PROCEEDINGS PROPOSAL FORM

**Main Discipline:**

**Contact person and their email (representing the conference/workshop):**

In order for us to make an informed evaluation of your proposal, we ask you to complete this proceedings proposal form. Conferences applying for publication in one of our series must have an international Program Committee, a coherent set of topics of international relevance, and at least three reviewers per paper.

**1. Event and Organizers**

1.1. Name of the event and conference acronym:

1.2. Name of the institute organizing the conference:

1.3. **Names of the volume editors**, 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\*: |  |
| Position, Affiliation, and its location\*: |  |
| E-mail\*: |  |
| Google Scholar link\*:  |  |
| ORCID: |  |
| Short Bio:  |  |

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| --- | --- |
| Name and Surname\*: |  |
| Position, Affiliation, and its location\*: |  |
| E-mail\*: |  |
| Google Scholar link\*:  |  |
| ORCID: |  |
| Short Bio:  |  |

1.4. Estimated number of participants at the conference and their expected geographical distribution: Please also give the numbers and the geographical distribution of participants attending the past two events, if applicable.

1.5. URL of conference/workshop website:

1.6. If the following information is not available on the website, kindly supply it here:

1.6.1. Number in the conference series (for example, the third event in the series):

1.6.2. Venue and dates:

1.6.3. Conference format (onsite, online, hybrid):

1.6.4. Sponsors (if any):

1.6.5. Websites of previous events in the series:

1.7. If you are aiming to start a first-year conference, please state your motivation for this. How do you intend to attract a good number of high-quality submissions?

**2. Proceedings Information**

2.1. Publication history of previous proceedings and links to the proceedings, if available.

2.2. Estimated number of pages in the proceedings (where a page contains around 400 words):

2.3. Expected number of accepted full papers (8-20 pages of around 400 words each) and accepted short papers (5-7 pages of around 400 words each). Full papers must compose at least 60% of the proceedings:

2.4. Desired publication date: Would you like to have the proceedings ready in time for the event?

2.5. Estimated delivery date of your camera-ready:

2.7. Please indicate any supplementary material or data you plan to include: (e.g., software, online files, dedicated website, solutions manual, etc.)

**3. Reviewing**

Documentation of the review process is needed. Please note that we might require copies of the review reports upon submission of the final manuscript.

3.1. What is the detailed review plan?

3.1.1. Please give a short description of your review criteria:

3.1.2. How many qualified submissions do you expect to receive? Please also give the submission figures for the last two years, if applicable.

3.1.3. Please give an estimate of the planned acceptance rate. Please also give the acceptance rates of the last two years, if applicable.

3.1.4. Will the review process be single-, double-blind, or open?

3.1.5. What is the average number of reviewers assigned to a paper for your proceedings? (There should be a minimum of three reviewers per paper.)

3.1.6. What is the average number of papers assigned to each reviewer for your conference proceedings (There should be a maximum of 7 papers per reviewer.)?

3.2. Please list names and affiliations of reviewers and specify whether they are conference program committee members or external reviewers:

3.3. Please give details of the reviewing schedule: submission date, acceptance notification, deadline for final papers

3.4. Are you planning to carry out a plagiarism check and if so, which tools will you use?

4. Additional Information: [Include any additional information here]