Conference Organizers' Manual

How to successfully plan your event

2018

EAI Events Department

CONFERENCE ORGANIZERS' MANUAL – TABLE OF CONTENTS

About the European Alliance for Innovation (EAI)

EAI is an organization established to promote and foster innovation in Europe. As such, it assists its affiliate and society members with activities such as conference management, dissemination and providing virtual platforms, portals and websites for the purposes of collaboration, networking and promotion of innovation.

The EAI conference portfolio includes over seventy 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 also 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. Through workshops, demos, exhibits and tutorials, EAI encourages the exchange of ideas and the dissemination of scientific results from cutting-edge and emerging research areas.

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 network and activities of EAI 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.

EAI is devoted to the development of a strong professional sector within the academic ICT field in Europe and therefore offers its members and partners assistance for the financing and risk associated with organizing conferences. Also EAI is devoted to serving the community by assisting leading academics in the organization of events and offering the professional services they need in order to ensure high-quality engaging conferences through which researchers have the opportunity to present their work for a wide audience and network with peers and practitioners, publish in major journals and through our attractive proceedings agreement with Springer Verlag in the LNICST series, appearing in SpringerLink one of the largest digital libraries in the world. 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. Services

With its professional events department coordinating a portfolio of over 70 conferences on an annual basis, and EAI can offer the following services:

Financial and Registration Services

EAI assumes full financial and administrative responsibility for the conference, which is managed by staff of EAI, namely the Conference Manager, the Venue Manager and the Financial Officer. The Conference 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 we operate 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.

Venue Contracting Services

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 full Organizing Committee.

Publication Services

Proceedings

The scientific work presented at the technical sessions and workshops of EAI conferences, is published as conference proceedings in the Lecture Notes of the Institute for Computer Sciences, Social Informatics and Telecommunications Engineering (LNICST) series, published together with Springer. Proceedings are made available both in book form and via the SpringerLink digital library, which is one of the largest digital libraries online and covers a variety of scientific disciplines.

Indexing

LNICST volumes are submitted for inclusion to leading indexing services, including EI Elsevier Engineering Index, Thomson Scientific ISI Proceedings, Scopus, CrossRef, Google Scholar, DBLP, as well as EAI's own EU Digital Library (EUDL).

The EAI Publications Department takes the responsibility of preparing the preliminary Conference Proceedings for distribution in electronic format at the event, and provide software tools to assist the conference organizers in preparing the official final Conference Proceedings for submission to the publisher. ICST acts as a liaison with the publisher on all relevant procedures.

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.

Books

The EAI/Springer Innovations in Communications and Computing book series is the showcase of excellence brought in year after year by the global EAI community at a number of well-established technical conferences.

The EAI/Springer Innovations in Communications and Computing series aims to bring a comprehensive overview of the state-of-the-art Information technologies and their impact on society. As such, this series follows the EAI spirit of interdisciplinary collaboration and community.

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 also offers extended outreach through the networks of EAI, the EAI website, newsletter and other publishing material –through EAI members calls of EAI conferences has a potential span beyond academic institution and reach a much wider audience. EAI marketing department assists the organizing committee with the marketing 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 its 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. The following are the two main systems that EAI offers to the organizing committees to use when organizing a conference with us:

- **CONFY** covers the paper handling process, including initial paper submission, review process, camera-ready paper submission, design of proceeding preface and export for publishing.

- **WordPress** is the website administration tool which provides committee members with a user-friendly interface to manage and update content on the conference website. EAI manages purchase/renewal of web domains.

Customer Service

EAI provides customer support for all of these tools in forms of elaborate FAQs and live assistance through contact forms to ensure to authors and committee members quick responses to questions and solutions to problems.

Steering Committee	Organizing Committee	EAI events management
• Conference series strategy and leadership • Appointment of General Chair • Decisions on location, dates and other major points • Outreach and promotion through their networks	• Conference leadership and coordination • Ensuring and coordinating a high-quality technical program • Assignment of TPC committee and other sub committees where necessary • Soliciting technical and financial sponsorships, and local partners • Outreach and promotion through their networks	• Budgeting, finance and administration • Venue negotiation and contracting • Paper publishing tools and customer service • Registration and customer service • Website setup • Promotion through EAI networks

EAI Sole Financial Sponsorship

In order to apply for EAI sole financial sponsorship, please fill out and submit the Sponsorship Application Form (SAF) at least 15 months prior to the event. The approval process may take up to 4 weeks.

