Hosting proposals for ISIC2022

ISIC expects the organizers to be recognized and active members of the information behaviour research community and active participants in current and past ISIC conferences. Bids may come from more than one institution within the same bid. For those interested in hosting ISIC2022, please submit an email bid letter to the ISIC Steering Committee (care of ina.fourie@up.ac.za) that stipulates:

- where and when (some range of dates) you propose to hold the meeting;
- assurance that some institution/department will provide financial and/or administrative support (i.e. an official letter from the responsible director/dean);

Additional information about previous experience with conferences, local arrangements, etc., would also be useful.

The bid should be submitted no later than **June 31, 2020**.

Guidelines and conditions of bids to host the ISIC International Conference

The ISIC Steering Committee (referred to as SC) will evaluate all bids in terms of their relevance to the needs of the ISIC Conference.

The SC may wish to discuss aspects of the bid with the proposers prior to making a decision on the success of the bid, and so a primary contact person should be identified, with contact information provided.

Anyone interested in bidding is welcome to talk informally with the Chair or Vice-Chair prior to the deadline date for bids.

Heidi Julien (heidijul@buffalo.edu) – ISIC Steering Committee Chair

Ian Ruthven (ian.ruthven@strath.ac.uk) – ISIC Steering Committee Co-Chair

The SC will normally meet virtually to review proposals and make its decision within six weeks of the submission date. Steering Committee members who are named in the bid will not participate in the decision making process. The SC will vote to decide between competing bids and the SC's decision is final.

When submitting the bid, please, examine if your organization can meet the following requirements.

Location, venue, timing, etc.

Location
The location should be easily accessible via major international hubs. Good air, rail and road links are essential.

The bid should include a short description of the locality and any remarkable or outstanding features that would make it particularly attractive for potential delegates.

Venue

The host institution should have appropriate conference facilities for the different sessions during ISIC. Specifically, addressing the following points (where appropriate):

- Plenary sessions (one room for 120 people)
- Parallel sessions (up to three rooms for 40-50 people)
- Poster sessions: suitable and conducive area for display and interaction for approximately 15 posters.
- Doctoral workshop (and other additional workshops): multiple rooms to accommodate up to 30-50 delegates, divided into groups.
- Breaks and lunch: an adjacent area for coffee breaks and a separate dining area nearby are also desirable.
- Optional: sponsors display (an area for sponsors to display and promote their organization).

Time

Traditionally, ISIC is held in the autumn (September-October). It is important that the timing does not conflict with other important meetings. In particular, proposers should check to make sure that the proposed dates for the conference do not clash with other major information science events (e.g., ASIS&T, ALISE, iConference, and CoLIS).

The main conference should be run over a course of three days. A separate day is needed for the Doctoral Workshop, scheduled the day before the conference begins. An additional separate day is encouraged for running workshop/tutorials or other related events after the main conference.

Social events

A range of social events has become a common feature of ISIC, including a welcome reception and a more formal conference dinner. Proposers should include suggestions on a range of such events - with various price options - for consideration and approval (e.g. discos, sightseeing visits, unusual venues for evening meals). The cost of these activities should be reasonable and should not unduly affect the overall conference fee. It is often possible to arrange drink receptions and such like using corporate sponsorships.

Registrations

The registration process should be as easy as possible for delegates to use. Ideally, registrations would be performed electronically via the internet and payments processed online (via debit or credit cards) i.e., a point and click registration. Where this is not possible, a registration system which takes payment via credit/debit card payments is desirable.

Catering

To ensure that delegates can interact as much as possible during the conference it is important to ensure that lunches for delegates can be provided on site or near by the conference venue. If this is not possible, the average cost of meals should be provided along with a list of establishments (takeaways, diners, restaurants) nearby where delegates can go for lunch. It is also desirable to be able to cater for delegates with particular dietary requirements (providing options for vegetarians, vegans, etc.).

A doctoral workshop is run prior to the start of the ISIC Conference. Space and lunch catering for this event need to be factored into the bid. In addition, light catering for the on-site SC meeting should be factored into the bid.

Accommodation for delegates

Proposers should demonstrate that they have suitable accommodation for delegates close to the conference venue, or easily accessible to the venue (e.g., ensuite rooms in student halls and/or local hotels), for a meeting of normally five days duration. The Steering Committee encourages the participation of students and early researchers. Thus potential hosts must also demonstrate access to low budget accommodation, such as youth hostels or inexpensive student halls.

Conference web site

Proposers are expected to set up, organize and maintain a web site for the conference, providing all necessary information for contributors and potential delegates. Responsibility for obtaining an appropriate domain name rests with the host.

The ISIC 2020 website can be found at http://ve.up.ac.za/.

Budget preparation and costs

Proposers must produce an approximate budget for the conference. A list of expected costs (fixed and per head should be included) along with expected income and sponsorship. The budget should include provisions for the costs incurred by organizers and volunteers, for conversion of papers into *Information Research* format, invited speakers and possibly for the ISIC SC chair (or nominated representative).

Registration fees for students should be kept as low as possible in order to encourage young researchers to participate. Incentives for early registration are advisable.

It is expected that the conference should at least, break even, but should aim to make a surplus (where this could be used to provide additional student grants, accommodate any unexpected costs, and to generate a small profit for the organizers).

Support for the conference

Collaboration with various external organizations, such as universities, companies, and charities is encouraged, and their support can be provided in a number of different ways. The organizers of the Conference should duly note and publicize their support.

Promotion, publicity and schedule of activities

Proposers should provide a draft programme for the conference; a schedule of activities, indicating key dates; and their plans for publicizing the conference. Key dates that should be included (suggested dates are provided in brackets):

- Website launch (asap after notification)
- Paper submission deadline (January 2022) and notification (March 2022)
- If applicable, workshop/tutorial submission deadlines (early February) and notification (late April)
- Open registration (April)
- Early bird registration (late May)
- Conference Dates (September-October)

Conference programme/website

Generally:

- All papers are to be refereed through a double blind peer review.
- Accepted papers are normally published in *Information Research: an international electronic journal.*
- Submissions must be in English, which is the official language of the conference.
- The paper submission deadline should be set to January and notification around March
- The submissions should follow the instructions for the authors of *Information Research* (http://informationr.net/ir/author2.html)

The local organizing committee will be responsible for ensuring that final accepted papers are standardized in format and made available on a USB for conference attendees. The local organizing committee is responsible for XML markup of papers to be published in *Information Research*. (This happens after the conference; authors get a short period to update their papers and the PC does final proofreading and editing for language. The local committee must negotiate timelines with the editor of *Information Research*.)