

# Hosting Proposal for ACM SAC Conference [2028, 2029, 2030, 2031 ...]

---

The key factors in hosting the ACM SAC conference include the strong commitment of the local organizing committee, the ability to effectively manage all local logistics, and access to appropriate facilities to accommodate participants and sessions. The dedication and reliability of the local organizing committee have consistently contributed to the success of SAC. Hosting SAC requires considerable effort, including detailed planning, logistics coordination, and close collaboration with both the SAC organizing committee and local partners.

Strong institutional support is also essential. This includes the provision of meeting rooms (if held on campus), AV equipment for sessions and keynotes, internet-connected computers, facilities for poster sessions, and assistance in securing local sponsorships.

The local organizing committee should include at least the following key roles:

- Conference Vice Chair – Oversees all local efforts and serves as the primary liaison with the organizing committee.
- Local Arrangements Chair – Coordinates volunteers and staff, working closely with the committee to manage logistics.
- Tutorials Chair – Manages all aspects of the Tutorials Program, including issuing the Call for Tutorials (CFT) and overseeing its execution on the first day of the conference.

Hosting proposals should be submitted to: [jiman@ssu.ac.kr](mailto:jiman@ssu.ac.kr)

Your proposal should clearly address the following areas:

## 1. Organizers of the Proposal

- Name, affiliation, and contact information of core team members.
- Prior experience in organizing conferences and similar events.
- Previous successful events hosted in the proposed city or by the host institution(s).

## 2. Proposed Dates for the Conference

- Preferred dates aligned with SAC's traditional mid-March to early April schedule.
- Tutorials: Monday.
- Technical Program: Tuesday to Friday.
- Note: SAC typically runs Monday to Friday. Tutorials are on Monday; technical sessions, including up to five parallel sessions, poster sessions, and Student Research Competitions (SRC), are held Tuesday to Friday.

### **3. Name of the City and Sponsoring Institution(s)**

- • A brief overview of the host city: transportation access, cultural significance, and suitability as a host.
- • List of supporting institutions or organizations.

### **4. Transportation Details**

- • Nearest airports, railway stations, and local transport options.
- • Estimated costs for transportation from major arrival points.
- • Accessibility details and alternatives for reaching the venue.

### **5. Proposed Hotels**

- • List of nearby hotels (preferably within walking distance).
- • Estimated costs, including negotiated conference rates.
- Note: SAC attendees book their own accommodations. The local team should propose hotel options with special SAC rates lower than public rates.

### **6. Proposed Location for the Conference**

- • Venue name and description.
- • Availability for five parallel sessions, plenary sessions, poster sessions, registration, coffee breaks, and lunch areas.
- • Transportation access from hotels (include shuttle plans if applicable).

### **7. Seminar/Blackout Session Rooms**

- • Designated space with computers, printers, internet access.
- • Wireless network availability.

### **8. Local Volunteers**

- • Typically undergraduate students or staff from the host institution.
- • Approx. 15 volunteers needed for registration, breakout rooms, logistics.

### **9. Proposed Conference Excursions**

- • Optional cultural/historical tours organized by a local travel agency.
- • Examples of half-day or full-day excursions.

### **10. Additional Host Support**

- • Potential sponsorships for meals, keynote speakers, social events, and gifts.
- • Cultural elements like banquet performances or local souvenirs.