Beyond EAI assuming the financial risk of the conference, benefits of EAI Sole Financial Sponsorship include EAI administrative support like:

- Venue Contracting Services
- Financial and Registration Services
- Publication Services
- Publicity Services
- IT Services

EAI Custom-made 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 management.

All co-sponsorship agreements must be developed and approved in a Memorandum of Understanding between the co-sponsoring organizations. In order to apply for EAI financial co-sponsorship, please contact the EAI events department at conferences@eai.eu.

Benefits of EAI Financial Co-sponsorship may include all or some of the services listed for Financial Sponsorship.

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. The approval process may take up to 6 weeks.

Specific supporting activities and services of an EAI Technical Sponsorship include:

- Publication Services
- Publicity Services

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. The approval may take up to 4 weeks.

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 Conference Coordinator. 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 abbreviation 'EAI', the exact edition of the conference, the word 'international' and the general technical area as in.

The conference/workshop acronym should 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.

Important Dates

There are four important dates that represent the main milestones in the lifecycle of the conference, and influence the potential number of attendees as well as the number of submitted papers for the conference.

The four important dates are:

- Conference Date
- Paper Submission Deadline
- Notification of Acceptance Deadline
- Camera-Ready Deadline

The **Conference Date** and the **Conference Duration** 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 time 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. EAI encourages a compact program offering diverse program features. Once identified and published on the official conference website, the conference date can only be changed upon approval of the EAI Conference Coordinator and Management.

The **Paper Submission Deadline** is identified by the General Chair in consultation with the Technical Program Committee Chair and the EAI Conference Coordinator. Depending on the particular submission requirements and deadlines specified by the official publisher of the Conference Proceedings,

the paper submission deadline is optimally set at *6 months prior to the conference starting date*. The paper submission deadline can be extended by a maximum of four weeks upon approval of the EAI Conference Coordinator. The paper submission deadline is also a breaking point for assessing that the conference has potential to attract enough authors to provide a compact and interesting program. ***Acceptance rate optimally should not exceed 70 % to remain highly ranked in industry competition.***

The **Notification of Acceptance** is identified by the General Chair in consultation with the Technical Program Committee Chair and the EAI Conference Coordinator. The notification of acceptance is typically set for *4 months before the conference date*. Depending on the number of submitted papers and the number of committee members participating in the review process, the notification of acceptance date can be extended by a maximum period of four weeks upon approval of the EAI Conference Coordinator.

The **Camera-Ready Deadline** is identified by the General Chair in consultation with the Technical Program Committee Chair and the EAI Conference Coordinator. 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.* Once identified and published on the official conference website, the camera-ready deadline can be extended by a maximum of four weeks upon approval of the EAI Conference Coordinator. In order to have the printed proceedings ready for the conference date when publishing with LNICST, all technical content must be submitted to Springer by EAI nine weeks before the conference.

Location and Venue Selection

The selection of **conference location** is the responsibility of the General Chair and the Steering Committee in collaboration with the EAI Conference Coordinator.

When deciding on the location, please consider the following:

- 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
- Industry presence with a relevant or similar focus
- Geographic considerations: accessibility by international air-transit, climate conditions, tourist attractions

The **conference venue** is selected with the involvement of the Organizing Committee and in particular the Local Chair in collaboration with the EAI venue manager. Suitable alternatives for conference venue should be identified as early in the planning process as possible, and communicated to the EAI Venue Manager who then bears the responsibility for obtaining quotes, negotiating and signing the venue contract. Negotiations should be concluded resulting in an approved *contract to be signed shortly after the submission deadline* when a realistic estimate of number of participants can be made. EAI bears the financial responsibility of all venue-related expenses.

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 Conference Coordinator and Venue Manager by the Technical Program Committee Chair.

Official Conference Website

Every EAI sponsored event must have an official website set up in compliance with the EAI guidelines. Official conference websites are set up on the domain provided which is maintained and annually renewed by EAI. Domain names are always 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 Conference Coordinator.

