation, e-mail address and phone number) to the EAI
Community Development and Events Manager:

- General Co-Chairs (if applicable)
- Technical Program Committee Chair / Co-Chairs
- Web Chair
- Publicity and Social Media Chair / Co-Chairs
- Workshops Chair

Depending on estimated workload and availability, co-chairs can be assigned to each of the roles to
share responsibility and divide the work load.

The General Chair has to ensure that all members are aware of their specific roles and responsibilities
and adhere to the EAI code of ethics.

Furthermore the General Chair is responsible for the appointment of other necessary committee
positions as applicable for the organization of a successful and well organized event, e.g:

- Publications Chair
- Sponsorship & Exhibits Chair
- Panels Chair
• Tutorials Chair
• Demos Chair
• Posters and PhD Track Chair
• Local Chair
• Other additional chairs as deemed relevant by the General Chair

Further duties of the General Chair include:
• Selecting the official conference name and acronym, as well as defining the technical scope and technological areas covered by the conference program *(applies to first year events)*. OR
• Working closely with the Steering Committee to determine the location, date, venue, scope, and duration of the conference *(applies to continuing events)*.
• Submitting the Sponsorship Application Form (SAF) to EAI for approval.
• Selecting a domain name for the conference once the SAF is approved, and sending the request to the EAI Community Development and Events Manager *(applies to first year events)*.
• Oversee the maintenance of the conference website, the responsibilities for continuous updates lies specifically on the Web Chair.
• Working closely with the Technical Program Committee Chair on strategic issues for the design of the technical program including amending scope and setting research topics, soliciting special sessions, identifying keynote speakers, deciding on workshops, tutorials, panels, demos, posters, industry track and exhibits, ensuring a rich overall conference program and well-attended event.
• Working closely with the Technical Program Committee Chair defining a desired acceptance rate of submitted papers, specifying paper types and maximum number of pages per paper.
• In collaboration with the Sponsorship Chair, identifying and submitting applications for Technical Sponsorships at least six weeks prior to sending out the first round of Call for Papers.
• In collaboration with the Technical Program Chair drafting and approving of the Call for Papers
• Supporting the promotional efforts of the Publicity and Social Media Chair by disseminating the Call for Papers and Call for Participation through their own mailing lists, social and professional networks and encouraging all other Organizing Committee members to do the same.
• Inviting selected Keynote Speaker(s) for the conference.
• Composing the official Welcome Letter from the General Chair for the Conference Proceedings and for the conference webpage.
• Delivering the Official Conference Opening Speech that includes acknowledging committee members, authors, sponsors, event partners, etc. and outlining the conference agenda.
• Delivering the Official Conference Closing Speech that includes announcing the technical and logistical details of the conference’s next edition in collaboration with next year’s General Chair (if appointed).
• Fulfilling his/her duties according to the official Conference Timeline
• Preparing a Post-conference Report and submitting it to the EAI Community Development and Events Manager no later than 14 days after the conference (a prerequisite for sending the Final Proceedings link to the publisher). The report should include:
A summary of the highlights of the conference (both scientific and social aspects) to be included in the News and Conference Reports sections of the main EAI portals (This report may also serve as the Preface of the final published conference proceedings).

- A list of suggestions to further improve the conference series.

As Volume Editor of the proceedings the General Chair together with the TPC chair is responsible for final review and validation of the prepared proceedings material to be sent to the publisher.

General Chairs receive complimentary attendance to all sessions, workshops, exhibits, demos, and the social activities of the conference they organize.

**Technical Program Committee Chair**

The Technical Program Committee Chair (TPC Chair) oversees the activities of the Technical Program Committee (TPC), the technical organizational body in charge of handling all issues related to paper submission, review and selection, and the creation of the Final Conference Program. The TPC Chair is appointed by the General Chair.

**Duties of the TPC Chair include:**

- Working closely with the General Chair on strategic issues for the design of the technical program including amending scope and setting research topics, soliciting special sessions, identifying keynote speakers, deciding on workshops, tutorials, panels, demos, posters, industry track and exhibits, ensuring a rich overall conference program and well-attended event.
- Working closely with the General Chair defining a desired acceptance rate of submitted papers, specifying paper types and maximum number of pages per paper.
- Assisting the General Chair in identifying and submitting applications for Technical Sponsorships at least six weeks prior to sending out the first round of Call for Papers.
- Identifying and appointing the Technical Program Committee (TPC) Members and communicating their names, affiliations and countries to the Web Chair to be posted on the conference website.
- Ensuring that all activities of the TPC are conducted according to the official Conference Timeline.
- Registering the conference in the EAI paper management system, to facilitate the initial submission, review, camera-ready submission and proceeding production processes.
- Ensuring, together with Publications Chair, that all information about the conference publication, such as the Paper Submission Instructions, Authors’ Kit, etc. are uploaded to the conference website prior to sending out the first round of Call for Papers.
- Overseeing the entire paper submission and review process, including recommendations for modifications (if any), the assignment of reviewers to submitted papers and notification of accepted and rejected authors, etc.
- Recommending possible keynote speaker candidates to the General Chair. Once the keynote speakers are confirmed, the TPC Chair has to obtain the bios, photos and abstracts from them to be included in upcoming rounds of Call for Papers and published on the conference website.
• If a non EAI system is used for initial submission, provide the EAI Community Development and Events Manager with the list of authors of all submitted articles (including co-authors) and their emails, before the notification deadline.
• Together with the Publications Chair, making sure that camera-ready formatting requirements are posted on the conference website before notification deadline.
• Assembling a high quality conference program that consists of a diverse set of technical elements, such as technical paper presentations, keynote addresses, panels, work-in-progress papers, invited papers, demos, exhibits, posters, special sessions and industry tracks.
• Making recommendations to the General Chair on the selection of conference awardees, such as Best Paper(s) and Best Student Paper(s).
• Organizing the accepted papers and supplementary program elements into sessions and establishing the final conference program to be posted on the conference website, according to Conference Time Table.
• Immediately communicating any change in the Technical Program that affects logistical arrangements (extra/cancelled workshops, demos, tutorials, etc.) to the EAI Community Development and Events Manager.
• In collaboration with the Publications Chair, validate uploaded camera ready material to ensure its compliance with publisher requirements (cf. Publication Chair duties for further details).
• In collaboration with the General and Publications Chairs, making sure that the preface, conference organization credits and Table of Contents are uploaded for production of the final published proceedings.
• As Volume Editor of the proceedings the TPC chair together with the General Chair is responsible for final review and validation of the prepared proceedings material to be sent to the publisher.

