SPONSORSHIP APPLICATION FORM (SAF)

# EAI Full Conference Sponsorship

## Please read, fill in, sign, and return the completed form to your EAI Conference Manager.

*Note: Fields marked with an asterisk (\*) are mandatory.*

1. Event and Organizers
   1. **Name of the conference and acronym\***

Enter name of the conference and acronym

* 1. **Proposed dates and location\***

|  |  |  |
| --- | --- | --- |
| From: Enter date | Until: Enter date | City, Country: Enter city and country |

When selecting the event dates, please consider competing events with a similar scope within the geographical area, to avoid conflicts. **Please list competing events**\* highlighting dates, location, and website:

Enter competing conference

Enter competing conference

Enter competing conference

* 1. **General Chair\***

The General Chair who is responsible for the correct information filled in this form and the general supervision   
of the conference.

|  |  |
| --- | --- |
| Name and Surname\*: | Enter name and surname |
| Position, Affiliation, and its location\*: | Enter affiliation and position |
| E-mail\*: | Enter e-mail |
| Google Scholar link\*: | Enter link |
| ORCID: | Enter link |

* 1. **List of confirmed Organizing Committee Members\***
     1. **Program Chairs\***Names of the PC chairs, i.e., those ultimately responsible for the contents of the proceedings, whose names are to appear on the cover of the proceedings volume:

|  |  |
| --- | --- |
| Name and Surname\*: | Enter name and surname |
| Position, Affiliation, and its location\*: | Enter affiliation and position |
| E-mail\*: | Enter e-mail |
| Google Scholar link\*: | Enter link |
| ORCID: | Enter link |

|  |  |
| --- | --- |
| Name and Surname\*: | Enter name and surname |
| Position, Affiliation, and its location\*: | Enter affiliation and position |
| E-mail\*: | Enter e-mail |
| Google Scholar link\*: | Enter link |
| ORCID: | Enter link |

**If there are more PCs, please list their details below, including Name, Surname, Position, Affiliation, and its location, E-mail, and Google Scholar link:**

Enter PC details

Enter PC details

* + 1. **Organizing Committee Members**

*(Roles marked with an asterisk (\*) are required at the time of SAF submission)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Name and Surname\*** | **E-mail\*** | **Affiliation and its location\*** |
| General Co-Chairs (if applicable, max 2): | Enter name | Enter e-mail | Enter affiliation |
| Technical Program Committee Co-Chairs (if applicable, max 2): | Enter name | Enter e-mail | Enter affiliation |
| \* Web Chair: | Enter name | Enter e-mail | Enter affiliation |
| \* Publicity and Social Media Chair / Co-Chairs: | Enter name | Enter e-mail | Enter affiliation |
| \* Workshops Chair: | Enter name | Enter e-mail | Enter affiliation |
| \* Sponsorship & Exhibits Chair: | Enter name | Enter e-mail | Enter affiliation |
| \* Publications Chair: | Enter name | Enter e-mail | Enter affiliation |
| Panels Chair: | Enter name | Enter e-mail | Enter affiliation |
| Tutorials Chair: | Enter name | Enter e-mail | Enter affiliation |
| Demos Chair: | Enter name | Enter e-mail | Enter affiliation |
| Posters and PhD Track Chair: | Enter name | Enter e-mail | Enter affiliation |
| \* Local Chair: | Enter name | Enter e-mail | Enter affiliation |
| Other, please specify the role:  Role title | Enter name | Enter e-mail | Enter affiliation |

1. Technical Content
   1. **If this is a new conference, state your motivation for establishing it, and introduce your plans for attracting a good number of high-quality submissions –** *Required for 1st editions:*

Enter text

* 1. **Program of the conference**
     1. **Scope and Topics\*:**Describe main event’s central theme and list topics to be addressed via CFP*:*

Enter scope

Enter list of topics

* + 1. **Paper length in the main track\*:**

*Short papers can be within the range of 6 to 11 pages, and full papers are to be longer than 12 pages. Please indicate specific ranges for the type(s) of papers you wish to include in the main track of the conference.*

Paper length

## **Workshops:** List envisioned Workshop themes, potential Workshop chairs and expected attendance per each:

Enter Workshops themes, Workshops chairs and attendance

* + 1. **Other program features:** List other program features as planned – special sessions, panel discussions, industry track, policy track or names of keynotes you are planning to invite:

Enter other program features

1. Review
   1. **Detailed review plan**
      1. Description of your review criteria\*:

Description of review criteria

* + 1. Expected number of submissions\*:

Number of submissions

* + 1. Expected acceptance:
       1. Conference acceptance rate\*: Acceptance rate
       2. Number of accepted Full papers\*: Full papers
       3. Number of accepted Short papers\*: Short papers

*Note, that short papers cannot exceed 1/3 of the full volume.*

* + 1. Blindness of review (single or double)\*:

Blindness of review

* + 1. Average number of reviewers assigned to a paper\*:

*There should be a minimum of 3 reviewers per paper.*

Number of reviews per paper

* + 1. Average number of papers assigned to each reviewer\*:

*There should be a maximum of 7 papers assigned to each reviewer.*

Number of papers per reviewer

* 1. **Number of expected invited papers (if none, put 0)\*:**

Number of invited papers

* + 1. Description of invited papers review criteria:

Review criteria

* 1. **Conference timeline\***

*Conference Manager can assist you with setting up a suitable timeline.*

Submission deadline\*: Enter date

Notification deadline\*: Enter date

Camera-Ready deadline\*: Enter date

* 1. **Participation\***
     1. **Estimated number of authors participating at the conference\*:**

Expected number of participating authors

* + 1. **Estimated number of non-authors participating at the conference\*:**

Expected number of participating non-authors

* + 1. **Expected geographical distribution of participants\*:**

Expected geographical distribution

* 1. **List of confirmed TPC members\*:**

*Should you wish to list more than 20 names, please attach a separate list of people to this form.*

|  |  |  |
| --- | --- | --- |
| **Name and Surname\*** | **E-mail\*** | **Affiliation and its location\*** |
| Enter name | Enter e-mail | Enter affiliation |
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| Enter name | Enter e-mail | Enter affiliation |
| Enter name | Enter e-mail | Enter affiliation |
| Enter name | Enter e-mail | Enter affiliation |

1. Publication
   1. **Proceedings**

All registered papers will be submitted for publishing by **Springer** and made available through SpringerLink Digital Library.