Minimum requirements for launching a new edition of an EAI conference website are the following elements:
- Full name of the event ("1st/2nd/... International Conference on ... ")
- Acronym + year
- Dates of the conference
- Important dates (submission, notification and camera-ready deadlines)
- Scope of the conference and research topics
- Committee information(names, affiliations, countries)
    - Steering Committee
    - Organizing Committee
- Publication and indexing information
- Submission information including paper types and maximum number of pages + authors' kit
- Call for Papers and additional calls such as Call for Workshop-, Panel-, Demo/Tutorial-, Industry Track and Exhibits and Sponsorship Proposals if applicable

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 attractive program points such as tracks and special sessions information to increase interest for the event
- Announcements and links to websites of accepted workshops

- Announcement of Best Paper and Best Student Paper Awards
- Tutorials, Demos, and Panels
- Selected conference venue with maps and instructions
- Practical information about recommended accommodation, visa information and local highlights
- Registration (maintained by EAI, posted before the notification deadline)
- Technical Program - preliminary version before Notification, and the final program one week after Camera-Ready deadline
- Call for Participation in .pdf and .txt formats

Budgetary Guidelines and Registration Fees

After the SAF is approved (12 months before the event), EAI Conference Manager prepares a preliminary budget based on the financial principals outlined in the *Budgetary and Financial Principles* document. The preliminary budget may be disclosed to the committee upon request, however is not available for any other external parties. EAI as the sole financial sponsor has full responsibility for the budgeting and financial process of conferences. As such, EAI is responsible for all financial risks related to its conferences, including conference expense payments, payment of VAT on registration fees, recovering VAT on incoming invoices, performing account audits, etc. The conference overhead expenses are budgeted to cover the financial, administrative, management and other services provided by the EAI staff when organizing a conference.

Registration fees

As the sole financial sponsor of a conference, it is the responsibility of EAI to identify and publish the conference registration fees in accordance with the budgetary guidelines and the preliminary conference budget. Conference registration fees should be posted on the official conference website by the acceptance notification deadline.

EAI is committed to keeping the registration fees as low as possible, while ensuring that the event is financially self-sustaining and self-contained. As opposed to other professional societies, EAI does not impose a surplus requirement in conference budgets. EAI may not budget on a deficit and are required to make sure that events in its portfolio are breaking even. Potential surplus income is used in support of weaker events in the portfolio. Unlike industry competition, EAI has a free membership policy and provides substantial discounts for members in order to serve the development of an ICT research community in Europe.

Should you need additional information, or have questions regarding the conference budget or EAI financial policy, please contact your Conference Manager or write to us at: conferences@eai.eu.

Technical Co-sponsorship

EAI conferences often receive the support and technical sponsorship of other professional societies, academic institutions and research centers. It is the responsibility of the Sponsorship Chair in collaboration with the General Chair to apply for technical co-sponsorship from relevant organizations and the EAI provides support and necessary assistance necessary to complete applications.

Sponsorship Opportunities for Corporate Donors

EAI sponsored conferences regularly receive additional financial and/or technical support from corporations, governmental agencies, academic institutions and research centers. Organizations sponsoring EAI events are offered marketing and publicity as well as other benefits as described in the *Sponsorship document*. The sponsorship packages outlined in the document may be tailored to the specific needs of the sponsor.

The Sponsorship Chair is responsible for securing additional financial resources supporting the conference. Details of the official agreement are finalized and signed by and between EAI and the sponsoring or exhibiting party according to the rules and regulations outlined in the *Sponsorship document*. All sponsorship funds are managed by EAI. 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 regulations.

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 in PDF format to be disseminated at other events, distributed among committee mailing lists and posted on relevant online platforms.
- 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.
- Suggested institutions and universities from the EAI network which may be interested in disseminating calls and promoting the event
- Conference logo and guidelines for Conference Posters and Banners

Conference Calls

EAI provides the template for PdF version of 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. All other Calls are drafted by the respective Chairs.

Calls are 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 Chair to maximize the impact of conference publicity and promotion, and ensure that calls reach the widest spectrum of potential conference participants. EAI's Marketing Department will disseminate the Call for Papers to its members and to interested contacts of the EAI network.

