

# **WISE ANNUAL CONFERENCE Principles, Policies and Guidelines**

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## **1. NAME OF CONFERENCE**

The official title of the Conference is "Nth International Conference on Web Information Systems Engineering", and may be abbreviated to "Nth WISE or WISE xxxx or WISE'xx", which is subsequently referred as the conference.

The governing board for the Conference series is WISE Society or its Executive/Steering Committee, which is subsequently referred to as Steering Committee.

## **2. WISE LOGO**

The WISE Logo should be used whenever appropriate and possible. The Logo can be modified slightly to add a touch of local flavor of the host country, but it should be done tastefully. Any significant departure from the Logo should be cleared with the Steering Committee first before its appearance in print.

In addition to the logo, the following text is to appear: "WISE Society is a not-for-profit organization for the purpose of promoting and exchanging scholarly work in Internet and Web Information Systems and related disciplines among all the peoples of the world"

The WISE URL: [www.i-wise.org](http://www.i-wise.org) should appear on all publicity material and documents.

## **3. CONFERENCE LANGUAGE**

The language for the conference is English. When required and deemed necessary by the Conference Executive Committee, simultaneous translation to a host country language can be made, but the cost for this must be included in the budget.

## **4. CONFERENCE DATE & LOCATION SELECTION**

The conference date should fall into the time range of late November to Middle December. Overriding circumstances may cause the selection of a different date as determined by the Steering Committee.

## **5. SUBMISSION AND APPROVAL PROCESS FOR CONFERENCE PROPOSALS**

### **5.1 Policy**

The WISE Conference is a truly international, annual event in the Web Information Systems area. The Conference site should rotate among all continents and countries of the world. However, it has been planned to host the Conference once in Europe, once in North America, twice in Asia/Pacific, every 4 years. Also, countries should be selected on the basis of the organizers' ability to hold a successful conference of the quality traditional to WISE, and a commitment that no restrictions are imposed by the host country on participation at the Conference.

### **5.2 Procedure**

The WISE Steering Committee has the responsibility of encouraging and fostering proposals and making decisions on all proposals. A proposal of a WISE Conference can be made by any person or a group of persons and shall be made in writing to the Chair of The Steering Committee.

The decision for awarding the Conference is made at Wise Steering Committee 2 or 3 (three) years before the conference year. As a rule, the Steering Committee meets in conjunction with the Conference. Copies of the final proposals should be submitted to the Chair, or as directed by the Chair, no later than three months before that Steering Committee meeting.

Proposers are strongly advised to submit preliminary proposals to the steering meeting three years before the proposed conference year. During the ensuing year the Steering committee will work with the proposers and give them proper guidance to prepare the final proposal for the next meeting.

The Steering Committee is free to deviate from these rules in exceptional cases such as unexpected political instabilities or particularly long lead times.

## **6. PROPOSAL CONTENTS**

A proposal should contain:

- (1) Location of Conference
- (2) Key Conference officials according to section 8 (including background, affiliation, title, address, and telephone, fax and computer network address)
- (3) Preliminary budget according to form (see appendix III).
- (4) Sponsors and Supporters (committed or potential)
- (5) Tentative Conference date
- (6) Acknowledgment of receipt and statement of acceptance of the WISE Conference Guidelines
- (7) Conference plan and milestones

- (8) Experience of key conference officials in organizing conferences
- (9) Projected number of attendees by region
- (10) Projected costs for participants
- (11) Location description
- (12) Anticipated problem areas and possible solutions (e.g., travel restrictions, economic conditions, etc.)

Proposers are encouraged to consult with the Steering Committee of their geographical region or the appropriate officials of the Steering Committee during the preparation.

## **7. CONFERENCE OFFICERS**

The committees and the key officials should reflect the international nature of the Conference and its high standards, and draw broadly from multiple regions of the world. The following are representative organizations for the committees which have been successfully deployed in past conferences. Members can be added or deleted as needed.

### ***A. Conference Technical Committee***

The following members are suggested:

- General Conference Co-Chairs (2)
- Program Committee Co-Chairs (3) (Proceedings Co-Editors)
- Publications Chair (Proceeding Co-Editor)
- Tutorial Chair or Tutorial Co-Chairs (up to 2)
- Workshop Chair or Workshop Co-Chairs (up to 2)

### ***B. Program Committee***

The Program Committee (PC) is normally partitioned into three regional subcommittees, each consisting of a number of PC members and headed by the Program Committee Co-Chair. The PC CO-Chairs are entrusted with the close liaison among the subcommittees, and report to the General Conference Chairs.