The above described roles and responsibilities of the Technical Program Committee Chair require extensive communication with the committee members, the authors, and other potential contributors to the conference. Technical Program Committee Chairs receive complimentary attendance to all sessions, workshops, exhibits, demos, and social activities of the conference they organize.

**Technical Program Committee Member**

It is the Technical Program Committee’s responsibility to select the top technical papers and ensure that the highest scientific standards are met in the program, approved by the Technical Program Committee Chairs and General Chairs. The members of the Technical Program Committee are participating in the paper review process. They are encouraged to assist the Chairs with recommendations regarding keynote speakers, invited speakers, tutorials, panels, etc.

**Publications Chair**

The Publications Chair is responsible for overseeing the production process of all conference-related publications, and ensuring that all accepted papers to be published are uploaded into EAI’s camera ready paper management system. This includes verifying that each individual submission meets the technical requirements of the publisher. Every submission must be appropriately verified before EAI can
produce the soft-copy proceedings for distribution at the conference and transfer the proceedings to the publisher.

The Publications Chair should work closely with the Technical Program Committee Chair and study the basic functionalities of the paper submissions system.

By default, Conference Proceedings are published in the Lecture Notes of the Institute for Computer Sciences, Social Informatics and Telecommunications Engineering (LNICST) series by Springer Verlag. The Publications Chair is responsible for ensuring that the papers comply with the LNICST formatting standards. If the Conference Proceedings are published by alternative publishers (such as ACM, IEEE), it is the sole responsibility of the Publications Chair and the Technical Program Committee Chair to ensure that the papers comply with the publisher’s formatting standards as described in the publisher’s instructions to authors.

*Duties of the Publications Chair include:*

- Following the Publishing Guidelines for Authors and the Instructions for Editors.
- Completing and submitting the Conference Publication Request Forms to the EAI Community Development and Events Manager for approval.
- Ensuring, together with the TPC Chair, that all information about the conference publications, such as the Paper Submission Instructions, Authors’ Kit, etc. are uploaded to the conference website prior to sending out the first round of Call for Papers.
- Making sure that camera-ready formatting requirements are posted on the conference website before notifications.
- Obtaining the final list of accepted/invited papers from the Technical Program Committee Chair after the notification deadline has passed.
- Verifying that each individual submission meets the technical requirements of the publisher and contacting authors if their camera-ready paper is missing or if it does not comply with the Conference Proceedings formatting standards.
- Making sure all the steps for the proceedings publication are completed and the relevant documents uploaded in the EAI proceedings publication tool (volume editors, preface, credits to volume editors, credits to organizing committee, table of content).
- Notifying the EAI Community Development and Events Manager once all the requested documents are uploaded in EAI proceedings publication tool and once all camera-ready papers have been uploaded in the required format, in order for EAI to start the production of the Conference Proceedings.
- Together with the TPC chair ensuring that the conference proceedings are accurately prepared in the EAI camera ready system according to publisher requirements. Securing and monitoring the upload of any necessary corrections or complementary information needed from authors or the organizing committee.
Publicity and Social Media Chair

It is the responsibility of the Publicity and Social Media Chair to maximize the impact of conference publicity and promotion, and ensure that promotional materials reach the widest spectrum of potential conference participants. The Publicity and Social Media Chair should work closely with EAI Community Development and Events Manager. EAI will disseminate the Call for Papers through its networks after they have been posted on the conference webpage.

For maximizing the success and impact of the conference, the Publicity and Social Media Chair will work with all members of the Organizing and Steering Committees to also utilize their social and professional networks to publicize the events and engage in the following activities:

- Distribution of CFPs to relevant mailing lists
- Distribution of CFPs at relevant events
- Distribution of CFPs at their host institution/corporation
- Promotion through online social networking platforms (Facebook, Linked-In, Twitter, etc.)