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

3. Conference Committees and Functions

Overview

The Conference Committee and its members are responsible for the coordination of all activities necessary to successfully organize an EAI conference in collaboration with the EAI conference coordinator. Each conference has a Steering Committee and an Organizing Committee.

Members of both the Steering and Organizing Committees participate in the organizing activities on a strictly voluntary basis. As EAI is an international non-profit society, its bylaws prohibit any form of payment to conference organizers for their professional contribution. All volunteers should adhere to the EAI Code of Ethics which can be found at the end of this document, in any conference-related professional context throughout the conference lifecycle.

Steering Committee

The Steering Committee represents the strategic, technical, and operational supervisory process of an EAI event. It advises the EAI Society Director on issues including future strategy and tactics, content quality assurance, status of General Chair appointments, event location, venue and date confirmations, and further matters delegated to the Steering Committee through the assigned Conference Coordinator

Approved by the EAI Society Director, the Steering Committee consists of the Steering Committee Chair and   3-6 Steering Committee Members as proposed by other Steering Committee members or EAI. The Steering Committee is appointed for a period of 2 years and can be considered for re-appointment for consecutive terms. All appointments are subject to revocation by the EAI Society Director through Steering Committee consensus and recommendation.

Decisions of the Steering Committee are confirmed by a two-thirds majority. Modifications to the event's organizational process, including, but not limited to, the appointment of Conference General Chair and committee members, event sponsorships and co-sponsorships, location, or other issues for

which no consensus is reached by the Steering Committee will require the approval of the EAI Society Director.

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 conference coordinator 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 the minimum required Organizing Committee positions listed below, and sending their contact details (name, affiliation, e-mail address and phone number) to the EAI Conference Coordinator in the Sponsorship Application Form (SAF). 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.

- Technical Program Chair
- Publications Chair
- Publicity Chair
- Workshops Chair
- Sponsorship Chair
- Local Chair
- Web 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.

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:

- Demos and Tutorials Chair
- Special Sessions Chair
- Panels Chair
- Posters Chair
- Exhibits Chair
- Industry track / industry relations 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.
- 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.
- 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.
- 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.
- 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.

One General Chair receives 100% discount to attendance at all sessions, workshops, exhibits, demos, and the social activities of the conference.

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.
- Deciding on the publisher in collaboration with the General Chair and EAI conference coordinator.
- 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.
- Setting the important dates of the conference (submission, notification, camera-ready deadlines) with the EAI Conference Coordinator.

- Registering the conference in the EAI paper management system CONFY, 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 conference coordinator with a list of all accepted authors (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.
- Ensuring that either a Preliminary Program or a list of accepted papers (with authors and abstracts) is available on the conference website right after notification.
- 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 immediately on the conference website, prior to sending out the second Call for Participation.
- Immediately communicating any change in the Technical Program that affects logistical arrangements (extra/cancelled workshops, demos, tutorials, etc.) to the EAI Conference Coordinator.
- 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. This is a prerequisite for sending the Final Proceedings link to the publisher.
- 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. One Technical Program Chair receives 100% discount to attendance at sessions, workshops, exhibits, demos, and social activities of the conference.

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. The members of the Technical Program Committee are participating in the paper review process in the Confy publishing system. They are encouraged to assist the Chairs with recommendations regarding keynote speakers, invited speakers, tutorials, panels, etc. Technical Program Committee members receive discounted registration fees for the conference.

Publications Chair

The Publications Chair is responsible for overseeing the entire production process of all conference-related publications, and ensuring that all accepted papers to be published are uploaded into Confy, 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 LNICST Publishing Guidelines for Authors and the LNICST Instructions for Editors, or the equivalent guidelines from any alternative publisher.
- Completing and submitting the Conference Publication Request Forms to the publisher if the Conference Proceedings are not published in the Lecture Notes of ICST series. Regardless of the choice of publisher, however, the Publications Chair must first submit the forms to the EAI Publications Department 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.