Program committee members should be selected approximately in proportion to the expected number of papers from each geographical area. The number of members in this committee should be such that a PC member is not expected to be responsible to referee more than 8 papers.

### ***C. Conference Organization Committee***

The Conference Organization Committee comprises the representatives for all functions which are critical or necessary to the successful operation of the Conference. The Committee is under the supervision of the General Chairs. The following members are suggested:

- General Conference Co-Chairs
- WISE Society/Steering Committee Representatives
- Local Arrangement or Organization Committee Chair

- Program Co-Chairs
- Local Arrangements
- Treasurer
- Publicity Chairs

## **8. RESPONSIBILITIES OF THE CONFERENCE OFFICIALS**

### ***General Conference Chairs***

The general chairs have overall responsibility for all conference matters. As such, the chairs reports directly to the Steering Committee through its Chair or designate on the planning, progress, operation and final results of the Conference. In particular, the general chairs are responsible for planning and control of the overall budget and of the organizational milestones.

As a trend, grants assume an important and overgrowing role in conference budgets.

Because grants seem critical to the financial viability of a conference, major attention should be devoted to acquiring sponsorships. General Chairs are responsible for maintaining contacts with local sponsoring organizations, soliciting grants, and keeping continuous track of the flow and disbursement of grants.

To dispense these duties, the general chair is expected to stay in close communication with all other conference officials.

Additionally, General Chairs are responsible for the coordination of the entire technical program. The conference technical committee establishes the overall structure of the conference program, e.g., the number and balance of research papers sessions, application/experience sessions, tutorials, keynote speakers and other invited talks.

### ***Program Committee Co-Chairs***

Responsibilities include:

- naming of PC members and obtaining their pledges to perform their required duties,
- soliciting and processing papers,
- supervision of review and selection process,
- coordinating the activities of the regional PC subcommittees,
- setting up the final program in consultation with the General Conference Chairs and other appropriate chairpersons,
- supervising the conduct of the program during the conference,
- selecting Best Paper Award,
- editing the Proceedings together with publication chair

### ***Steering Committee Representative***

The Steering Committee Representative acts as a bridge between the Conference and the Steering Committee at the operation level. In this capacity, the Representative will in particular

- advise the Conference officials on all conference matters,

- work with the General Conference Chairs to set up all necessary procedures, in particular those that allow to resolve money management satisfactorily,
- assume additional responsibility as agreed with the General Chairs.

The Steering Committee Representatives should usually be a person knowledgeable in organizing a WISE Conference and in the WISE Society's operations. The Representative should work closely with the General Conference Chairs to be familiar with the Conference's operation, and the advice provided should be strongly heeded.

### ***Local Arrangement Chair***

This person is responsible for all matters relating to the smooth running of the Conference, and reports directly to the General Conference Chairs. Responsibilities include:

- all local arrangements in the conference host country,
- overall coordination of publicity and technical support (e.g., letterhead, printing of call-for-papers, advertising),
- social program,
- registration,
- day-to-day operation of the conference.

### ***Treasurer***

Treasurers are responsible for managing all money matters, and report to the General Chairs.

The treasurers are collectively responsible for the receipt and disbursement of conference funds. Each treasurer must keep records and procedures to satisfy participant country and to maintain the WISE Society's not-for-profit organization status. Treasurers must do final conference accounting in agreement with the WISE Society Treasurer.

### ***Publicity Chairs***

Publicity Chairs are responsible for all conference publicity matters, and wherever necessary coordinates the activities with those of the local arrangement chair.

## **10. LIABILITIES**

Conference officials should be aware that they may become individually liable in case of violation of copyright laws, claims of plagiarism, claims of slander, errors-and-omissions, trip-and-fall accidents, selection of unsafe carriers, to name the major risks. The officials are strongly advised to minimize their risks by taking an aggressive problem-prevention policy. This includes shifting the burden to authors by requiring them to sign copyright statements and transfer agreements; to participants by signing disclaimers on registration; by employing external organizations for providing all services not directly connected to running the conference, such as hotel reservation agencies or travel agencies, have these organizations assume responsibility for all corresponding risks, and place a corresponding disclaimer in the conference announcements; by having the organization providing and running the conference venue assume the risks connected with the conference locale.

The following disclaimer should be included in all conference publications: "The Organizing Committee of a WISE conference is not liable for any loss or damage arising from the activities of this particular conference as exercised by its agents: conference organizers,



carriers, proceedings, publications and programme committee. Neither can the WISE Society, nor its Executive/Steering Committee members, be held liable.”

Officials must make sure that liability insurance is available to them to cover the remaining risks, and in particular to persons who are authorized to issue conference funds. This insurance should be purchased unless it can be provided by the local computer society.

