

International Semantic Web Conference Guide¹

The Conference Guide is aimed at organizations who wish to bid to host a Conference in the International Semantic Web Conference Series.

The International Semantic Web Annual Conference

Introduction

In 2002 the International Semantic Web Conference Series (Conference Series) was launched by the Semantic Web Science Association (www.iswsa.org). This conference series brings together members of the academic, research, and commercial communities to discuss a broad range of Semantic Web-related topics.

Conference Format

The Conference Series evolves from year to year but the overall shape and major components stay the same to ensure a level of consistency and to satisfy the expectations of returning delegates.

The Conference consists of:

- Tutorials
- Workshops
- Research Track
- Industry Track
- Poster Track
- System demonstrations / exhibition
- Social Programme

Location

SWSA moves the Conference Series between the Americas, Europe, and the Asia/Pacific region.

The conference venue needs facilities for at least 400 delegates in one plenary room. Further, the venue preferably support 2 conference rooms capable of holding 200 delegates and 3-4 conference rooms capable of holding 50 delegates. The basic guidelines for a good location are:

- No more than one hour from a major airport, which has good connectivity with major hubs.

¹ based on the IW3C2 Conference Guide

- Sufficient reasonably priced accommodation near the venue, preferably within walking distance
- No onerous visa requirements or other political considerations that might limit delegates or exhibitors

Applying to Host the International Semantic Web 20xx Conference

General Chair (GC)

SWSA will nominate a General chair (GC) in charge of supervising the scientific organization of the event. The GC will among others propose program chairs and other scientific chairs, in coordination with SWSA.

Local Conference Organization (LCO)

The LCO must be able to provide commitment and staff. The Contract to run the Conference is made between the Semantic Web Science Association (SWSA) and the LCO (which needs to be an organization capable of signing such a Contract). Single Organizations and Consortia have run past conferences.

Structure of Local Organization

Local Conference Organization (LCO)

The LCO is the organization responsible for detailed management and execution of administrative functions typically including setting up all contracts with the conference venue and hotel(s), organizing the Conference web site, management of budget, printing, publicity, registration of delegates, accounting, staffing the Conference, etc. The LCO nominates a chair person of the LCO as contact for SWSA. The LCO is free to perform these functions itself or sub-contract the functions to a local Professional Conference Organizer.

Financial Structure

The LCO enters into a contract with SWSA. The LCO must present the Conference budget to SWSA. The distribution of any surplus or losses are specified in the Contract. The major breakdown of the budget is typically under the following headings:

- Core Conference
- Tutorials, Workshops
- Social Events, Catering

Each Conference in the Conference Series needs both international and local sponsorship to achieve a satisfactory cash flow. Local sponsorship is primarily the responsibility of the LCO.

Making an Application

Organizations wishing to host a conference in the Conference Series should contact the SWSA President. An Application Form is available at <http://www.iswsa.org/> and shows the information needed by SWSA to reach a decision. This form must be used for applications. The main items are the location, venue facilities, proposal for the composition of the LCO and budget outline.

The important dates for an application to host a Conference in the year 20xx are:

- **20th of October 20xx-2:** Formal Application received.

Selected bids are kindly asked to present their bid at the SWSA meeting at **ISWC 20xx-2**.

- **November 20xx-2:** Location for year 20XX Conference decided.

Possible Conference Dates

The Conference Series is located in the October/November time frame. There are always other Conferences happening in that period that should be avoided.