Other promotional opportunities within the responsibilities of the Publicity and Social Media Chair:

- Prepare feature article or similar interesting piece to be published in the EAI online magazine
- Disseminate the CFP on relevant EU project platforms and portals.
- Investigating ideas to solicit relevant EU projects to host coordination meetings or other relevant events in connection with the conference to increase the potential number of participants from the European research community or doing a special session presenting relevant EU projects/networking session to identify prospective partners.
- Personal emails to be distributed to all previous editions’ participants, authors (also rejected ones) TPC members/reviewer or other email list of contacts.
- Post the CFP at relevant 3rd party websites, appropriate for the research area.
- Request from fellow members of the committee to provide any information about potential associations, professional societies, groups or magazines that are relevant for the target audience, which may be followed up by EAI marketing team as potential outreach platforms.

EAI encourages the General Chair to appoint at least one Publicity and Social Media Chair on each continent. The Publicity and Social Media Chair provides a comprehensive list of organizations, media outlets and institutions, initiates partnerships with them, and sends regular status updates to the EAI Marketing Department. Official media partnership agreements are to be signed by and between EAI and the respective partner.

Given the importance of the continued success of the conference over future years, the Publicity and Social Media Chair will recommend and provide the EAI Community Development and Events Manager all relevant channels of dissemination used in the current event.
Workshops Chair
The Workshops Chair oversees the organization of the co-located workshops. He identifies specialized topics relevant to the scope of the event, appoints Chairs for the subsequent workshops and works with the Workshop Chairs on the successful execution of each workshop.

Workshop Chair
EAI conferences typically have several workshops, each of them led by a Workshop Chair. The activities of the Workshop Chairs are coordinated and supported by the Workshops Chair.

Duties of the Workshop Chair include:

- Appointing the Workshop Organizing Committee; recommended positions include:
  - Technical Program Committee Chair
  - Publicity and Social Media Chair
  - Publications Chair
  - Web Master
    (see Manual for description of roles).
- Selecting the official workshop name and acronym in consultation with the Workshops Chair (applies to first year events).
- Defining the technical scope and technological areas covered by the workshop program.
- Selecting a domain name for the workshop once it has been approved, and sending the request to the EAI Community Development and Events Manager (applies to first year events). EAI covers the expenses of the domain registration and provides the template for the workshop website. The maintenance of the website is the responsibility of the Web Chair of the workshop.
- Creating the Call for Workshop Papers.
- Fulfilling his/her duties according to the official Conference Timeline for Workshop organization.
- Preparing a Post-Workshop Report and submitting it to the EAI Community Development and Events Manager no later than 7 days after the workshop. The report should include:
  - A summary of the highlights of the workshop (both scientific and social aspects) to be included in the News and Conference Reports sections of the main EAI portals.
  - A list of suggestions to further improve the workshop series.

Workshop Chairs receive complimentary attendance to the workshop they organize. If they wish to participate in the technical session, a special discounted rate applies.

Sponsorship & Exhibits Chair
The Sponsorship & Exhibits Chair is responsible for securing additional financial resources supporting the conference and for ensuring that the conference is endorsed and supported by the widest array of institutional and corporate partners, offering the opportunity for sponsoring and other organizations to exhibit related products and activities. Details of the official Sponsorship & Exhibit Agreements are finalized and signed by and between EAI and the sponsoring or exhibiting party according to the rules and regulations outlined in the Sponsorship & Exhibit documents.
Sponsorship funds are managed by EAI supporting conference related activities within the scope of the event. EAI, as a non-profit society, reserves the right to allocate a portion of the fund for activities consistent with the society’s goals and principles.

**Duties of the Sponsorship & Exhibits Chair include:**

- Identifying and proactively approaching potential partners interested in financially supporting the conference or exhibiting onsite.
- Drafting and finalizing Sponsorship Letters used in sponsorship and exhibitor acquisition.
- Providing sponsor and exhibitor contact information to the EAI Community Development and Events Manager.
- Providing regular updates about the status of sponsorship and exhibit negotiations to the EAI Community Development and Events Manager.
- Collecting logos, company descriptions, banners, promotional material etc. from sponsors/exhibitors and coordinating with the Web Chair to post them on the conference website.
- Sending all relevant information (logos, links, etc.) to the Publicity and Social Media Chair and General Chair for inclusion in other conference-related promotional materials.
- In collaboration with the EAI Community Development and Events Manager assisting in the exhibit space coordination on-site as well as being a contact point for requests from the sponsors.

**Sponsorship Opportunities for Corporate Donors**

EAI endorsed conferences receive additional financial/in-kind support on a regular basis from corporations, governmental agencies, academic institutions, and research centers. Organizations supporting EAI events as patron sponsors receive a variety of benefits including marketing & publicity. Patron sponsorship packages may be tailored to the specific needs of the sponsor. EAI accepts financial support from organizations interested in contributing towards specific areas of the conference organizational process (additional contribution to Keynote Speaker expenses, registration and travel grants to students, conference awards, etc.). EAI, as a non-profit organization reserves the right to allocate a portion of patron sponsorship funding for activities consistent with the organization’s goals & regulations. For details, contact the EAI Community Development and Events Manager.

**Grants and Financial Assistance**

EAI is committed to promote diversity and equal opportunities for all students presenting an accepted paper at EAI conferences, regardless of their socio-economic background. EAI conferences which succeed in granting external sponsorship funds from industry are encouraged to offer travel grants for participants or students requiring financial assistance.