## **12. SPONSORS AND SUPPORTERS**

"Sponsor" designation should be reserved to those who contribute significantly, financially or otherwise. Not-for-profit sponsors may share profits if agreed beforehand.

"Supporter" designation can be assigned to all organizations supporting the Conference in a lesser role, financial or otherwise.

The term "In Cooperation with" is to be used when a professional organization agrees to let the Conference use its name/logo but accepts no financial involvement.

No political or other organizations that practice discrimination based on religion, race or creed can be sponsors or supporters. Governmental agencies are not deemed to belong to this category.

## **13. PROMOTION OF WISE ACTIVITIES**

The Conference organizers are strongly encouraged to promote the various activities of the WISE Society on announcing or during the Conference. For example, a form for subscribing to the Conference proceedings could be attached to the call-for-participation, advertisements or call-for-papers for the WWW Journal could be included in confirmations of registration. Conference organizers may also elect to cooperate with the Journal editors by considering the best conference papers for publication in the Journal. Subscriptions to the WWW Journal for conference attendees may also be facilitated.

A table and an advertising board should be made available at every WISE conference to promote the following year's conference. Any reasonable cost for this activity will be met by the current conference.

Every WISE conference must provide facilities - at no cost to the WISE Society - for publicity of WISE material (WWW Journal, WISE Proceedings etc.).

A mailing list of past conference attendees is available on the web. Any access for any use requires the WISE Society's approval.

## **14. CONFERENCE BUDGET**

A preliminary budget must be submitted with the preliminary proposal to the Steering Committee. A complete budget in accordance with the format of appendix III must be part of the formal proposal. If necessary, additional information should be provided as part of the final budget.

As a matter of policy, the Steering committee will only approve a budget if it contains provisions for insurance, whether by purchasing insurance or using the coverage of the local computer society.

If the Steering Committee imposes budget changes or conditions on the proposal, a revised budget must be drawn up and submitted to the WISE Steering Committee within six months after the acceptance of the proposal.

Updated budgets must be submitted to the Steering Committee for approval annually, or whenever there are substantial changes in the budget. It is the responsibility of the General Chairs and the Chair of Steering Committee (or their designates) to resolve any differences.

Steering Committee meetings at a conference are to be organized by the Conference Organizers. The cost of the room shall be met by the current conference.

## **15. CONFERENCE PROCEEDINGS**

Proceedings will be published for each conference by IEEE CS. WWW Journal has a close association with WISE Society and WISE Conference. A special issue of WWW Journal will be reserved for the revised/extended versions of the selected/best papers from the conference.

## **16. AWARDS**

Best papers awards are provided to the best papers based PC Co-Chairs' nomination.

## **17. REGISTRATION**

### ***A. Registration Fee***

The level of registration fee is part of the formal proposal. The size of the fee should be such that the broadest possible participation at the Conference is attained.

As a general policy, no preferential treatment shall be given to members of particular organizations or institutions. Reduced fees are permitted for early and student registrations. In planning the registration fee, the organizers may consult with the WISE Steering Committee.

### ***B. Registration Cancellation Policy***

When an individual wants to cancel his/her registration after it has been made, the decision on how to handle this matter will be made by the Conference Executive Committee (i.e. full refund, partial refund, no refund, etc.). Every effort should be made to limit the penalty to a small handling fee.

### ***C. Participants Database***

The contact information (address, email, etc.) about conference participants must be recorded in a format that can be easily entered into the WISE conference participants database maintained by the WISE Society. The organizers of a conference should coordinate the design of their registration database with the WISE member who is in charge of the participants database.

The WISE participants database currently maintains the following fields:

Title(Dr., Prof., etc.), First Name\*, Middle Name, Last Name\*, Department,  
Institution\*, Street Address\*, City\*, State, Country\*, Zip, Phone, Fax, Email, URL.

The registration form is expected to include all these fields. Among them, the ones marked with \* indicate mandatory field that the on-line registration form should enforce.

The (on-line or hard copy) registration form should include the following disclaimer regarding the use of the information in the participants database:

"The information supplied will be used by the conference organization for the purposes of conference registration and administration. In addition, under the control of the WISE Society, the information may be made available for purposes beneficial to the community such as informing attendees of relevant related publications, events, or items of interest to the community."

## **18. WISE FINANCIAL OBLIGATION**

Conferences are expected to operate on a non-loss basis. To aid in addressing cash-flow problems during the start-up phase of the Conference, the Steering Committee may provide some loan/seeding fund. The conference organizers are expected to raise the fund from other sources, preferably in the form of grants so as to keep the registration fee as low as possible.

