Guidelines for preparing bids to host iPRES

The iPRES steering committee invites potential hosts to submit bids for hosting an upcoming iPRES conference according to the deadlines and specific conference called for via the website of the iPRES conference series at: http://ipres-conference.org.

All bids should be submitted to the iPRES steering committee by electronic submission to: ipres-info@ipres-conference.org.

General aspects:

- iPRES is committed to being an international conference, so attention will be paid by the STC that conference venues are distributed across the globe in subsequent years.

- iPRES explicitly acts as a venue for both high-quality, foundational and applied research as well as for the exchange of best practice experiences and upcoming challenges, which should be reflected in the design of the conference program, covering both research as well as applications tracks.

- iPRES is a not-for-profit self-supporting event. It is the responsibility of the Organizing Committee to seek external funding (sponsors) in order to keep the registration fee as low as possible. In case of profit the organizers are encouraged to use that profit to support the upcoming conference.

- Potential hosting organisations are expected to have strong record of activity and commitment to activities in the field of Digital Preservation, and be part of the iPRES community as well as have experience in running academic conferences.

- iPRES conferences seek to provide an inclusive, collaborative, caring, and respectful community environment for every participant. Open, critically-engaged, and often challenging discourse is expected to flourish at iPRES conferences. Participants are encouraged to respect and celebrate cultural and linguistic differences, and to be mindful of the international nature of our community in preparing presentations and engaging in conversation.

- Potential hosting organisations are expected to commit to ensuring the diversity and free expression of ideas, and create a conference in which participants feel welcome to learn and exchange ideas in an environment of mutual respect, regardless of personal, professional or social background. The approach hosts since 2018 have taken to ensure that the Code of Conduct is applied are available on conference websites.
• Potential hosts should be aware that instructions and guidelines for organizing iPRES conferences are evolving as the Steering Committee engages in community-wide discussions. The Steering Committee will work with hosts that are selected to adjust plans and practices to align with iPRES norms and practices.

Items to be addressed in the bid

Any bid to host iPRES should address, as a minimum, the following key aspects:

1. Setting

1.1 Location
The location should be fairly easy to reach, with international airports in the vicinity and/or acceptable connections by train/bus/public transport allowing arrival from major international hubs in reasonable time and at reasonable costs and have the potential to attract many participants from the digital preservation community.

1.2 Venue
The conference venue should provide premises for hosting plenary sessions for all participants as well as rooms for at least 2 parallel sessions, and workshops/tutorials/poster sessions as envisaged in the conference program, as well as, if possible, small rooms for on-the-spot meetings, as a minimum for the annual iPRES Steering Committee Meeting to be held during/after the main conference. Preferably, lunch as well as coffee/tea breaks should be available on-site or nearby. In order to keep costs low, rooms offered for free or at low cost by the hosting institutions are preferable to more expensive rooms provided by convention centers.

1.3 Date(s)
The date should be preferably in autumn (September/October), if possible not conflicting with other DL/DP/Research Infrastructure events (provide list of events checked against). It also should not conflict with national and religious holidays. High season at the place of the conference site should also be avoided.

1.4 Length
The conference should run over two or three days, at the beginning or end of a week, usually with an additional day for tutorials and associated workshops.
1.5 Social events
The social events should at minimum include a more formal conference dinner for all (including student participants). Additional social events such as a reception are welcome.

1.6 Catering
During the conference coffee breaks and lunch should be provided. An on-site location for the lunch is preferred. Potential organisations are encouraged to reduce food waste by choosing a catering business that operates environmentally friendly and takes targeted measures aimed at reducing waste.

1.7 Programme
The iPRES conference consist of the main conference, as well as, optionally, co-located Workshops, Tutorials, and other conference events. The conference itself may comprise a limited number of parallel sessions, panels and poster sessions. Particular care should be taken to address the dual needs of the community of including both cutting-edge research as well as best-practices, and covering a broad range of digital preservation / digital curation / digital stewardship issues, ranging from cultural heritage via research data to industrial settings. Recent iPRES conferences and calls for proposal have included opportunities for lightning talks, opportunities to share digital preservation models and graphics, and gamerooms as ways to engage the broad range of iPRES and digital preservation community members and accommodate recent innovations and developments. iPRES encourages providing these kinds of opportunities. There are ongoing discussions in the iPRES community about recording and sharing some conference sessions, using community notetaking and social media, and other possibilities to broaden the reach of the conference.

1.8 Accommodation
The conference location should offer a sufficient number of rooms in different price ranges in reasonable vicinity to the conference venue. Budget accommodations for students should be available within the nearby surroundings. The dates of the conference should avoid other major events in the city, if scarcity of rooms might be an issue.

1.9 Code of Conduct
The conference should offer a Code of Conduct as well as a protocol to enforce it and address possible conflict resolution. The Code of Conduct should be based on the requirements and practices from previous conferences.

1.10 Organizing Team
The host should make every effort to convene a diverse Organizing Team that cumulatively represents necessary skills and expertise, has explicit roles and responsibilities, and ensures that roles are completed as assigned.
2 Proposers

2.1 Hosting Institution(s)
The bid should include a short description of the hosting institution(s) and its/their capability to run an academic conference. A collaboration of academic research institutions and/or cultural heritage institutions is encouraged. The hosting organization(s) must demonstrate prior involvement in iPRES and a strong involvement in R&D on the topics covered by iPRES.