**Local Chair**

The Local Chair provides local logistical support for the conference, coordinates the local team of volunteers and are responsible for specific local outreach (local media partners, local sponsors etc).
**Duties of the Local Chair include:**

- Making venue recommendations to the EAI Community Development and Events Manager and Venue Manager and assisting with the selection process (onsite visits, etc.). EAI as the financial sponsor of the conference is solely responsible for obtaining quotes, negotiating and signing the venue contract.

- Organizing local publicity activities in close cooperation with the Publicity and Social Media Chair such as dissemination of Call for Papers and other calls to local academic and research institutions, technical and professional associations, local media, businesses and governmental and regulatory bodies.

- Recruiting onsite Student Volunteers for the entire duration of the conference to handle tasks such as assisting with the registration (as instructed by the onsite EAI Community Development and Events Manager), assembling conference bags, and ensuring that the audio-visual equipment is set up, etc.

- Providing Invitation Letters for registered attendees and conference organizers if needed for visa application. Invitation Letters are only issued to authors, organizers and speakers, and only when the conference registration fee has been paid and the payment has been confirmed by the EAI Community Development and Events Manager. Please consult the sample Invitation Letter for details.

- Providing the Web Chair with appropriate information on the visa requirements of the host country, the conference venue including its accessibility through various means of transportation, relevant maps and directions, recommended accommodation alternatives of various price categories including contact information, as well as local opportunities for extracurricular activities.

- Printing the Conference Program/Brochure for distribution at the conference.

- Ensuring that logistical arrangements at the conference venue have been completed:
  - direction signs throughout the venue
  - audio-visual equipments
  - conference program/brochure displayed or inserted into the conference bags
  - local maps and tourist guides displayed or inserted into the conference bags
  - promotional material by sponsors displayed
  - internet connection and credentials if needed are provided at the venue for participants

- Assisting the EAI Community Development and Events Manager and supervising the Student Volunteers with onsite registrations.

Local Chairs receive complimentary attendance to all sessions, workshops, exhibits, demos, and social activities of the conference.

**Student Volunteers**

Student Volunteers play an important role in providing onsite assistance to the Organizing Committee. Student Volunteers are typically appointed by the Local Chair. It is the responsibility of the EAI Community Development and Events Manager and the Local Chair to provide the Student Volunteers with conference-specific instructions and training.
**Duties of Student Volunteers include:**

- Assembling the conference bags (softcopy Conference Proceedings, conference program, Call for Papers for the next edition, tourist information, other promotional material etc).
- Setting up the registration desk.
- Checking the conference room setup, the audio-visual equipment and signs (information boards, room allocation signs, etc.).
- Greeting and registering attendees, distributing conference materials, collecting business cards, responding to general inquiries regarding program, facilities, local information, etc.
- Assisting with onsite registrations
- Assisting with the setup of exhibits, demos and tutorials.

**Student volunteers receive**

- 100% discount to the full conference including sub-events, they may attend sessions once released from their conference duties as an onsite volunteer.
- Complimentary lunch and coffee breaks
- Conference gadgets and one copy of the softcopy Conference Proceedings.

**The number of Student Volunteers advised to be present at EAI conferences:**

- 1 volunteer at conferences with less than 30 attendees
- 2 volunteers at conferences with 30 - 80 attendees
- 4 volunteers at conferences with 80 - 150 attendees
- 8 volunteers at conferences with over 150 attendees
- 12 volunteers at conferences with over 250 attendees

**Web Chair**

The Web Chair is responsible for setting up and maintaining the conference website based on:

- EAI Website guidelines and check list
- Content provided by the Organizing Committee.

**Duties of the Web Chair include:**

- Setting up the conference website using the template provided by EAI.
- Actively seeking input from all Organizing Committee members on technical details and content elements detailed below:
  - General Chair: content on technical areas such as scope, organizing committee members, important dates, welcome message, bios and photos, etc.
  - Technical Program Committee Chair: preliminary and final conference program.
  - Local Chair: venue, local transportation, visa information, local attractions.
  - Workshops Chair: list of collocated workshops with links to their respective websites.
  - Publications Chair: publications-related information.
Additional Chair Positions

Tutorials Chair

Tutorials are an opportunity for training; they can be attended for an additional charge, covering tutorial organization expenses and tutorial speakers’ fees.

The Tutorials Chair is responsible for building a comprehensive Tutorials program that presents innovations and practical industrial applications to supplement the technical sessions of the conference. The Tutorials Chair works closely with the EAI Community Development and Events Manager on the logistical implications of the demos and tutorials during the organizational process.

Duties of the Tutorials Chair include:

- Preparing the Call for Tutorials as a part of the conference Call for Papers.
- Identifying tutorial instructors and communicating the EAI tutorial reimbursement policy to them prior to their confirmation.
- Consulting with the EAI Community Development and Events Manager and Venue Manager regarding hotel arrangements, tutorials infrastructure specific requirements such as security, audio-visual equipment, etc.
- Forwarding all tutorials-related information (dates, scope, bios of tutorial speakers, etc.) to the Web Chair for posting on the official conference website before registrations for the Tutorial open.
- Preparing the detailed tutorials section of the Conference Brochure.
- Immediately communicating any changes in the technical program that affects logistical arrangements (extra/cancelled tutorials) to the EAI Community Development and Events Manager.

The Tutorials Chair receives complimentary attendance to the tutorials that they chair. If they wish to participate in the technical session the conference, a special discounted rate applies.