One or more accounts can be opened for managing the money of the Conference. All accounts should be in the name of the Conference and not individual names. A savings account (or interest-bearing checking account) when available should be used in addition to a checking account to earn additional income when funds are not disbursed immediately and when the amount is sufficiently large.

Strong care should be taken in order to ensure central control of money flows and expenses. Conference organizers should make sure that central authority for budget and financial control including proper reporting has been established.

## **20. DISTRIBUTION OF CONFERENCE FUNDS**

### ***A. General***

General income from conference registration, loans, and other sources should be used as follows (in order of priority):

1. operating expenses,
2. repayment of WISE loan/seeding fund (if it is has been provided),
3. repayment of loans,
4. payment of tentative commitments,
5. surplus distribution.

The seeding fund/loan from WISE Society is to be paid within a month after the conference.

If the Conference runs into deficit, liabilities within a priority will have to be negotiated between the various parties before distribution as above. However, it is recommended that the deficit will be shared among the parties at a priority according to the amount of their commitment. The maximum liability that can be absorbed by the WISE Society is limited to the total amount of its advances and loans to the Conference. A liability agreement must accompany the budget.

### ***B. Surplus Distribution***

All surpluses after repaying expenses, advances, and loans, will be shared in principle at 50% each between the WISE Society and the host country sponsors, but may be negotiated. The host country share is to be reserved for the support of persons from the host country to promote and attend future WISE Conferences. The decision as to how this fund will be

applied will be based mainly on the recommendation of the key conference organizers of that conference with the WISE Steering Committee's consent.

## **21. CONFERENCE PROGRAM**

The Steering Committee may recommend to appropriate conference committees topical issues to be considered in tutorials, invited talks etc. (not scientific papers), one year before the conference happens.

### ***A. Technical Program***

The technical program structure and format is determined by the Program Committee under the guidance of the General Conference Chairs and PC Co-Chairs. The final program should be set with the concurrence of the Conference Executive Committee in a final program meeting. Highest consideration must be paid to maintain a quality technical program.

Further information is given in the Guidelines and Recommendations for the WISE Program Committees.

#### **i. Papers:**

The Call for Papers specifies the types of papers and the appropriate criteria for acceptance, including length, for all conference paper tracks.

Except for invited papers, each paper must be refereed normally by at least three (3) program committee members. Papers should be selected primarily on the basis of quality, although a balance of different topics should be taken into consideration as well.

Submissions should be accompanied by a disclosure of prior publication or submission for publication elsewhere, or intent to do so. In general, papers that are published in another conference or in a journal are not acceptable. However, if a paper is published only in a local conference or journal, it can still be accepted, provided the circulation of that publication is very limited.

Invited papers should be used very sparingly and in consultation with the General Conference Chairman. They are accepted without going through the normal refereeing process. However, to assure the technical quality of an invited paper, at least one program committee member should read it and suggest modifications if needed. Invited speakers should be informed that this will be done and that they are expected to cooperate. When an invited paper is low in quality, it is the Program Committee Chairperson's responsibility to assure that the quality be improved or the paper will not be accepted. This should occur rarely as extreme care should be used in inviting papers.

#### **iii. Special events:**

To encourage more innovative and forward-looking perspectives at Conferences, organizers should consider the following ideas:

- An award for the most novel and/or innovative paper
- A special track or special reviewing process to encourage high-quality innovative papers.

### ***B. Tutorials***

The Conference Executive Committee may decide to hold tutorials as part of the conference program. General tutorials cover broad areas and are primarily intended for practitioners.

Technical tutorials address more focussed research areas. Usually the general tutorials will be scheduled before or after the Conference and technical tutorials during the Conference.

When a decision is made to have a tutorial, the tutorial program must meet the high standard of the WISE Conference. Therefore, The Tutorial Chairs will be put in charge of the contents of the tutorial program.

The Committee may elect to charge a separate fee for general tutorials. The tutorial budget must be part of the overall budget, but should be planned to be either profit-making or as a strong drawcard to get more attendees.

Tutorial speakers should be paid a flat fee. How the speaker then utilizes the payment is their own business. The exact amount will be decided by the local organizers and will depend on:

- Whether the speaker is located within the same continent as the conference, or not.
- Local accommodation and living costs,
- The length of the tutorial.

### ***C. Social Program***

As a tradition of the WISE Conferences, a strong social program is encouraged. In past conferences, host countries have taken the opportunity to hold social and cultural events in conjunction with the technical program to show the host country culture to Conference visitors. They have become highlights of the conference complementing the technical program.