2.2 Motivation
The bid should contain a short statement about the motivation of the proposers to host iPRES and its relationship to ongoing R&D activities related to iPRES topics at the institution.

2.3 Track Record of expertise in organising events and involvement in DP / iPRES community
Proposers should have a track record in organising scientific conferences and other major academic events. Please provide evidence of prior expertise in organising events such as conferences, workshops, etc. Furthermore, the proposer(s) should describe their involvement in and familiarity with the DP/iPRES community (set of previous conferences attended, activities held within previous iPRES events), and state their commitment to organize the event according to the general style and principle of the iPRES conference series.

2.4 Support from Host Institution
A letter of support from the host institution(s) should accompany the bid, stating in what capacity and by which means they support the bid.

2.5 Announcing iPRES at the preceding conference
Each iPRES conference is commonly announced and presented in detail at the closing session of the preceding year’s conference. Proposers must commit to be present at that preceding conference to present and launch their iPRES, if possible as a small team.

2.6 Liaison with iPRES Steering Committee
Proposers are requested to remain in contact with the iPRES Steering committee, seeking advise on organizational, budgetary or program decisions. Organizers are expected to consult the handbooks from prior years (and consult the Steering Committee as needed). They may furthermore be requested to attend the Steering committee meeting at the preceding conference to discuss specific aspects of organizing and running the conference, and are furthermore expected to provide a venue and be present at the Steering Committee Meeting held during their conference.
3 **Budget**

3.1 **Budget Break-down of major cost items**

The proposer must provide an estimated budget break-down including all major cost items. The expected costs should include the fixed costs (such as venue costs, travel costs for invited speakers) and costs per participant (e.g. costs for catering, social events, credit card transaction fees, etc.) assuming reasonable inflation rates. (In addition to the national currency, the budget should also be converted into EUR and/or USD for ease of evaluation). Note that reasonable assumptions for inflation should already be considered in the budget proposed and stated in the bid.

A revised budget should be provided after the end of the early registration (in summer). The organiser is obligated to provide a financial statement after the conference.

Please note that a mission of iPRES is to keep the registration fee as low as possible. The conference should not aim at making profit.

3.2 **Registration fees**

A break-down of the types of registration fees should be provided, including as a minimum *early*, *late* and *on-site* fees for *student* and *regular* participants. (Further subcategories and bundles are possible at the discretion of the bidder)

These fees should (unless for exceptional circumstances) should be considered upper bounds and already include the assumed annual inflation rate.

3.3 **Break-even**

The budget plan should indicate the required participants to achieve a break even, assuming realistic mixtures of participant types.

3.4 **Handling Profit/Loss**

iPRES is a not-for-profit self-supporting event. The budget shall be balanced. All financial issues are in charge of the organisers, any loss will be sustained by the local hosting organisations. In case of profit the organizers are encouraged to use that profit to support the upcoming iPRES conference or to use any surplus for providing travel grants to students.

4 **Conference Structure**

4.1 **Key Chair roles:**

The bid should include a confirmed list of responsible key persons according to the organizational structure envisaged (at least specifying General Chair, Programme Chair, and Local chair). Additional key persons (Tutorials, Workshops, Finance, etc.) may be mentioned but do not need to be finalized at the time of bidding.
The competences and track record of the key persons in organizing and running an event such as iPRES will be a key evaluation criterion.

4.2 Schedule
Please provide a planned schedule of important milestones for the conference, dates included (in brackets suggested dates are provided):

- Website (asap after notification)
- Launch Call for Papers (winter)
- Finalized Program Committee (early February)
- Submission Deadline(s) (April/May)
- Notification Deadline(s) (June)
- Final Version (July/August)
- Registration: begin, end early/begin late
- Conference (in autumn)

4.3 Proceedings
The proceedings of the conference (including the full papers) should be available online for free, including the right to transfer a copy to a repository of all iPRES papers. Recent iPRES conference proceedings have included all of the content from the conference, including workshops, tutorial, lightning talks, panels, and other conference events. Hardcopies are encouraged and should have an ISBN/ISSN number, Digital copies should have a DOI.

The organizers also commit to upload the individual paper contributions accepted/presented at iPRES into the digital library of the conference series. (Account and guidelines will be provided)

4.4 Draft Call for Papers
The bid should include a draft call for paper including planned deadlines. The call for paper should include envisaged type of calls (scientific and best practice papers, workshop, poster, etc). A list of topics of interest should be provided, including particular themes or special tracks.

4.5 Publicity activities
The proposer should point out planned publicity activities and promotions including website and mailings.

4.6 Review and Selection Process
A detailed description of the envisaged submission, peer review and selection process needs to be included. The process must address the needs of research and best practice papers. The proposer and specifically the PC Chairs need to commit to and demonstrate familiarity with a two-level peer review process with first-tier reviewers and second-tier/senior PC members managing an intensive discussion period prior to a clearly described final selection process that goes beyond mere numeric evaluations. Evaluation criteria considering the difference between more research-oriented (novelty)
and practitioner-oriented (relevance) contributions should be listed. The conference management system planned to be used (the use of Easy Chair is strongly encouraged) as well as submission templates should be mentioned.

4.7 iPRES Handbook conference installment
A conference Handbook Installment should be available online within 4 months after the conference has been held. The iPRES STC strongly suggest to use the Handbooks published by previous conference and to take into account the lessons learned from the Organizers. A conference Handbook instalment should include details about the organizations and lessons learned, to add up to the knowledge base of the iPRES conference organizing community.