- Requesting the final list of accepted/invited papers from the Technical Program Committee Chair after the notification deadline has passed.
- Enforcing the deadline of camera-ready uploads. Monitoring camera-ready uploads.
- 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.
- Notifying the EAI Conference Coordinator 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 Chair

It is the responsibility of the Publicity 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 Chair should work closely with EAI Marketing Department. EAI will disseminate the Call for Papers through its networks after they have been posted on the conference webpage.

In order to reach the largest possible audience, all members of the Organizing and Steering Committees should also utilize their social and professional networks to publicize the events and engage in the following activities:

- Distribution of CFPs to personal 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 Chair:
- Prepare feature article or similar interesting piece to be published in the online magazine ICaST
- 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 the CFP at relevant 3rd party websites such as WikiCFP and other ones specifically relevant 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 Chair on each continent. The Publicity 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.

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:
- Selecting the official workshop name and acronym *(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 Conference Coordinator *(applies to first year events)*. Please note that 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.
- Delivering a Workshop Opening Speech that includes acknowledging committee members, authors, sponsors, event partners, etc. and outlining the workshop agenda.
- Delivering the Workshop Closing Speech that includes announcing the technical and logistical details of the workshop's next edition (date and location of collocated EAI conference, scope, Workshop Chair, etc.)
- Fulfilling his/her duties according to the official Conference Timeline.
- Preparing a Post-Workshop Report and submitting it to the EAI Conference Coordinator 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 and the online ICaST Magazine.
  - 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 Chair

The Sponsorship Chair is responsible for ensuring that the conference is endorsed and supported by the widest array of institutional and corporate partners. Details of the official Sponsorship Agreement are finalized and signed by and between EAI and the sponsoring or exhibiting party according to the rules and regulations outlined in the *Sponsorship document*. All sponsorship funds are channeled through EAI.

Duties of the Sponsorship 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 Conference Coordinator.
- Providing regular updates about the status of sponsorship and exhibit negotiations to the EAI Conference Coordinator.
- 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 Chair and General Chair for inclusion in other conference-related promotional materials.
- In collaboration with the EAI conference coordinator assisting in the exhibit space coordination on-site as well as being a contact point for requests from the sponsors.

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 Conference Coordinator 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 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 Conference 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 Conference 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.

- Identifying local suppliers and ordering conference gadgets if this task is being handled by the committee. The EAI Conference Coordinator approves the final design before production.
- Printing the Conference Program/Brochure for distribution at the conference, as well as the Call for Papers for the next edition of the conference series.
- 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 Conference Manager and supervising the Student Volunteers with onsite registrations.

Local Chair receive 100% discount to attendance at 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 Conference 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:
  - o General Chair: content on technical areas such as scope, organizing committee members, important dates, welcome message, bios and photos, etc.
  - o Technical Program Committee Chair: preliminary and final conference program.
  - o Local Chair: venue, local transportation, visa information, local attractions.
  - o Workshops Chair: list of collocated workshops with links to their respective websites.
  - o Publications Chair: publications-related information.

Additional Chair Positions

Demos and Tutorials Chair

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

Duties of the Demos and Tutorials Chair include:
- • Preparing the Call for Demos and 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 Conference Coordinator and Venue Manager regarding hotel arrangements, demo and tutorials infrastructure specific requirements such as security, audio-visual equipment, etc.
- • Forwarding all demos- and 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 demos and tutorials section of the Conference Brochure.

- Immediately communicating any changes in the technical program that affects logistical arrangements (extra/cancelled demos, tutorials) to the EAI Conference Coordinator.

Demos and Tutorials Chairs receive complimentary attendance to the demos and tutorials that they chair. If they wish to participate in the technical session the conference, a special discounted rate applies.

Special Sessions Chair

Special sessions may include presentations that focus on a specific challenge related to the main theme of the conference. Special sessions may be organized around national or international projects in a given research area.

A conference may include several Special Sessions and it is the responsibility of the Special Sessions Chair(s) to draft the Call for Papers and evaluate and select the sessions to be organized. The Special Sessions Chair(s) work closely with the TPC Chair to build the sessions into the conference program.

The Special Sessions Chairs receive complimentary attendance to the Special Sessions. If they wish to participate in the technical session the conference, a special discounted rate applies.