This program is a discretionary program to be decided by the Conference Executive Committee. Strong consideration should be paid to the feelings and the traditions of the host country.

The program, however, should be run in such a way that much of the expenses should be covered by contributions from the host country organizations, private or public. However, the Conference banquet and reception alone, when moderately done, can be included in the registration fee. Optional events at an additional charge may be offered to the conference attendees. In no case should the social events cause the Conference to go into deficit when general income is used for this purpose.

### ***D. Exhibits***

Where warranted the Conference arrangements may include an exhibit of commercial products as well as research prototypes. Exhibits should be solicited, judged and organized by the Organization Committee. Financial arrangements should be kept entirely separate from the other conference finances.

## **22. SITE AND LOCALE ARRANGEMENT**

Conference meeting site and locale details that have not already been determined as part of the approved proposal should be resolved by the Conference Executive Committee members of the host country. Consideration should be given to places where free or nominal-charge conference facilities are available, and that are convenient for national and international access.

## **23. CONFERENCE REPORT**

### ***A. Preliminary Report***

A preliminary report should be issued and verbally presented to the Steering Committee during its meeting at the Conference. In this report, the Conference Committee should give a synopsis of the attendance, program quality, organization, financial and other status of the Conference, and explain significant variations with respect to the plans and expectations. A preliminary written financial report must be provided.

### ***B. Report***

The General Conference Chairperson or his designate must submit a written report to the Steering Committee within three (3) months after the Conference has been held. It should cover the previously mentioned categories and report on all experiences and recommendations useful for organizers of future conferences.

### ***C. Final Financial Report and Records***

A final Financial Report with all the incomes and expenses must be submitted to Steering Committee as soon as all matters have been cleared but no later than 31 July in the year following the Conference except for unusual circumstances. This schedule must scrupulously be followed in order for the Steering Committee to be able to manage its financial affairs. The report must follow the outline of the budget form in appendix III. The report must be certified by the Treasurer(s).

The WISE Society Treasurer will provide further guidelines on the final financial report.

The name and address(es) of the person(s) in charge of the host country surplus to be used for future WISE related activities of the host country should be identified, as well as the amount of funds.

## **24. TRAVEL**

### ***A. Obligation***

To attract attendees, travel costs to the Conference site should be as low as possible. Organizers should work with travel agencies and airlines to obtain low cost travel to the Conference site.

Under no circumstance will travel be a direct commitment between the Conference and the individual attendees. All travel commitments are to be understood between the travel agencies and the individuals.

### ***B. Conference Attendee Travel Subsidy***

To guarantee the true international character of the WISE Conference, it is advisable that travel support funds be obtained. Conference registration income cannot be used for this purpose. Contributions from other organizations and surplus from the tutorial program can be allocated for this purpose. The algorithm to allocate these funds is the decision of the Conference Executive Committee. Priority should generally be based on the individuals' contributions to the Conference.

## 25. WISE Workshop and ASSOCIATED CONFERENCES

### *Workshops*

In addition to the main technical program, there will be 2-4 focused workshops identified as WISE workshops. These workshops are to happen 1 to 1.5 days before the WISE Conference and are organised by WISE conference committee as WISE activities. Papers for WISE Workshops will appear in a separate volume of WISE Workshop Proceedings. The WISE registration should cover both main program and workshops.

### *Associated Satellite Conferences*

- A satellite event is one which is held at the same geographical location as WISE and as an adjunct event.
- A satellite event has its own organization with independent legal and financial responsibilities.
- A satellite event agrees that WISE is the primary event, and that the satellite event is a smaller adjunct to the larger conference.
- The amount of shared PC work or organization is dependent on the decision of the local organizing committee each year.

### *“In Cooperation with” Conferences*

“In cooperation with” conferences may be held at a different time and in a different location to the WISE conference.

Each case shall be decided individually by the WISE Executive on the basis of the following requirements:

1. The organizational and budgetary rules must conform to those of the WISE conference.
2. Financial obligations should be entered into only if:
  - the financial situation of the WISE Steering Committee allows this
  - the conference budget appears to be sound
  - the Steering Committee has the personnel capacity to check out and monitor the budget
3. The following criteria should be applied:
  - (a) Quality and reputation
  - (b) Multi-country
  - (c) Promotion of Web Information Systems orientation in general
  - (d) Promotion of Web information system orientation where it is lacking
  - Criteria 3(b) & (c) are mandatory whereas only one of criteria (a) or (d) need to be met.
  - The “in cooperation with” conference should make a link to the WISE web home page from their own conference webpage, and vice versa.
  - The “in cooperation with” conference may request the WISE mailing list.