Demos Chair

The Demos Chair is responsible for preparing the Call for Demos. Demos held at EAI conferences are strictly aligned with the technical scope of the event and are integrated parts of the conference program.

At least one of the demo presenters has to register at a full technical registration fee, which includes attendance in the technical sessions of the conference, the publishing of the demo paper and access to regular demo equipment: table, power supply and internet access. Should there be any additional requirements (i.e.: extra space, projectors, flat screens, etc.), they must be communicated to the EAI Community Development and Events Manager at least 3 months before the event date. Additional expenses in support of the demo (space, meals, etc.) are paid of the demo registration fees.
Panels Chair
The Panels Chair is responsible for ensuring that the technical program of the conference includes high quality panel discussions to actively engage the attendees.

*Duties of the Panels Chair include:*
- In collaboration with the Technical Program Committee Chair and the General Chair, identifying panel topics that directly relate to the technical scope of the conference.
- Preparing the Call for Panels as a part of the conference Call for Papers.
- Selecting and scheduling all panels integrated into the official conference program.
- Identifying and appointing Panel Moderators for the panels and providing them with guidelines for the selection process of panel speakers.
- Obtaining bios and abstracts from panelists and forwarding them to the conference Web Chair.

Posters Chair / PhD Track Chair
The Posters Chair is responsible for preparing the Call for Posters, defining the requirements of the poster presentations and inviting the reviewers of the poster papers.

The poster session provides an opportunity to present ongoing research projects, speculative or innovative work-in-progress papers and allow researchers to obtain feedback on their research results from knowledgeable conference attendees. Poster topics are similar to those in the Call for Papers. The posters should outline the preliminary results of research works. Students are encouraged to submit their work to the Poster Session.

4. Conference Program Elements

Peer-reviewed Program
Technical Sessions in the main conference constitute a series of presentations covering a broad range of scientific areas directly related to the technical scope of the conference. Accepted papers are included in the Conference Proceedings. Best paper publications may be included in various Transactions or other journals.

Such sessions are typically organized in single or multiple tracks that are scheduled for 2-3 days in duration, depending on the number of papers accepted.

In order to include an accepted paper in the Conference Proceedings, at least one author must register for the full technical session (or its combinations) at a full member or non-member rate, even if all authors are students. A registered author can present up to two papers.

Keynote Speakers
Keynote Speakers are invited by the Organizing Committee to deliver presentations to set the theme of the sessions that follow. Keynote Speakers are not required to submit papers; however, their
presentations may be included in the Conference Proceedings, posted on the official conference website or various EAI portals.

EAI recognizes the Keynote Speaker as a distinguished member of the scientific community, therefore the Alliance traditionally offers a monetary contribution towards the collective expenses of the official keynote speaker of each conference. In addition, EAI also provides a complimentary full technical registration to the keynote speaker. If the Organizing Committee decides to invite additional keynote speakers, the above contribution can be distributed to multiple recipients or funds must be obtained through additional institutional or corporate financial sponsorship (these funds must be submitted to EAI no later than 6 months prior to the conference). Travel reimbursements for Keynote Speakers are administered via transfer after the conference.

**Invited Papers**
Invited papers may be solicited by the Organizing Committee to deliver presentations in line with the scope of the conference. The Technical Program Chair decides on the paper length and other requirements of invited papers and communicates them to invited paper presenters.

Should the presenters of invited papers wish their papers to be included in the Conference Proceedings in full length, the same registration policies apply as for authors with accepted papers.

**Special Sessions**
Special Sessions may include presentations that focus on a specific challenge related to main theme of the conference. Special Sessions are based on invited papers, so identified in the Conference Program.

A conference may include several Special Sessions and it is the responsibility of the Technical Program Committee Chair(s) to draft the Call for Special Sessions, evaluate and select the sessions organizers, chosen also from Technical Program Committee members. The Special Sessions Chair(s) work closely with the TPC Chair to build the sessions into the conference program.

**Panels**
Panels make the conference more dynamic and encourage interaction between the panelists and the audience. Panel discussions are moderated by an acknowledged expert in the field to stimulate discussion and enable participants to express their opinions.

Panels may include a short introduction by the moderator, individual short presentations by each panelist, and a Q & A session with the audience. It is the responsibility of the Panels Chair to assemble high quality panel programs.

Panelists and the Panels Chair receive complimentary attendance to the conference on the day of their panel session. If they wish to participate in the technical session on other days of the conference, a special discounted rate applies.
**Work-in-Progress Papers**

Work-in-Progress (WIP) sessions are designed to accommodate papers on research projects that are still in the development phase. WIP papers are organized into sessions that are part of the main conference or workshop program. Since WIP papers are included in the official Conference Proceedings, the same paper review process applies.

In order to include an accepted Work-in-Progress paper in the Conference Proceedings, at least one author must register for the conference fee (or its combinations) at the full member of non-member rate, even if all authors are students.

It is the responsibility of the Technical Program Committee Chair to include Work-in-Progress papers into the technical program.

**Workshops**

Workshops are smaller scale technical events limited to a specialized topic area within the general scope of the main conference. Workshops are commonly organized to explore emerging technologies or demonstrative innovative solutions to novel technological challenges. Workshops are typically single track events that are scheduled for ½-1 day in duration before or after the Technical Session. Workshops co-located with the main conference are typically re-organized every year, which is beneficial for both types of events and ensures continuity.

