

:=: SOFSEM :=:

Guidelines for proposing to organize a SOFSEM Conference

The location of SOFSEM $x+2$ is normally decided at the business meeting of SOFSEM $x+1$, in January or February of year $x+1$. Proposals for organizing SOFSEM $x+2$ are welcomed any time during year x , well ahead of this business meeting.

If you/your team is interested in organizing a SOFSEM, *please inform the Steering Committee at an early stage*. In preparing your proposal, the following items should typically be addressed.

1. *PC chair(s)*
 - name(s) of the proposed PC chair or PC co-chairs
2. *Organizing committee*
 - name of OC chair(s) and committee members (incl web master)
 - experience in organizing scientific conferences
 - expertise of institution or group in 'Foundations'
3. *Conference dates*
 - SOFSEM is usually held around the last week of January or the first week of February
 - the duration of SOFSEM is typically 4 or 4.5 days (see recent SOFSEMs)
4. *Conference venue*
 - location
 - type of accommodation (preferably keeping all participants together in one place, incl. rates)
 - reachability (nearest airport or railway station, cost of local transportation)
5. *Conference facilities*
 - characteristics of conference hall, lecture room(s), other facilities
 - accommodating participant interactions as in SOFSEM profile
6. *Scientific program particulars*
 - anticipated special focus area(s) in the SOFSEM program
7. *Social program*
 - welcome party, conference dinner, other activities
 - excursion(s)
8. *Expected registration fee*
 - draft budget plan for the conference
 - what is included in the registration fee
 - special rates for young researchers/PhD students
9. *Further information*
 - special attractiveness or importance of having SOFSEM at this site

Please submit your proposal, or send any questions you may have when preparing it, to the **SOFSEM Steering Committee**. (For contact information, see the SOFSEM website.)