## APPENDIX I

### MISCELLANEOUS HINTS FOR RUNNING A CONFERENCE

#### Choice of Conference Date

Remember that you have only a limited time range of Late November and middle December to choose the conference date from, and only a window from May August for paper submission and processing. To minimize overlaps with regard to conference and/or submission dates, inquire early enough about the scheduled dates of major competing Conferences in the area such as ACM SIGMOD, IEEE ICDE, WWW and VLDB. Check with the respective organizations and societies. Also, once the date of your conference has been settled upon, be sure to communicate it to the aforementioned organizations. Collisions should be avoided because they cut into the submission of papers and participation.

#### Sponsorships, Support, and Cooperation

To gain maximal visibility to, and participation from, potential authors and attendees, the primary focus should be placed on professional society cooperation, such as ACM, IEEE, IFIP, and the various national computer societies in and around the host country. Furthermore, to broaden impact, cooperation should be actively sought from other influential societies.

Three forms of cooperation are possible;

- Sponsors contribute significantly, financially or otherwise. Generally, sponsors are not-for-profit organizations. Not-for-profit sponsors may share profits if agreed beforehand. As a rule, the WISE Steering Committee permits a maximum of 50% share to be offered in total to sponsors.
- Supporters support the conference in a lesser role, financial or otherwise.
- The term "in cooperation with" is to be used when a professional organization agrees to let the conference use its name but accepts no financial responsibility or liability.

Least critical is the "in cooperation with" association, because this maximizes the likelihood and speed of gaining approval. This kind of arrangement may still provide access to mailing lists and publications, sometimes even preferential advertising rates.

Experience has shown that it may be easiest to co-sponsor with just a single organization, usually a local computer society, because their insurance can then easily extend to the conference, and they may still be offered a 50% share of the surplus. However, make clear from the beginning that you reserve the right not to use their services if they are not cost-competitive.

As a trend, grants assume an important and ever-growing role in conference budgets, presently covering, on the average, about one third. Because grants seem critical to the financial viability of a conference, major attention should be devoted to acquiring additional sponsorships. Conference organizers are strongly advised to nominate a Sponsorship Correspondent, who is responsible for maintaining contacts with local sponsoring organizations, soliciting grants, and keeping continuous track of the flow and disbursement of grants.



## **Budgetary and Financial Matters**

It is most useful, besides using the required forms, to look at the expense details of previous Conferences for planning purposes, and to talk to the respective organizers. It may be particularly helpful to use the fixed and variable cost method. Fixed costs are those that do not depend on the number of attendees, such as printing of publicity materials, mailing, rental of audio-visual equipment, etc. Variable costs are per attendee, such as proceedings, banquet costs, coffee breaks, and reception. For planning purposes, the registration fee may be calculated as follows: divide the fixed cost by the number of people for break-even, and add the variable cost per person.

Choosing the break-even point (in number of attendees) is a problem of risk versus fee. Local conditions should be taken into account, e.g., if the host country has a well-developed database community, the break-even point could be set higher than in other cases. Experience shows that the break-even point should be set accordingly and somewhere between 150 and 200.

## **Registration Fees**

Special reduced registration fees should be granted only under very special circumstances, and are usually limited to student discounts. Sponsoring local societies will usually insist that their members be offered the lowest full-service registration fee available from the conference. Since WISE makes it a policy not to offer any discounts other than the ones mentioned above, such a request usually can easily be granted. Going beyond this arrangement must be planned carefully so the reduced income does not cause any problems and jeopardize the financial soundness of the conference, and should at any rate be cleared with the WISE Executive Committee. One arrangement practiced in the past towards a sponsor has been to count its financial support as an advance purchase of a corresponding number of registrations. This guarantees the Conference a number of additional attendees.

A fair policy when a person cancels after registration seems to be as follows: When a cancellation is made before the conference opens, deduct the cost of the proceedings plus postage plus a certain amount of handling fee, and return the rest. If cancellation is made at conference time, deduct all costs including social program before any refund. If the conference runs to deficit, no refund should be made when cancellation is made after the deadline for advance registration. Be sure to send a copy of the proceedings to the person who cancels or who does not attend the conference, when fund is kept. Note that no refund should be made until the conference has been held, and financial matters become clear.

## **Conference Banquet**

Including the cost of the banquet in the registration fee drives the fee up, even for those who would prefer to do without it. Charging for it separately may help and even make the conference affordable to some. On the other hand, participants may not get reimbursed for it by their institutions, or may not be able to deduct it from taxes if charged separately. So the banquet, which is considered a major event and a means for communication at the conference, may draw a smaller participation than otherwise. Both ways have been tried in the past, with no clear indication, one way or the other.