Presentations delivered during the workshops are based on papers that have been selected through peer-review process. Accepted workshop papers are included in the Conference Proceedings. Best workshop paper publications may be included in various Transactions or other journals.

In order to include an accepted workshop paper in the Conference Proceedings, at least one author must register for the workshop fee (or its combinations) at a full member or non-member rate, even if all authors are students.

In addition to the selected papers, workshops can also feature Invited Keynote and invited Paper Sessions. It is the responsibility of the Workshop Chair to assemble a high quality workshop program that consists of a diverse set of technical elements.

**Demos**

Demos held at EAI conferences are strictly aligned with the technical scope of the event and are integrated parts of the conference program. Preparing the Call for Demos is the responsibility of the Demos Chair.

At least one of the demo presenters has to register at a full technical registration fee, which includes attendance in the technical sessions of the conference, the publishing of the demo paper and access to regular demo equipment: table, power supply and internet access. Should there be any additional requirements (i.e.: extra space, projectors, flat screens, etc.), they must be communicated to the EAI Community Development and Events Manager at least 3 months before the event date. Additional expenses in support of the demo (space, meals, etc.) are paid of the demo registration fees.
Posters
The Poster Session provides an opportunity to present ongoing research projects or PhD dissertations, and allow researchers to obtain feedback on their research results from knowledgeable conference attendees. Poster topics are similar to those in the Call for Papers. Students are encouraged to submit their work to the Poster Session.

The specific requirements of the poster presentations must be outlined in the Call for Posters. It is the responsibility of the Posters Chair to solicit poster presentations and inform the EAI Community Development and Events Manager regarding any special logistical or venue requirements for the Poster Session.

Exhibits
Exhibitions at EAI endorsed conferences should be aligned with the technical scope of the conference. Exhibitions typically feature vendors, service providers, research centers, media outlets, regulatory organs, etc. with activities directly related to the general conference areas. EAI offers sponsorship packages to help underwrite the cost of the event that may include exhibiting opportunities. Income derived from exhibits & sponsorships is allocated to cover related expenses and to contribute to the overall EAI development activities.

Tutorials
The main objective of a tutorial is to educate participants on a selected topic or a specific application within the scope of the conference.

The Tutorial Chair drafts the Call for Tutorial Proposals, evaluates the incoming proposals, and informs the instructors upon acceptance. The Tutorials Chair must inform the potential Tutorial Instructors about the EAI Tutorial Policy. Accepted tutorials will be organized only if there are at least 7 registered attendees to the tutorial. (Tutorials with less than 7 registered attendees will be cancelled.) Registration information to the tutorials should be available at least 5 months before the event date.

The minimum number of attendees must possibly be met 3 month before the event and the Tutorial Instructor has to be informed at this time whether or not the tutorial will be held.
Preparing the Call for Tutorials and informing the EAI Community Development and Events Manager about all the logistics and program-related arrangements is the responsibility of the Tutorials Chair.

Best Paper and Student Paper Awards
EAI strongly encourages the practice of awarding outstanding scientific contributions with Best Paper and Best Student Paper Awards at each conference. Best Paper authors are rewarded with a Conference Best Paper Certificate and may be invited to submit an extended version of their paper to appear in one of the Transactions or other journal. Furthermore, each paper awarded is granted one complimentary student registration. Upon acquisition of additional financial sponsorship, other awards may also be granted based on the decision of the Organizing Committee and EAI.
Best papers are selected by the Technical Program Committee, approved by the Technical Program Committee Chairs and the General Chairs. Any accepted paper can be considered for awards. Best Paper Awards are announced at the conference by the General Chair. Information on the available awards is posted in the Call for Papers and on the conference website.

**Social Events**

As networking is an important part of attending conferences, EAI sponsored conferences feature typically a Banquet Dinner where participants have the opportunity to socialize in a less formal environment. A full technical registration includes one complimentary ticket to the Banquet Dinner. The social event can be attended by colleagues, family members or friends of conference participants upon the advance purchase of additional tickets. The EAI Venue Manager follows up on the full venue identification and selection process, including the social event venue.

5. **Conference Support, Tools and Services**

**EAI Community Development and Events Manager**

An EAI Community Development and Events Manager is assigned to every EAI sponsored conference in order to oversee the organizational process and to provide assistance to the Steering Committee and the Organizing Committee members. The EAI Community Development and Events Manager ensures compliance with EAI policies and procedures described in the Conference Organizers’ Manual.

* Duties of the Community Development and Events Manager include:
  * Assisting with selection of the General Chair, conference location, date, duration and important dates on advice from the Steering Committee.
  * Ensuring that the Call for Papers and other calls comply with all formatting and content requirements.
  * Negotiation and drafting of sponsorship agreements on behalf of EAI.
  * Providing the registration fee in accordance with EAI budgetary and financial guidelines and ensuring that the online registration system is set up in conformance.
  * Providing Keynote speaker agreements and reimbursement forms for Keynote Speaker as well as approving discount codes for committee members, speakers and participants eligible for discounts.
  * Together with the EAI Publications Department, overseeing the production of the Conference Proceedings and providing the final proceedings link to the publisher.
  * Supervising onsite activities and Student Volunteers.
  * Providing guidance and assistance to committee members throughout the conference planning process.
  * Supporting Community Development as part of successful information sharing.

