Considerations for Site Proposal for
Hosting the ACM SAC Conference

The main concerns with hosting the ACM SAC conference are the willingness of the local committee to organize a successful conference and take care of all local arrangement details, and the availability of facilities to house the conference and its participants. The dedication and commitment of the local organizing committee has been the major factor in the success of the conference over the past many years. Hosting the conference requires significant effort including detailed planning, local arrangements work, and coordination with the conference committee and local service providers. In addition, it requires substantial institutional support from the host Institution, such as meeting rooms (if to be held on host campus), Video and audio equipment to support meetings rooms and keynote sessions, computers for Internet access, poster session support, and seeking local sponsors. The local committee consists of the following positions: <u>Conference Vice Chair</u>, <u>Local Arrangement Chair</u>, and the <u>Tutorials Chair</u>. The Conference Vice Chair overseas the overall local effort and serves as the point of contact with the organizing committee. The Local Arrangement Chair typically coordinates volunteers and staff members and manages provided institutional support. The Tutorials Chair is responsible for all aspects of the Tutorials Program, from *Call For Tutorials* (CFT) to managing and coordinating Tutorials Program on the first day of the conference.

Please send your hosting proposal to the Steering Committee. The current Steering committee members are:

Barrett R. Bryant University of North Texas Denton, Texas, USA barrett.bryant@unt.edu	Hisham M. Haddad Kennesaw State University Kennesaw, Georgia, USA hhaddad@kennesaw.edu	Sascha Ossowski University Rey Juan Carlos Madrid, Spain sascha.ossowski@urjc.es
Sung Y. Shin South Dakota State University Brookings, South Dakota, USA Sung.Shin@sdstate.edu	Roger L. Wainwright (Chair) University of Tulsa Tulsa, Oklahoma, USA rogerw@utulsa.edu	

In particular, SAC Steering Committee would like to see the following details delineated in the submitted proposal.

1. Organizers of the Proposal

Please include the names, affiliations, and contact information for all individuals involved in the proposal and plan to participate in the event organization. Please list any previous involvement with organizing conferences and similar events; any previous successful conferences located at the proposed location (city); and perhaps other conferences sponsored by the host institution(s).

2. Proposed Dates for the Conference.

Please keep in mind that traditionally SAC is held in mid March. The last few years, the conference ran from Monday through Thursday or Friday, depending on the level of submission. Tutorials are offered on Monday and technical sessions (paper sessions no more than 5 in parallel sessions, two poster sessions, and two Student Research Competition (SRC) sessions) run Tuesday through Thursday or Friday. Typical SAC structure is as follows:

Tutorials Program: Monday
- Half-day or full-day tutorials start in the morning (3 or 6 hours in length)
- One coffee break in the morning for tutorial attendees
- Half-day tutorials start in the afternoon (3 hours in length)
- One coffee break in the afternoon for tutorial attendees
- Social luncheon for tutorial attendees. Since tutorials are free for registered attendees, the social luncheon is optional and is open only to attendees who pay for it. We issue lunch tickets to those who choose to participate in the social luncheon. The lunch fee is the actual cost of the lunch. SAC revenues cover the coffee breaks.

Technical Program:
Tuesday: 1st day Technical Program
- Opening and keynote address session
- Morning coffee break
- Break-out technical (presentation) sessions
- Luncheon for all attendees
- SRC Program - Poster Display session
- Break-out technical (presentation) sessions
- Afternoon coffee break
- Break-out technical (presentation) sessions
- Annual SIGAPP Meeting
- SIGAP Reception

Wednesday: 2nd day Technical Program
- Break-out technical (presentation) sessions
- Morning coffee break
- Break-out technical (presentation) sessions
- Luncheon for all attendees
- SRC Program - Oral Presentations session
- Break-out technical (presentation) sessions
- Afternoon coffee break
- Break-out technical (presentation) sessions
- Future SAC Organization Meeting
- Possible a reception organized by the local host or a local sponsor

Thursday: 3rd day Technical Program
- Second keynote address session
- Morning coffee break
- Posters Program - Morning session
- Break-out technical (presentation) sessions
- Luncheon for all attendees
- Break-out technical (presentation) sessions
- Posters Program - Afternoon session
- Afternoon coffee break
- Break-out technical (presentation) sessions
- Track Chairs Business Meeting
- SAC Banquet at preferably outside location

Friday: 4th day Technical Program
- Break-out technical (presentation) sessions
- Morning coffee break
- Break-out technical (presentation) sessions
- Luncheon for all attendees
- Break-out technical (presentation) sessions
- Afternoon coffee break
- Break-out technical (presentation) sessions

   - End of SAC

Posters Program:
- Open to all attendees.
- Two sessions for posters on Thursday, one in the morning and one in the afternoon.
- Need separate place for poster display, preferably in the coffee breaks area
- Session timing is synchronized with coffee breaks
- Posters will be mounted on stands or some other mean as per arrangement with the local committee
- A designated committee evaluates presented posters and selects the best poster for SAC Best Poster Award presented during the Banquet program.