Cultural events may be combined with the banquet. Such an arrangement may attract organizations to sponsor part of the banquet.

## **Conference Site Arrangements**

The conference has been held in the past in convention centres and hotels. Holding a conference in a hotel has many advantages when the hotel is a suitable site, and when it

makes concessions.

Indeed, it is a normal practice that hotels will make concessions to a conference when they are chosen as the conference hotels. Hotels have a great deal of flexibility in making these concessions, many of which are major. For example, a hotel may allow only a very nominal charge to provide conference equipment, give free meeting rooms to the committees, etc. In addition, hotels will give free rooms for every fixed number of rooms booked at a substantially reduced conference rate. This number is again flexible. They may also provide a room free of charge without depending on the number of rooms booked.

There is no hard and fast rule for what can be achieved in this respect. Be prepared to BARGAIN hard and talk to more than one hotel as long as that hotel is suitable for holding the conference. Be prepared to hold some social events in the hotel (like conference banquet and reception, for example). That may make them agree to your terms. The Organization Committee Chairperson must feel comfortable in doing this bargaining. He can get someone to help him, if he is not so confident. Be sure to know some statistics of past WISE conferences — like number of attendees, and where and when they have been held. Hotels want to get assurance that things will happen as said to them. Past history is a good indication.

Be sure to get the hotel to agree to follow a certain procedure. Get written replies from their offers, even at a preliminary stage. Sometimes during the course of negotiation, hotels have personnel change. But they would still honour previous offers if substantiated.

The possibility of obtaining state or community sponsorship for convention centres or economical rental rates for university facilities should not be underestimated, and may lead to reduced costs for the conference site which may compensate for higher hotel outlays. Such alternatives should seriously be explored.

### **Technical Program**

WISE conferences are scientific conferences striving for the highest possible quality. The General Conference Chairs and the Program Chairs, as well as the Program Committees, shoulder a heavy responsibility to achieve these aims. For tutorials, see also the WISE Annual Conference Principles, Policies, and Guide-lines, main section.

A few items require early careful planning by the General Chairs and the Program Chairs. Usually very little time (only several weeks) is allocated to the Program Committees to process the submitted papers. This occurs because the schedule may be constrained by various events, and organizers cannot close the Call for Papers too early as it may then create conflict with other major conferences. It is therefore of utmost importance that a detailed plan to carry out this process is worked out.

Further, the heavy load to the Program Committee members is not expected by some of them. The PC members may accept the invitation and commit themselves too lightly. Program Chairs, when contacting potential members, should explain the requirements to them before they accept. Program Chairs should always keep in mind that they should not just go for "names", unless those persons commit seriously, and they should try to locate young researchers who are establishing themselves and are eager to work, and not only people they know well directly.

In planning for the conference site, early decisions may have to be taken whether to run two or three sessions in parallel, and also to decide when to run the General and Technical Tutorials. This, in turn, determines the number of papers to be accepted. Still, during a three-day conference, the total number of sessions available provides enough slack to accommodate a varying number of papers. At most, three sessions should be planned in parallel, including the panels and tutorials.

## **Travel**

### *Travel Grants*

Travel grants to attendees should be given only after the individual has attended the conference. This should occur even when the money for travel support is there to be disbursed. Commitments, however, should be made as early as possible to encourage people to participate.

Distribution of travel grants must be carefully done according to the constraints of the donating organizations.

### *Free Travel from Airlines*

Airlines sometimes provide conference free travel to the conference site when they can expect some business from the conference. This is very useful when an organizer must go to the conference site to meet or see the conference facility. If you do not know how to take advantage of this, enlist the help of the travel agency whom you have identified as the travel organizer. This work is particularly fruitful when the host country's airline is approached and it is promised to be the conference carrier.

This is in addition to free seats that airlines often provide when enough seats are booked as a group. Group travel, in the loose sense, can be organized with the aid of the travel agencies. What one can get from this depends on the negotiation skill of the conference organizers, the airlines and the travel agencies.

### *Emergency Travel Support*

Traditionally, the organizers of a WISE conference have obtained travel support funds to provide assistance to conference participants, especially authors, who are unable to get sufficient travel funds from their institutions or other sources. This seems to become harder every year. Therefore, start your efforts early. Rely on Area Chairman and national representatives (name some for that purpose).

### *Travel agencies*

Travel commitments are exclusively between travel agent and the individual participant. If the Conference organizers solicit the aid of travel agencies and, as a consequence, include their names in the various calls for participation, a waiver of responsibility should explicitly be stated.