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:

- 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.
- Assisting Panel Moderators in preparing the thematic descriptions of panels.

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.

Posters 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.

The Posters Chairs receive complimentary attendance on the day of the Poster Presentations of the conference. If they wish to participate in the technical session the conference, a special discounted rate applies.

Industry Track Chair

Industry tracks are half-day or one-day long events, which are integrated into the Technical Program. They give an opportunity for scientists and researchers to discuss with practitioners and learn about the results, advantages, disadvantages, and lessons learned concerning implementations of research.

It is the responsibility of the Industry Track Chair to solicit high quality presentations and work closely with the TPC Chair to synchronize the industry talks with the content of the technical program.

The Industry Track Chair also prepares the Call for Industry Presentations and defines the scope of the presentations. The presentations of the industry track are typically not included in the Conference Proceedings for publications unless they comply with the formatting requirements of the publisher. The presentations featured in the industry track should not include vendor presentations.

The Industry Track Chairs receive complimentary attendance to the Industry Track that they chair. If they wish to participate in the technical session the conference, a special discounted rate applies.

EAI Conference Coordinator

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

Duties of the Conference Coordinator include:
  • Assisting with selection of the conference location, date, duration and important dates in collaboration with the General Chair and on advice from the Steering Committee.
  • Providing the General Chair, the Workshop Chairs and the Web Chair with the approved domain name and instructions for website maintenance.
  • Informing the Organizing Committee Members about their specific roles and responsibilities in accordance with the Conference Timeline.
  • Providing templates to be used for external communication upon request, e.g. requirement for technical sponsorship and grants applications.
  • 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

ensures that the online registration system is set up.

- Providing Keynote speaker agreements and reimbursement forms for Keynote Speaker as well as discount codes for committee members, speakers and participants eligible for discounts.
- Overseeing the production of the Conference Proceedings and providing the final proceedings link to the publisher.
- Supervising onsite activities, training Student Volunteers.
- Providing information, guidance and answers to any questions committee members may have throughout the conference planning process.

EAI Venue Manager

The EAI Venue Manager follows up on the full venue identification and selection process, is the main responsible for the negotiation and contracting processes. The EAI Venue Manager remains in contact with the venue 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 Conference Coordinator and the Local Chair in terms of all related issues.

EAI Customer Service Assistant

The EAI Customer Service Assistant handles all IT system support requests throughout the conference preparation phase, including the paper submission and registration systems.

EAI Financial Officer

The EAI Financial Officer is responsible for the contracting process and all financial responsibilities and payments of conference related costs, compliance with VAT requirements and auditing.

4. Conference Program Elements

Technical Sessions/Symposia

Technical Sessions constitute a series of presentations covering a broad range of scientific areas directly related to the technical scope of the conference. Such sessions are typically organized in single or multiple tracks that are scheduled for 2-5 days in duration, depending on the number of papers accepted. ***The minimum number of papers accepted to hold a compact and interesting technical session program providing valuable networking opportunities for authors are 30.***

Technical sessions include program elements with specific characteristics, such as Keynote Speech, Panel, Demo, Poster, Work- in-Progress and Special Sessions. Technical sessions are held in conjunction with other supplementary events such as Workshops, Exhibits, Tutorials, Site Visits, Industry Tracks, and Business-to-Business Tracks.

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

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.

It is the responsibility of the Technical Program Committee Chair(s) to assemble a high quality conference program that consists of a diverse set of technical elements.

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 full technical registration for the upcoming edition of the conference. 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 and the General Chair. 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.

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 the 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 Paper Sessions. Workshops may be held in conjunction with other events such as Exhibits, or include sessions with specific characteristics like Keynote Speeches, Special Sessions, Panels, or Work-in-Progress 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.

Keynote Speeches

Keynote Speakers are invited by the Organizing Committee to deliver presentations to set the theme of the sessions that follow. EAI recognizes the Keynote Speaker of a conference as a distinguished member of the scientific community. 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 offers EUR 1000 contribution towards the travel expenses of the official Keynote Speaker(s) of each conference. If the Organizing Committee decides to invite several Keynote Speakers, the above contribution can be distributed to multiple recipients. In addition, EAI also provides a complimentary full conference registration for the Keynote Speaker(s). If the Organizing Committee wishes to offer the speaker/s additional contributions, these funds must be obtained through additional institutional or corporate sponsorship. These funds must be submitted to EAI no later than 2 months prior to the conference. Travel reimbursements for Keynote Speakers are administered via wire transfer after the conference.