Student Research Completion (SRC) Program: (This is a new addition to SAC since 2013)
- Open to all attendees.
- Poster presentations session on Tuesday. Same area as the Posters Program. The session timing is synchronized with a coffee break
- Oral presentations session on Wednesday. Needs a separate room with computer and overhead projector.
- A designated committee evaluates student research posters and presentations and selects top three presentations for cash awards and medals presented during the Banquet program.

SAC Awards: All awards are presented during the Banquet program.
- Best Papers Awards (one paper from each theme). Winners are selected based on review results and Track Chair recommendations.
- Best Poster Award. A designated committee evaluates presented posters and selects the best poster.
- Best Student Research Awards. A designated committee evaluates student research poster and oral presentations and selects top three presentations cash awards and medals.

SAC Banquet:
- Open to all fully-registered attendees and invited guests.
- It is the highlight of SAC.
- Entertainment representing the local host culture and traditions has been an expectation of SAC attendees. Typically, a local sponsor would support the entertainment.
- The venue is outside the conference venue and transportation may be arranged depending on the location.

Registration Desk:
- The registration desk starts on Sunday for setup and training student volunteers. It opens everyday from 8:00am to 6:00pm.
- Student volunteers (typically undergraduate students from the host institution) man and operate the registration desk with Guidance from the local arrangement committee and SAC committee members.
- Student volunteers' training is conducted on Sunday.
- A student volunteer is assigned to each breakout room to help with technology and other needs.

Over the last few years, we have been successful in offering daily lunch for attendees. If the facility setup allows, it is preferred that the lunch place be near the breakout rooms so that attendees do not leave the conference venue and maintain high attendance. A large hall, a cafeteria hall, and a food court are examples of places for SAC lunches. The conference main social event is the Banquet, during which SIGAPP and SAC awards are presented. The opening and keynote address sessions require a large meeting room for 350+ attendees. On average, the conference has attracted around over 400 attendees over the past 5 years.

3. Name of the City and the sponsoring Institution(s)

2004: The location was Nicosia, Cyprus. Hosted by University of Cyprus in Nicosia.

2005: The location was Santa Fe, NM, USA. Hosted by New Mexico Institute of Mining and Technology, Socorro, New Mexico, USA.

2006: The location was Dijon, France. Hosted by the University of Bourgogne, Dijon, France.

2007: The location was Seoul, Korea. Hosted by the Seoul National University in Seoul and Suwon University in Gyeonggi-do, Korea.

2008: The location was Fortaleza, Brazil. Hosted by the University of Fortaleza (UNIFOR) and the Federal University of Ceará (UFC), Brazil.

2009: The location was the Hilton Hawaiian Village Beach Resort & Spa, Waikiki Beach, Honolulu, Hawaii, USA. Hosted by the University of Hawaii at Manoa and Chaminade University of Honolulu, Hawaii, USA.

2010: The location was Sierre, Switzerland. Hosted by the University of Applied Sciences, Western Switzerland (HES-SO) in Sierre and the Ecole Polytechnique fédérale de Lausanne (EPFL) in Lausanne, Switzerland.

2011: The location was Taichung, Taiwan. Hosted by Tunghai University, Taichung, Taiwan.

2012: The location was Riva del Garda (Trento), Italy. Hosted by the Microsoft Research – University of Trento: Center for Computational and Systems Biology.

2013: The location was Coimbra, Portugal. Hosted by the Institute of Engineering of the Polytechnic Institute of Coimbra (ISEC-IPC), Coimbra Portugal.

2014: The location was the historic city of Gyeong-ju, Korea, known as the *Museum without Walls*. Hosted by the Seoul National University, Kyungpook National University, Soongsil University, and Dongguk University.

2015: The location is the historic city of Salamanca - a UNISCO designated heritage city in Spain. Hosted by the University of Salamanca, Spain.

2016: The location is Pisa city in Italy. Hosted by the University of Pisa, Scuola Superiore Sant'Anna, and CNR (Italian National Research Council).

2017: TBD - Soliciting proposals.

2018: TBD - Soliciting proposals.

Please include a short summary (statistics, history, etc.) about your host city, this can be very helpful for the publicity of the event and its host.

4. Transportation Details

Accessibility to your host site is a key requirement. That is, do you fly directly to the host location or another place and take a bus, shuttle, rail, taxi, etc. What is the approximate cost if a bus, shuttle, rail, or taxi is used after arriving at the initial flight destination? For example, in 2004, participants flew into Larnaca and took a taxi to Nicosia. In 2005, flew into Albuquerque and take a shuttle to Santa Fe. In 2006, most flow to Pairs and take the rail to Dijon. In 2007, we flew Seoul and took the shuttle to COEX, the conference center. In 2008, we flew to Fortaleza, from a major city in Brazil, and took a taxi directly to the conference hotel. In 2009, we flew to Honolulu and took a taxi

directly to the conference hotel. In 2010, most flew to a major city in Switzerland and took the train to Sierre. In 2011, we flew to Taipei and took the train to Taichung. In 2012, most attendees flew to a major city in Italy and took either the train to Roverto and then a taxi/bus to Riva or took shuttle directly to Riva. In 2013, most attendees flew to either Lisbon or Porto and then took the train to Coimbra. In 2014, most attendees flew to Seoul international airport and took the high speed train to Gyeongju city. Details of alternative transportation methods to the conference location will be posted SAC website. Please see past SAC websites for example details.

