

Application Form to Host the International

Semantic Web 2009 Conference

Please fill in this form in this format. Add any accompanying material, literally or as links, at the bottom.

Details of Proposed Site

1. Year of Conference:
2. Country:
3. City:
4. Venue(s) (Please give address):
5. How Accessible is it for wheelchairs and service animals such as guide dogs
6. Can all the activities (tutorials, conference, exhibition, etc) be accommodated there? (YES/NO)
7. Where is the venue located in relation to the city centre airport:
8. Details of lecture theatres suitable for tutorials (number and capacities):
9. Area available for exhibition (in square feet/metres) and Exhibition environment details (air-conditioning, power, internet connection, telephones, etc.):
10. What computer and audio-visual aids are available? (Tutorials and Sessions will require beamers)
11. What kind of networking infrastructure is available? (The past conferences have provided free wireless access, and this has become a mandatory service).

Accommodation Costs

1. Summarize accommodation available (number and categories of hotels, number of rooms and approximate room costs, location relative to the conference venue). Some meeting rooms are required by the Conference either at a hotel or the Conference Centre.

Local Restrictions

1. Are there any travel restrictions or special visa requirements? YES/NO. If YES, please give details:
2. What currency would be used for the local conference accounting?
3. Are there any import/export restrictions on equipment for the exhibition? YES/NO. If YES, please give details:

Local Organization

1. Name of Local Conference Organization (LCO) and Chair Person of LCO
2. Are the organizers acting on their own behalf? YES/NO
3. Are the organizers acting on behalf of some other association? YES/NO If YES, give details of the association.
4. What support will the organizers receive from their institution?

5. What support will the Conference receive from the local country and/or town or city?
6. What do you anticipate in terms of delegate numbers?

Summary of Financial Arrangements

1) Please use and attach the ISWC Budget Template for a detailed financial overview.

The Budget Template (excel sheet) is made of two tabs: one for income and the other for expenses (the one for income is also used for balance). Each sheet is made of three large commands depend ending on the paying attendance at the main conference.

The values are planned attendance (here 400), and + or - 20% attendance. Ideally you only have to fill cells marked in pink, all the others being recomputed on the fly. Of course, you can add more row if you need them but take care they are taken into account by formulas). Please refrain from suppressing rows (leave them as they are here).

2) In the next step, please provide a summary based on the Budget Sheet.

Income

Registration	
Sponsorship	
Total Income	

Expenditure

Fix	
Variable	
Total Expenditure	

Summary

Conference Income	
Conference Expenditure	
Surplus	

Please indicate how the number of delegates affects the surplus of the conference. The break-even point should be clearly indicated.

You may discuss the sources of funding and financial models with the *SWSA Treasurer*.

Organization

Please include previous experience in organizing large conferences. What other conferences have been organized in the proposed location.

Conference Bid Online

Please include a URL to an online version of the conference bid.

Any Other Relevant Details

Please include any other details that you feel will support your application.

Please send the completed application form to the SWSA President at studer@aifb.uni-karlsruhe.de