Additional Program Features

Invited Speeches and 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.

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.

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 Conference Coordinator at least 1 month before the notification deadline of technical paper acceptance. Any additional expenses will be charged to the conference budget, which may impose higher registration fees.

Tutorials

The main objective of a tutorial is to educate a relatively small group of participants on a selected topic or a specific application. Tutorials held in connection with EAI sponsored conferences should be aligned with the technical scope of the conference and should be an integrated part of the Conference Technical Program.

The Tutorial Chair drafts the Call for Tutorial Proposals, evaluates the incoming proposals, and informs the instructors upon acceptance. 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 3 months before the event date.

The minimum number of attendees must be met 1 month before the event and the Tutorial Instructor has to be informed at this time whether or not the tutorial will be held. The Demos and Tutorials Chair must inform the potential Tutorial Instructors about the EAI Tutorial Policy.

Tutorials with one instructor receive the following compensation, in addition to his own 100 % discount to register for the conference:

- Above 15 registered attendees for the Tutorial: Reimbursement up to EUR 500 towards travel expenses (if more than one tutorial instructor, to be shared)
- Above 25 registered attendees for the Tutorial: Reimbursement up to EUR 1000 towards travel expenses (if more than one tutorial instructor, to be shared)

Preparing the Call for Tutorials and informing the EAI Conference Coordinator about all the logistics and program-related arrangements is the responsibility of the Demos and Tutorials Chair.

Demos and Tutorials Chairs receive complimentary attendance to the demos and tutorials. If they wish to participate in the technical session of the conference, a special discounted rate applies.

Special Sessions

Special Sessions may include presentations that focus on a specific challenge related to main theme of the conference. Special Sessions may be organized around national or international projects in a given research area.

A conference may include several Special Sessions and it is the responsibility of the Special Sessions Chair(s) to draft the Call for Special Sessions, evaluate and select the sessions to be organized. 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. These 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.

Posters

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 preliminary research results. 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. Poster papers may be included in the Conference Proceedings.

It is the responsibility of the Posters Chair to solicit poster presentations and inform the EAI Conference Coordinator regarding any special logistical or venue requirements for the Poster Session.

Exhibits

Exhibits held at EAI sponsored conferences should be aligned with the technical scope of the conference. Exhibits typically feature vendors, service providers, research centers, media outlets, regulatory agencies, etc. Exhibits are often combined with Demos. Exhibit and other sponsorship opportunities are available in the EAI *Sponsorship packages document*.

Industry Tracks

The Organizing Committee may decide to invite industry representatives to deliver presentations that focus on the application and practice of the most recent research results. This gives an opportunity for scientists and researchers to discuss with practitioners and learn about the results, advantages, disadvantages and lessons learned concerning the practical implementation of research. Industry tracks are half-day or one-day long events, and are integrated into the Technical Program.

The presentations featured in the Industry Track should not include vendor presentations. It is the responsibility of the Industry Track Chair to solicit high quality presentations and work closely with the TPC Chair to synchronize the industry talks with the content of the technical program.

Site Visits

EAI conferences may include site visits related to the technical scope of the conference in order to allow participants to visit scientific research centers featuring state-of-the-art technologies. Site Visits are organized as part of the Technical Program. It is advisable to schedule them for the beginning of the conference.

It is the responsibility of the Technical Program Chair to ensure that the Site Visits are appealing to the conference attendees. The TPC Chair has to inform the EAI Conference Coordinator should there be any logistical arrangements or additional expenses to be charged to the conference budget (which may affect registration fees) at least 1 month before the notification deadline.

Social Events

As networking is an important part of attending conferences, every EAI sponsored conference features 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. Organizing Committee members have the option to consider alternative social events upon the acquisition of additional financial sponsorships.

