

IPIN Bidding Guidelines for Hosts



February 2020

This document is a guide for preparing an application to organize the IPIN conference. The application should try to answer the listed questions but it does not necessarily have to follow this template.

1. TIMELINE

The call for conference organization bids of IPIN20XX is posted usually 30 months in advance on the websites of the upcoming conferences IPIN20XX-2 and IPIN20XX-1. The bid submission should be submitted to Valerie Renaudin (valerie.renaudin@univ-eifel.fr) with copies to Adriano Moreira via info@ipin-conference.org.

24 months before (i.e. at the first conference day of IPIN20XX-2) is the submission deadline for proposals. During the Technical Program Committee (TPC) meeting – usually held on the second conference day – the candidates present their proposals for about 10 minutes including questions. Once all proposals have been presented, the committee votes for the best candidate. On the last conference day, the result is announced to the attendees. The future host presents his proposal.

In case no candidate is found during the conference 2 years before, the open call is continued and propagated in the research community.

2. PROPOSAL CONTENT

A proposal should include the following topics:

- **Key Person (Name and affiliation)**

Who is going to be key the person(s) that wholeheartedly devotes a good fraction of energy and time for organizing the event? This person is not necessarily the conference chair. This is completed by the names of principal organizers and affiliation.

- **Location**

City, Country

- **Proposed Dates**

We have established a pattern of holding IPIN in September/October, which aims to avoid clashes with other key events related to positioning technology. Currently, IPIN follows the format of two days of competitions (collocated event) including one-day

IPIN Bidding Guidelines for Hosts



February 2020

workshops/tutorials, followed by 2.5-3 days parallel sessions (technical papers, posters, demonstrations) which would be 4.5- 5 days in total. However, this format is not obligatory – the IPIN-TPC is open to new ideas and changes in the format.

- **Why there and then?**

What will attract participants to come to the proposed location at the proposed time?

- **Tentative Conference Venue and Facilities**

What facilities does your venue provide? Are all events on one site? Will the main auditorium have the capacity for 300 participants? Show evidence that the conference venue can accommodate at least three parallel sessions. Is the Wi-Fi free and robust?

- **Travel and Transportation Facilities**

Is international travel convenient for all attendees? What are the cost and travel times for reaching the venue? Indicate the typical length of time to obtain an entry visa to the country.

- **Accommodation**

What are the expected costs for accommodation at different hotel categories? How far is the accommodation from the conference facilities?

- **Conference Dinner and Special Events**

What distinctive venue(s) might serve for a conference reception, a common conference dinner, or other social events?

- **Support from Host Institution and local/national Bodies**

What form of support is your host institution committing, and is there interest/commitment from other bodies (e.g. national funding agencies, or businesses)? Does your host institution finance a team of assistants? Are there identified institutions that are willing to financially sponsoring the event?

- **Industry Contacts**

IPIN is a research conference but sets a high value on participants from the industry. IPIN appreciates connections to industry on the part of the host. Provide any pertinent details on industrial support.

IPIN Bidding Guidelines for Hosts



February 2020

- **Conference Chairs**

IPIN has adopted a “Co-Chair model” in which at least one Chair is a member of the previous chair – usually a former IPIN host who can assist the future host with his experience. An opinion on the Co-Chair model is welcomed.

- **Tentative Budget**

Recognizing that the budget is, of course, tentative at this stage, if possible, the following numbers should be estimated:

- Cost of the facilities (if not provided in-kind by the institution)
- Cost of the local manager (if not provided in-kind by the institution)
- Indicative registration fees assuming 200/300/400 delegates.
- Total expected income
- Total expected expenses
- Minimum and maximum number of participants that you are able to host

- **IPIN competition**

For several years now, an indoor positioning competition has been associated with the IPIN congress. This competition can take place on the conference site or in another easily accessible location. A presentation of venue ideas to host this competition should be formulated. Previous IPIN editions' websites can be consulted for more information on the specifics of a typical competition venue.

- **Other Issues**

It would be helpful to add information about possible technical visits, expected weather, tourist attractions near to the venue or other venue related issues.

TIPS FOR SUCCESSFUL BIDS

Candidates address the following issues in the answers to the application questions:

- **Disciplinary and theory/practice balance:** Do you have any thoughts on how disciplinary and theory/practice balance will be emphasized in IPIN's organizational roles, keynotes, CFP and program structure?
- **International balance:** Do you have connections, which could expand IPIN to less well-represented parts of the world, or as with the gender issue, how you assign organizing roles?
- **Community balance:** While a research forum, IPIN seeks to be a place to dialogue with all of the stakeholders in indoor positioning and indoor navigation including

IPIN Bidding Guidelines for Hosts



February 2020

researchers, practitioners, administrators and enterprise, across different sectors (e.g. academia, company, government). Do you have distinctive connections to offer in connecting with such communities?

- **Publicity strategy:** More broadly, do you have anything distinctive to offer in terms of the channels you can use to publicize IPIN?
- **Funding strategy:** What is your strategy for attracting funding and sponsorship from other bodies?

Please note: host institution(s) are legally responsible for holding all general liability and contract liability insurances.