

Thinking About Organizing an ITW or ISIT?

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One of the most rewarding experiences as volunteer in our Society is the organization of a workshop or conference. In this short note we would like to give some basic information and tips on how to approach this seemingly daunting task.

The team and key roles—To start, as the promoter you should try to put together a small team of volunteers possibly including someone with some prior experience, someone local (or as close as possible) to the venue, someone thinking about the technical program. Consider diversity and gender balance. The key roles that should be identified as early as possible are: General Chair (typically 1–2 persons), TPC Chair (typically 2–4 persons), Local Arrangements, Finance Chair, Publications. Other roles are also very important but can be assigned at a later stage.

The timeline—BoG meetings are scheduled three times a year around February, June/July (at the ISIT), and October. The final selection for the next available ISIT is made only at the June/July BoG meeting. ITW's can be selected at any BoG meeting. In order to prepare your bid for an ITW or ISIT you will need to submit an expression of interest to the Conference committee chair at least one to two months before the BoG meeting preceding the one where the selection is to be made (for an ISIT the expression of interest is due in early January).

The location—The selection of the location within a country should be made in close contact with the local organizers. Many factors should be considered for both ITW and ISIT: easy accessibility from main hubs, accommodation availability for different price levels (including student accommodation where possible).

The venue—The venue can be a hotel with conference facilities, a conference center or a university campus. The venue should be checked to verify the quality of the rooms and AV equipment. The plenary space should be sufficient to accommodate all the participants with a good margin. A desirable features for the venue is to have all the rooms in short range to facilitate switching sessions, and single space for coffee breaks where people can easily meet. Additional, break-out spaces for participants to sit and discuss are also useful.

The budget—A simplified budget with the key items template can be used to get an idea of the registration fees. Please contact the conference committee for a copy of this template.

The financial co-sponsorship (FCS)—The Information Theory Society is the default financial co-sponsor with IEEE of ITW and ISIT's taking responsibility for all gains and losses.

The technical co-sponsorship (TCS)—The Information Theory Society is the default technical co-sponsor of ITW and ISIT's.

The Conference Committee—The IT Society's Conference committee is in charge of collecting the expressions of interest from the promoters, give advise and feedback for the preparation of the final bid.

Resources—The most useful resource is the website of the previous editions of the conference. Previous organizers are an invaluable source of information and full manual for organizers is available from the Conference Committee. If you have further questions please contact any one of the members of the Conference Committee (<http://www.itsoc.org/people/committees/conferences>):

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