

## ***Guidelines for Bidding to Host the Asia Information Retrieval Societies Conference (AIRS)***

The Asia Information Retrieval Societies Conference (AIRS) aims to bring together researchers and developers to exchange new ideas and latest achievements in the field of information retrieval (IR). The scope of the conference covers all the aspects, including applications, systems, technologies and theory, of information retrieval in text, audio, image, video, multimedia and social data, but with a particular emphasis on handling Asian languages.

The AIRS Steering Committee (SC) welcome bids from researchers in Asia-Pacific countries to host the annual AIRS Conference. Anyone interested in bidding is welcome to express interest and submit the bid document to any of the SC members, currently:

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The SC will review proposals and make its decision based on the submitted information and other information available to it. Any SC member whose institution is among the proposers in any given year will not participate in the decision making process for that year. The SC will vote to decide between competing bids and the decision is final. The SC also reserves the right to not accept any submitted bid, and/or to solicit further bids after the announced closing date for bids.

The SC will evaluate the bids in terms of local organization logistics, proposers' track records, budget planning and conference program.

### ***1. Local Organization Logistics***

**Location:** The location should be easily accessible for people attending from across Asia and elsewhere. Good air, rail and road links are essential. The bid document should summarize the accessibility of the proposed location, including giving details of ground transportation (cost, duration, frequency) required to reach the proposed conference venue from the nearest major airport.

**Venue:** The host institution or location should have appropriate conference facilities for the conference. The AIRS program is usually structured into single track sessions (including conference opening, closing, keynotes, panels, etc.) requiring a lecture theatre that can accommodate up to 100 delegates; and a poster session requiring a

space for displaying approximately 30-50 posters and interaction. In addition, an adjacent area for coffee breaks and lunches is required, and if necessary an area for sponsors to display and promote their organization is desirable. The bid document should, if possible, include plans (including approximate dimensions) of the proposed spaces, and where appropriate, photographs showing any particular features of the venue that are to be noted.

**Timing:** Traditionally, AIRS is held in the December. It is important that the timing does not conflict with other important IR related events. The bid document should specify the proposed dates, and list (as far as they can be identified at the time of the bid) dates and locations of other activities in the relevant research areas that might be considered to be potential clashes.

**Social Events:** A range of social events is expected to be arranged, such as a welcome reception, banquet, and sightseeing visits. The bid document should include suggestions of such events including price options.

**Catering:** It is important to ensure that coffee breaks and lunches for delegates can be provided on site or nearby the conference venue. Special dietary requirements for some delegates should be met, including options for vegetarians. The bid document should specify the range of food that will be provided as part of the conference registration fee, and also the range of food options (and indicative pricing) that are available in the vicinity of the proposed accommodation options.

**Accommodation:** There should be a wide range of easy-to-access accommodation choices for delegates during the conference period (normally three days), ranging from low budget accommodation to 3\* above hotels. The bid document should include a list of suggested hotels with an indication of their likely "corporate discount" room rate, and the distance/time of each from the conference venue.

**Wireless Internet:** Conference attendees will expect wireless access to be readily available at both the conference venue and at the proposed accommodation options. If wireless access will be an additional accommodation cost, the rates that would apply at each accommodation option should be included in the bid document.

**Registration:** The registration process should be easy to use. Ideally, online registration and online payment facilities (via credit cards) should be provided. The bid document should indicate whether or not such facilities will be supported.

**Web Site:** A conference website is expected to be set up to provide and update all necessary information for authors and participants. The Steering Committee should also be listed on the website. The bid document should indicate the likely URL that will be used for the conference website, an indication as to the likely web-master, and an approximate timeline for content creation.

**Key dates:** A schedule of key dates (e.g., submission deadline, notification of acceptance/rejection, registration deadlines, conference dates, etc.) of the conference organization should be provided.

**Promotion and Publicity:** The bid document should include a detailed plan for promoting/publicising the conference.

## ***2. Proposers' Track Record***

The bid should include brief CVs for the main organizers, including General Chair(s), proposed Program Committee Chair(s) and any other key members of the organizing committee.

The main organizers would normally be expected to have prior experience of organizing conferences or other events such as workshops. In addition, it is normally expected that the main organizers should have some prior connection with the AIRS community, including having attended previous AIRS conferences and other IR events. The SC reserves the right to appoint one of the Program Committee Chairs for continuity, if it is considered necessary.

A letter of support from the host institution(s) should be included in the bid, clearly stating the capacity in which they support the bid.

## ***3. Budget Planning***

Proposers must produce a budget, including detailed breakdowns of expected expenditure versus expected income (registration fees and sponsorship). Keynote speaker(s) costs should be covered by the conference. It is desirable that some student travel grants are also provided.

Registration fee rates should be reasonable. Registration fees for students should be kept as low as possible, and incentives for early registration are advisable. Industry and institutional sponsorship may be solicited in order to defray the registration fees charged to attendees.

The conference should aim for at least a break-even with an attendance of approximately 50-70 people, around half student registrants.

The bid document should include a statement identifying how any conference profits will be spent, should they arise; and should also include a statement identifying how a conference loss will be managed, should the conference not make a profit. Potential bidders should note that the AIRS Steering Committee is not a financial organization and has no capacity to underwrite, or provide financial support for, AIRS conferences.

## ***4. Conference Program***

Detailed arrangements for the Conference Program Committee's operation, online submission management system, anonymous double-blind reviewing process, and the mechanism for resolving conflicting reviews and producing a final list of accepted

papers should be described in the bid document. It is expected that conference submissions are in English, that the conference proceedings are published by Springer in the LNCS series, and that all delegates are given a copy of the proceedings at the Conference.

A draft Call for Papers with suggested topics and a draft reviewing form should be included in the bid.

### ***5. Liaison with the SC***

While the SC will provide the greatest freedom to the General and Program Committee Chairs to run the conference, it is expected that the General Chairs give regular updates to the SC related to local organization progress, sponsorships, any major changes to the budget, etc. It is also expected that the Program Chair(s) regularly give the SC updates on program committee (such as submission of papers, accepted papers, keynote speakers, etc).

The General Chairs of each conference will be required to submit a final report on the conference to the AIRS SC within four months of the conclusion of the conference. These reports may be passed, in confidence, to the General Chairs of subsequent AIRS Conferences.