## APPENDIX II

### **SAMPLE OF WISE CONFERENCE PLAN AND CHECKPOINTS**

Numbers at the beginning of a line are suggested number of months prior to (-) or after (+) the Conference. Numbers are approximations only and may vary according to local conditions.

- 51 First Conference proposal sent to the Steering Committee.
- 48 First Conference proposal presented to the Steering Committee.
- 39 Final Conference proposal sent to the Endowment including preliminary budget, Conference officers and committees, date and site.  
Confirmation by the Steering Committee.
- 36 Presentation of the Final Conference proposal to the Steering Committee.
- 28 Status report sent to the Steering Committee including a more refined and updated budget and sponsorship status.
- 26 Status report presented to the Steering Committee.
- 24 Select hotels, contract with professional organizer if needed.
- 23 Conference topics, first draft of Call-for-Papers.  
Start assembling PC members
- 18 Program Committee complete.  
Call-for-Papers, final draft.  
Approach professional organizations for cooperation.  
Planning for exhibits.
- 17 First printing, Call-for-Papers
- 15 Call-for-Papers shipping to other database & WWW conferences.  
Revised budget.  
Approach sponsors and supporters for written commitments.  
All committees in place.  
Planning for General Tutorials.  
Tentative social activity plan.  
Prepare to get mailing list.  
Print letterhead stationary.
- 13 Complete sponsorships, supports and cooperations.  
Call-for-Papers shipping to prior WISE Conference.  
Release Call-for-Papers to Journals for advertising.  
General Tutorials in place.  
Mailing list in place.

- 12 Status report to the Steering Committee including an updated budget, sponsorship status, complete list of committees and state of preparations.  
Distribute Call-for-Papers at prior WISE.  
Distribute Call-for-Papers to individuals using mailing list.
- 10 Featured speakers set.  
Travel fund support solicited.  
Program Committee plan in place (including refereeing, Proceedings printing, shipping, typing mats, editing, etc.).  
Status and budget review.
- 7 Local arrangement plan in place for registration, conference room, and equipment.  
Social activity plan in place.
- 7/-6 Deadline for paper submission (Program Committee).  
Papers to referees and Program Committee.
- 5 Refereeing process complete.  
Prepare Advance Program.  
Advance Program to printer.
- 4 Program Committee meetings complete, scientific program finalized.  
Notices of acceptance sent.  
Author's kits to authors.  
Advanced Program including travel information sent to Journals for advertising.  
Advance Program to Coordinators.  
Prepare for mailing Advance Programs.  
Prepare final program for printing.  
Conference Executive Committee to finalize program Status and Budget.
- 3.5 Notices of rejection sent.  
Mail advance programs.  
Registration plan implemented (prepare packages for registration).
- 3 Camera ready papers received.  
Proceedings to printer.  
Review Conference site arrangements and reserve meeting and speakers' rooms.  
Final lecture hall assignments.
- 2.5 Mail final program.  
Pre-registration deadline.
- 2 Proceedings printed.
- 1 Local registration facility and details set.  
Audio and visual equipment arranged and Conference site detailed check.  
Paint signs for Conference.  
Last minute program changes.
- 0.5 Check hotel booking status.  
Prepare kits for non-preregistered people.  
Prepare kits for pre-registered people containing last minute update information.  
Check pre-registration list and kit mailing.  
Prepare badges.  
Arrange Conference reception and banquet.
- 0.2 Final status review and last minute touch-up.

- Conference.
  - Preliminary report to the WISE Executive/Steering Committee including registration and financial status.
- +1 Return of loans to WISE Executive/Steering Committee.
- +3 Written final report on success and experiences to WISE Executive/Steering Committee.
- +4 Financial report with all records submitted to WISE treasurer.  
Surplus distribution.
- +12 Final report to WISE Executive Committee/Steering Committee

## **APPENDIX IV**

### **List of WISE General and PC Co-Chairs**

3. WISE 2002, Singapore, Dec 2002-11-02
  - General Co-Chairs: Angela Goh, Marek Rusinkieciwz
  - PC Co-Chairs: Elisa Bertino, Tok Wang Ling, Umash Dayal
  
2. WISE 2001 , Kyoto, Dec 2001.
  - General Co-Chairs: Yahiko Kambayashi, Marek Rusinkieciwz
  - PC Co\_Chairs: Katsumi Tanaka, Han-Jorg Schek, Tamer Ozsu
  
1. WISE 2000, Hong Kong, June 2002
  - General Co-Chairs: Yahiko Kambayash, Yanchun Zhang
  - PC Co-Chairs: Qing Li, Meral Ozsoyoglu, Roland Wagner