

CONTENT DETAILS for Bids to host ACM ISS

<https://iss.acm.org/index.html#tab-bids>

The form of the bid is fairly open, but we do need the following information in order to make an informed decision:

- The initial planned dates. ACM ISS has typically been in early November.
- Intended location for the conference and plans for potentially organizing it as a hybrid conference.
- How will the conference be organized
 - *Preamble: The ISS program now appears as a PACMHCI special issue (Proceedings of the ACM on Human Computer Interaction), with papers chairs being the associate editors in chief (2 in winter round, 2 in summer round with one rollover)*
 - Will there be program chairs who manage the entire program or only three paper chairs who manage the papers (now with the PACM journal model) while the conference chairs manage the conference and program. Ideally, program chairs should manage the main papers track and the entire program while the conference chairs manage the logistics of the conference
 - Who will be program chair - inc brief bio (1/2 page) and what will they be expected to handle
 - Who will be conference chair - inc brief bio (1/2 page) and what will they be expected to handle
 - Brief statement of chairs' experience of running conferences
 - Who will edit the proceedings (default = both program and conference chairs)
 - Commitment to publish the proceedings with ACM
 - A draft program for the conference
- We suggest that the first day is the workshop day (typically Sunday), followed by three days of the main conference (typically Monday to Wednesday). The conference itself should most likely be single track.
 - Which research groups will support the conference?
 - Which sponsors are likely and how will you attract sponsorship?
 - Any letters of support from local entities offering help
- Diversity plan – this is very important, both in terms of the committee and attracting participants (including developing countries)
- Any direction/theme change you would envisage for ACM ISS (default = none)
- Any new features/tracks you would like to include or other changes you would like to make to the conference (default = none)
- Venue and costs
 - Brief description (1/2 - 1 page) of conference venue
 - Also address the accessibility of the venue
 - Brief description (1/2 - 1 page) of conference city and region/country
- Rough idea of likely costs of (estimates only): - registration rates (normal is to include everything including workshops and dinner for all delegates, plus one-day attendees) - venue hire - travel costs and rough times from main world cities, say, London, Oslo, Frankfurt, Paris, New York, Tokyo and Melbourne - a basic decent hotel for 5 nights
- Bidders can include a full budget (using their own or the ACM TMRF budget templates) which can include costs such as food, AV, room rental, registration, USB sticks, badges, PC meeting, speakers, conference
- Management and ACM overhead and revenue details including registration, tutorials, workshops, sponsorship etc.

Bids are welcome from any organization or group of organizations provided that:

- they agree to accept the committee guidelines on publication, refereeing and finance
- dates are agreed with the committee through negotiation after bidding
- the proposing team consists of at least one permanent faculty member

Please submit your bid as a single PDF document to steering@iss.acm.org.

Typically, the ACM ISS Steering Committee will begin reviewing bids on March 31st each year.

Bids will continue to be accepted until the venues are decided.