5. Conference Publications Opportunities

About LNICST

Official Conference Proceedings of EAI sponsored events appear in the Lecture Notes of ICST (LNICST) book series jointly published by EAI and Springer. LNICST aims to serve the scientific community at large by deploying digital age access and use of information tools, putting knowledge in the service of the digital economy and quality of life.   To learn more about LNICST, please visit http://www.springer.com/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, Zentralblatt Math and Google Scholar.
- Extended versions of scientific papers included in LNICST can be considered for inclusion in the Transactions journal 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/

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 12-16 pages in length, while short papers might be up to 6-8 pages long and position papers or articles based on posters 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 Books** - the conference organizers may decide to distribute hard copies of the Conference Proceedings at the conference. EAI has to be informed at least 6 months prior to the conference starting date in order to provide this service, and all technical content must be submitted to Springer at least nine weeks before the conference (preferably more). Please note that the price of the book is not included in the registration fees. Books may also be ordered directly from Springer.

- **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, where also templates and instructions may be found (LaTeX templates , LaTeX instructions , Word templates and instructions)

- **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 all scientific content published under the different avenues of EAI publications with an EAI copyright, including Conference Proceedings, journal papers and book chapters, and magazine articles. The EU Digital Library contains all

Conference Proceedings of EAI conferences, papers appearing in the different volumes of the Transactions journal series, chapters and monographs from the EAI Innovation Books series and articles and related content from ICaST, the Society's online magazine, as well as Web portals. 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. In addition, the EU Digital Library offers an open-access scheme, using the tool "Opened2View". This allows Members to access any or all content of EU Digital Library at no charge. For more information on the EU Digital Library, please visit http://eudl.eu

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 in their areas and by an array of innovative online tools, the Transactions are building into the 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**
  - o Speedy, effective review with e-Scripts, EAI's online submissions management system.
  - o No waiting around for the print schedule – your article gets published with full citation information as soon as the final copy is approved.
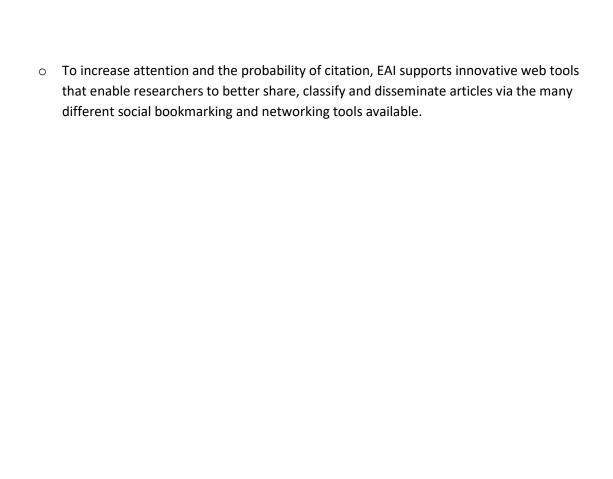- **Open access**
  - o Open access is a new publishing model where the electronic copy of the article is made freely available and can be freely shared and redistributed. All journals in the Transactions series allow authors to choose Open Access publication conditions for their articles.
  - o Authors 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.
- **Copyright security**
  - o Authors who do not opt for Open Access still remain in control of their own work: EAI requests copyright *sharing* rather than copyright transfer. No more needing to ask permission to re-use text or figures from your own publications!
- **Indexing and beyond**
  - o 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 attention and the probability of citation, 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.

6. EAI Code of Ethics

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

EAI is a non-profit organization at the forefront, in the broadest sense, of providing support, 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.

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 well as EAI members and 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, truthfulness, 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.
- Protect the intellectual property rights and proprietary rights of EAI in connection with the

names of conferences, workshops, organizational units, etc.

EAI staff 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.

Infractions of this Code of Ethics are to be reported directly to any member of the EAI Events Department.

We look forward to working with you!

Together with you we look much forward to working to promote ICT research and strengthening the academic community through successful conferences and publications.

Should you have any questions please don't hesitate to contact your assigned conference coordinator, alternatively contact us at: conferences@eai.eu

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

For questions regarding marketing and publicity: marketing@eai.eu

For more information about EAI and its work to foster innovation in Europe through multi-stakeholder dialogue and providing platforms for exchange, networking and collaboration please see: www.eai.eu