Proceedings will be submitted for inclusion in leading indexing services, such as Web of Science, Compendex, Scopus, DBLP, EU Digital Library, IO-Port, MatchSciNet, Inspec and Zentralblatt MATH.

* 1. **Expected number of papers in proceedings\*:**

Enter number of papers in proceedings

* 1. **Journals**

Relevant and highly ranked journals that you are planning to engage for a special issue **(strongly encouraged)** including SI editor contact details:

* Please list other than EAI facilitated journals.

|  |  |  |  |
| --- | --- | --- | --- |
| **Journal name** | **Link** | **SI editor** | **Contact email** |
| Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text |
| Enter text | Enter text | Enter text | Enter text |

1. Other Information
   1. **Financial Sponsors**

List key organizations which can be approached to sponsor the event (specify contact details):

Enter potential sponsors

* 1. **Marketing channels**

EAI promotes its events through a large number of marketing channels and direct outreach.

To support additional promotion of your event, please suggest further dissemination channels:

|  |  |  |
| --- | --- | --- |
| **Resources** | **Website** | **Contact details** |
| Journals: | Enter website | Enter contact details |
| Organizations: | Enter website | Enter contact details |
| Portals: | Enter website | Enter contact details |
| Mailing lists: | Enter website | Enter contact details |
| Blogs: | Enter website | Enter contact details |
| EU research project groups: | Enter website | Enter contact details |
| Newsletters: | Enter website | Enter contact details |
| LinkedIn groups | Enter website | Enter contact details |
| Other social media: | Enter website | Enter contact details |
| Societies or associations: | Enter website | Enter contact details |
| Other: | Enter website | Enter contact details |

* 1. **Additional information**

Please add any relevant information or additional comments that have relevance for the planning process and strategic development of the event:

Enter additional information or comments

*Should subsequent information be required, you will be contacted directly. For any questions or clarifications, please contact your EAI Conference Manager.*

\*\*\*\*\*\*\*\*\*\*\*

**EAI Compliance Requirements include:**

* EAI assumes sole responsibility of the event budget (including registration fees, payments, and contractual agreements).
* Any additional funding support (e.g., patron sponsorships) acquired for the event is administered through EAI and is allocated to contribute to the successful organization of the event and activities consistent with EAI’s goals.
* EAI will lend its and other relevant logos for use on the event website including promotional and on-site materials.
* Author/non-author contact information generated from an EAI event is proprietary to EAI and may not be used by Steering/Organizing Committees for any external purpose without pre-approval from the EAI.
* EAI reserves the right to withdraw its support of the event in case the event does not generate expected community interest in terms of submissions, quality, or committee engagement consistent with the SAF parameters. In such case EAI, will only assume responsibility for expenses and commitments approved by EAI up to that point.
* EAI assumes ownership of the intellectual property created in this event, including - the event name, event acronym, event logo and event domain. EAI annually evaluates the contribution of the event to its research community and reserves the right to assign the event to the most qualified organizing committee applicants based on their qualification, and if appropriate, based on past event performance.

*By submitting this SPONSORSHIP APPLICATION FORM (SAF) to apply for EAI Full Conference Sponsorship you hereby agree to accept EAI Compliance Requirements,* [*EAI terms and conditions*](https://eai.eu/#!/terms) *and EAI Code of Ethics:*

Enter your name

|  |
| --- |
|  |
| *Name and Surname of the General Chair\** |
|  |
| *Signature of the General Chair\** |
| Enter date |
| *Date\** |

**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 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).

### Organizing Committee members agree to:

1. Recognize that the chief function of EAI at all times is to serve the best interests of its constituency.
2. 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.
3. Verify the ownership of all content, including visual and audiovisual material, posted to the conference website. An organizing committee member who posts any content that is copyrighted by a third party, must obtain that party’s permission to include the content on the conference website.
4. 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.
5. Keep the EAI community informed about issues that affect it.
6. Conduct organizational and operational duties with positive leadership, exemplified by open communication, creativity, dedication, and compassion.
7. Exercise discretionary authority under the law to carry out the mission of the organization.
8. Serve with respect, concern, courtesy and responsiveness in carrying out the mission of EAI.
9. Demonstrate the highest standards of personal integrity, truthfulness, and fortitude in all EAI activities in order to inspire confidence and trust in the Institute.
10. Avoid any interest or activity that is in conflict with the conduct of EAI official duties.
11. Respect and protect privileged information to which they have access in the course of their official duties.
12. Avoid financial conflicts of interest in the execution of the chosen volunteer function.
13. Protect the intellectual property rights and proprietary rights of EAI in connection with the names of conferences, workshops, organizational units, etc.

### Organizing Committee members agree NOT to:

1. 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.
2. Misrepresent EAI in any negotiations, deals, contracts, or agreements.
3. 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.
4. 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.
5. Withhold their best efforts to perform their duties to acceptable standards.
6. Engage in unethical business practices of any type.
7. Use the intellectual property of EAI, proprietary rights, property, financial resources, or services of EAI personnel for personal benefit.
8. 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 at

[conferences@eai.eu](mailto:conferences@eai.eu)