**EAI Venue Manager**

The EAI Venue Manager follows the full venue identification and selection process, including the social event venue, and is responsible for the negotiation and contracting processes. The EAI Venue Manager
remains in contact with the venue representative in terms of confirming logistical and technical requirements, estimated number of participants etc. Furthermore the EAI Venue Manager is responsible for conference merchandise, including identifying vendors, ordering and shipping of material. The EAI Venue Manager works in collaboration with the EAI Community Development and Events Manager and the Local Chair in terms of all related issues.

**EAI Financial Officer**
The EAI Financial Officer is responsible of all financial aspects of the conferences, including the budget, the invoicing process, the payments of conference related costs, the compliance with VAT requirements as well as the reporting to EAI Auditors.

**Venue Contracting Services**
As financial sponsor, EAI bears the financial responsibility of all venue-related expenses including rental of meeting room and AV equipment, catering costs during the program and additional social activities. Given the wide geographical scope of EAI activities, EAI has well established working relations with many of the world’s largest hospitality service providers across the globe, which offers good basis for negotiation. On suggestion of the Local Chair of the Organizing Committee the EAI Venue Manager negotiates and gathers offers from suitable venues before the final selection is conducted in consultation with the Organizing Committee.

**Publication Services**

*Proceedings*
The scientific work presented at the technical sessions and workshops of EAI conferences is published as conference proceedings, in cooperation with Springer Verlag, in the Lecture Notes of the Institute for Computer Sciences, Social Informatics and Telecommunications Engineering (LNICST) series, IEEE, ACM or, by special request, other Publishers may be considered by EAI. Proceedings are made available both in book form and the respective digital libraries.

*Indexing*
LNICST volumes are submitted for inclusion to leading indexing services, including DBLP, Google Scholar, ACM Digital Library, ISI Proceedings, EI Engineering Index, CrossRef and Scopus, as well as EAI’s own EU Digital Library (EUDL).

The EAI Publications Department takes the responsibility of preparing the Conference Proceedings for distribution in electronic format at the event, and provides software tools to assist the conference organizers in preparing the official final Conference Proceedings for submission to the publisher.

*Journals/special issues*
Authors of the best papers will be recommended to submit an extended version to the EAI Transactions or EAI magazines. EAI can also help facilitate further connection between conference and
other publication lines of the European Alliance for Innovation, including journal Special Issues of best papers and magazine content in support of conference visibility.

**Publicity Services**

**Calls**

EAI's Marketing Department assists in the dissemination of the Calls for Papers and Calls for Participation to society members through its extensive mailing list, as well as distributes Calls on site at EAI conferences and workshops worldwide.

**Outreach through EAI**

In its outreach portfolio EAI offers extended outreach through the networks of EAI, the EAI website, newsletter and EAI Institutional members. EAI marketing department assists the organizing committee with the dissemination plan for the conference, including seeking appropriate media partnership, contacting diverse networks and online platforms for further disseminations and liaising with the appropriate partners on the European arena through the EAI Strategic Forum.

**IT Services**

EAI provides custom-built software solutions for event management, including a tailor-made paper submission system, easily administered and updated conference websites, registration and payment systems as well as a contact management database.

**EAI Conference Help-Desk**

EAI provides support for the complete event process, for Organizing Committees and the event attendees, in forms of FAQs and technical assistance through the event website.

6. Conference Publications Opportunities

**About LNICST**


Inclusion in LNICST offers the following benefits to authors:

- Conference papers included in LNICST are published via SpringerLink, one of the largest online scientific libraries, as well as the European Union Digital Library (EUDL), EAI's official digital
library. Through these channels, LNICST is distributed to and referenced by an extensive global network of library consortia.

- LNICST is reviewed by the same indexing services as Springer’s other Lecture Notes proceedings series, including DBLP, CompuServe, IO-Port, EI, Scopus, INSPEC, ISI Proceedings and Google Scholar.

- Extended versions of scientific papers included in LNICST can be considered for inclusion in the EAI Transactions series upon format compliance and timely submission of the papers. For detailed information on each title of the Transactions series and for specific author guidelines and submission instructions, authors are requested to visit [http://www.icst.org/icst-transactions/](http://www.icst.org/icst-transactions/)

**Special Information when Publishing with LNICST**

- **Paper length** - no strict rules are set for paper length in LNICST. Page limits are therefore up to the conference organizers. As a general guideline, however, the upper limit for full papers might be set between 8-10 pages in length, while short papers might be up to 4 pages long. Papers exceeding the maximum length defined by the Technical Program Committee Chair and the Publications Chair may be subject to additional charges.

- **LNICST Author’s Kit** - Springer’s article templates and author guidelines should be followed closely. If the paper is not formatted according to these instructions, it will not be included in the Conference Proceedings or published in the series. Instructions can be found on the [LNICST website](http://www.icst.org/lncst), where also templates and instructions may be found ([LaTeX templates](http://www.icst.org/lncst), [LaTeX instructions](http://www.icst.org/lncst)).

- **Publications Chair’s instructions**. The Publications Chair should closely adhere to the instructions defined by Springer.