5. Proposed Hotels

SAC attendees manage their hotel arrangement on their own. However, to facilitate their travel, we have been successful in working with the local committee on designating selected hotels with various and competitive rates for SAC attendees. A list of surrounding hotels and their approximate cost should also be provided in the proposal and later is posted on the conference website to SAC attendees. If the location for the conference is also the hotel, then please see the next section for more details. Please provide estimated hotel costs based on a conference rate, which should be the lowest regardless of how one makes his/her reservation. This is something need to be negotiated with the hotels by the local organizing committee. It is preferred to have the hotels within close proximity (like waking distance) from the conference venue if possible. It is important that negotiated SAC rates be the lowest for the designated hotels. SAC rates need to be lower than what one typically gets online from major travel sites such as Travelocity, Hotels.com, Expedia, and many others.

6. Proposed Location for the Conference

This may be a hotel, host University campus, a center within the host University, or a conference center in the host town. If the hotel(s) are far from the conference venue, then some shuttle service at scheduled time throughout the day will need to be proposed in order to move participants to and from the hotel(s) to the conference venue. In 2013, we have arranged for private buses to move attendees between designated hotel and the conference venue in the moorings and afternoons. The conference venue must be able to handle 5 parallel sessions at a time (that is, 5 breakout rooms with computers and LCD projectors). The rooms should be close to each other, and of adequate size to handle SAC sessions. There also needs to be at least one large room to handle opening and keynote sessions, conference reception, conference lunches, and the poster sessions (about 80 posters in 2 sessions). There also needs to be ample room and services to provide coffee breaks between sessions. There needs to be a reserved location for the registration area during the entire conference. Storage room by the registration desk area is also needed. A room with computer and LCD projector is needed on Wednesday for the SRC Program oral presentations.

7. Computer Room

A room or designated area with computer equipment and printers should be available to attendees to access the Internet to check e-mail, etc. If possible, wireless networking access is a nice addition.

8. Local Volunteers

This is usually undergraduate students and several key staff members from the sponsoring institution. The typical manpower needs are 1 student per breakout room and 6 students for the

registration desk, at most 15 students. Student can help SAC committee at the registration desk, assist in preparation of registration materials, keep the equipment in the breakout rooms running, help answer attendees' questions, etc. A local key staff member is expected to manage and coordinate the student volunteers and their daily tasks.

9. Proposed Conference Excursions

Generally, a designated local travel agency is tasked to provide a variety of one-day or half-day excursions that conference participants and/or spouses can take throughout the conference. Such arrangement has been part of SAC for many years and we would like to continue that. SAC has no guarantees as what tours will make. Fees for such tours are NOT part of SAC registration and are separately managed by the providing agency. In most years, the local committee identified local travel agent to manage and coordinate local tours, and that worked very well.

10. Additional Host Support

- Please list your plans for getting support from other Universities and companies such as sponsoring a luncheon, reception, coffee breaks, keynote speaker, conference social event, conference bags, local gift, give away goodies, etc.

- Dissemination of Tutorial information and a local person to be Tutorial's Chair. Tutorials are often geared towards local industry and Universities in the area.

- Although the site proposal does not need to include this information, please be aware that the Program Chairs may ask the local arrangements people to assist in recommending Keynote speakers from the immediate area.

- Traditionally, the host institutions provided a nice gift (paid for by the host or a local sponsor) for each conference participant. The gift is generally something special representing the local host or local region. This gift has traditionally been given to each participant after they have turned in the conference evaluation form. At SAC 2004, the gift was a small bottle of alcohol from Cyprus with two shot glasses etched with SAC 2004 on it. At SAC 2005, the gift was a very beautiful candleholder made from special metal from the Santa Fe area. At SAC 2006 the gift was a set of small bottles of Dijon mustard, specialty of the Dijon area. At SAC 2007 the gift was a nice business card box made of polished wood and decorated with shell representing the local Korean culture. At SAC 2008, the gift was a sand painting in a small bottle depicting some scene from Fortaleza, Brazil. At SAC 2010, the gift was a Swiss Chocolate bar of a popular locally made brand. At SAC 2011, the gift was a box of locally famous moon cake, specialty of Taichung city, Taiwan. At SAC 2012, the gift was a business card holder made of local olive tree wood from the Trento region in Italy. In 2013, the gift was a memory thumb-drive provided by the host institution in Coimbra, Portugal. In 2014, the local gift was a nice replica of a Korean ancient and historic artifact provided by the City of Gyeongju in Korea. A special gift was also provided by the City of Gyeongju to all organizing committee members.

- Any ideas for other events and arrangements to enhance the conference and make it a worthwhile and successful event are very much welcomed.