**European Union Digital Library (EU Digital Library)**

Providing access to thousands of scientific articles from all fields of ICT research, the European Union Digital Library (EU Digital Library) is the central repository of scientific content published under the different avenues of EAI publications with an EAI copyright, including Conference Proceedings. The EU Digital Library accommodates publications from selected partner institutions, alternative technical associations, professional societies and regulatory organizations that closely cooperate with EAI in its efforts to effectively disseminate scientific and research results globally.

For more information on the EU Digital Library, please visit [http://eudl.eu](http://eudl.eu)
EAI Transactions Special Issues

The Transactions are peer-reviewed research journals covering the latest specialist topics in ICT and related fields. Supported by editorial boards drawn from leading experts and by an array of innovative online tools, the Transactions are pioneering digital future of publication.

EAI conference organizers may organize Transactions Special Issues based on extended versions of selected best papers from their conference proceedings. Upon request, the EAI Publications Department will recommend Transactions titles in which to publish, and will put conference organizers in contact with journal editors to discuss Special Issue possibilities. The journal Editor-in-Chief has complete autonomy in deciding whether to accept or reject a Special Issue proposal.

Benefits of the Transactions

- **Fast online publication**
  - Timely, effective review with e-Scripts, EAI’s online submissions management system.
  - No waiting around for the print schedule – your article gets published with full citation information as soon as the final copy is approved.

- **Open access**
  - Open access is a new publishing model where the electronic copy of the article is made freely available and can be freely shared and redistributed. All journals in the Transactions series allow authors to choose Open Access publication conditions for their articles.
  - Authors of Open Access articles keep full copyright in their work. Open access articles have been observed to enjoy a citation advantage over the rest of the research literature.

- **Indexing and beyond**
  - Articles published in the Transactions will be submitted for inclusion in all the major indexing services, including Google Scholar, Microsoft Academic Search, DBLP, Engineering Information, the ISI Science Citation Index and others.
  - To increase visibility and citations, EAI supports innovative web tools that enable researchers to better share, classify and disseminate articles via the many different social bookmarking and networking tools available.
APPENDIX “A”

EAI Code of Ethics

EAI is a non-profit organization at the forefront, in the broadest sense, of providing support for research, innovation, and technology transfer in information technologies and their management and applications in the service of EAI members and the Society at large. The policy of EAI is to uphold the highest level of legal, ethical, and moral standards.

Before assuming any position with EAI, volunteers and staff members must read and agree to the official EAI Code of Ethics. The EAI Code serves the purpose of establishing legal, ethical and moral standards that conference Steering/Organizing Committee members need uphold, and specifies behavior and actions that result in the immediate exclusion of any Committee member from the conference organizing process.

EAI’s reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity in society and the industries that EAI serves. This policy for the promotion of ethical conduct (hereafter referred to as the Code of Ethics) shall apply to all EAI administration as well as EAI members volunteers including, but not limited to, elected or appointed officials and members of conference Steering/Organizing Committees, World Chapters, Student Councils, Divisions or any other organizational units or organizing bodies of EAI activities (hereinafter referred to as Volunteers).

EAI Representatives and Volunteers agree to:

- Recognize that the chief function of EAI at all times is to serve the best interests of its constituency.
- Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- Respect the structure and responsibilities of the EAI Administration, provide EAI officers with facts and advice as a basis for their policy making decisions, and uphold and implement policies adopted by the EAI Administration.
- Keep the EAI community informed about issues that affect it.
- Conduct organizational and operational duties with positive leadership, exemplified by open communication, creativity, dedication, and compassion.
- Exercise discretionary authority under the law to carry out the mission of the organization.
- Serve with respect, concern, courtesy and responsiveness in carrying out the mission of EAI.
- Demonstrate the highest standards of personal integrity, truthfulfulness, and fortitude in all EAI activities in order to inspire confidence and trust in the Institute.
- Avoid any interest or activity that is in conflict with the conduct of EAI official duties.
- Respect and protect privileged information to which they have access in the course of their official duties.
• Avoid financial conflicts of interest in the execution of the chosen volunteer function.
• Protect the intellectual property rights and proprietary rights of EAI in connection with the names of conferences, workshops, organizational units, etc.

**EAI Representatives and Volunteers agree NOT to:**

• Deceive, defraud, or mislead EAI Volunteers, Board members, employees, officers, staff members, managers, supervisors, other associates, or those with whom EAI has business or other relationships.
• Misrepresent EAI in any negotiations, deals, contracts, or agreements.
• Divulge or release any information of a proprietary nature relating to EAI’s plans, mission, or operational database (including author/non-author conference attendee contact information, etc.) including that of EAI without appropriate EAI executive approval.
• Obtain a personal advantage or benefit due to relationships established by any EAI Officer or Volunteer by use of the Society’s or Association’s name; including that of EAI.
• Withhold their best efforts to perform their duties to acceptable standards.
• Engage in unethical business practices of any type.
• Use the intellectual property of EAI, proprietary rights, property, financial resources, or services of EAI personnel for personal benefit.
• Violate any applicable laws or ordinances.

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**We look forward to working with you!**
Together with you, we very much look forward to working to promote ICT research and strengthening the academic community through successful conferences and publications toward innovation.

**Contact details**
Should you have any questions don’t hesitate to contact your assigned Community Development and Events Manager; alternatively contact us at conferences@eai.eu

For further questions regarding publications and publishing: publications@eai.eu

For finance and accounting inquiries: finance@eai.eu

For venue inquiries: venues@eai.eu

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