

## **Invitation to tender for hosting of CIVR2007 conference**

The Steering Committee of the Challenge of Image and Video Retrieval (CIVR) conferences invites interested parties to submit bids to host the CIVR2007 conference.

The CIVR conference series started life in 1998 as the UK Challenge of Image Retrieval (CIR) conferences, set up to improve communications between researchers and practitioners in the areas of image retrieval and image data management. From 2002 onwards it has expanded its scope to become an international forum for the exchange of research results and practitioner experience in image and video data management. CIVR conferences combine high-quality submitted papers in all area of image and video data management with invited presentations from recognized experts in the field.

CIVR2002 was held in London, CIVR2003 in Urbana -Champaign, Illinois, CIVR2004 in Dublin, CIVR2005 is due in Singapore from 20-22 July 2005, and CIVR2006 will be in Tempe, Arizona. We hope to continue the tradition of hosting successive CIVR conferences in different continents, so expect CIVR2007 to be hosted in Europe.

Parties interested in hosting CIVR2007 are invited to submit proposals by email to Dr. Michael Lew, University of Leiden (mlew@liacs.nl), by **Friday 8 July 2005**.

The CIVR steering committee will evaluate all bids using the guidelines set out below. In addition, they will also assess the professionalism of the bid documentation and the proposers' interpretation of the guiding principles behind previous CIVR conferences. The steering committee will aim to review proposals and make its decision by 1 September 2005.

### **Guidelines for potential conference hosts**

The CIVR conference series has always existed to bring together researchers and practitioners in the field of image and video data management. As with many conference series, we see it as important to ensure continuity of approach between successive conferences. It is essential to ensure that the conference includes sessions for presenting high-quality research papers and for sharing practitioner experience. Normally we would expect proposers to have some prior experience of organizing conferences or other major events, and some connection with previous CIVR conferences.

The proceedings of previous conferences have been published in Springer-Verlag's *Lecture Notes in Computer Science* series, and it is expected that future CIVR conferences will continue this practice. The host organization is therefore expected to arrange for refereeing of all submitted papers to international standards, using CIVR's existing international programme committee as their primary source of referees, and to liaise with Springer-Verlag over the publication of conference proceedings. Proposers should specify arrangements for the programme committee's operation, and the mechanism for producing a final list of accepted papers. The host organization is also expected to arrange for a suitable programme of talks from distinguished invited speakers, both researchers and practitioners.

### **Timing and location**

Traditionally, CIVR is held in mid to late July, after the end of the academic year - though it is important that the timing does not conflict with other major imaging, multimedia or information retrieval events such as ECCV, CVPR, ACM Multimedia or SIGIR. The conference location should be relatively easily accessible for people attending from both Europe and the USA. Good air, rail and road links are essential. The bid should include a short description of the locality and any remarkable or outstanding features that would make it particularly attractive for potential delegates.

Proposers should demonstrate that their host institution has appropriate conference facilities to be able to accommodate up to 150 delegates. There should be smaller rooms for poster presentations and break out areas. An adjacent area for coffee breaks and a separate dining area nearby are also desirable. A letter of support from the proposers' host institution should accompany the bid.

### **Accommodation and social events**

Proposers should demonstrate that they have suitable accommodation for delegates (e.g. en-suite rooms in student halls and/or local hotels), for a meeting of two to three days' duration. The availability of low-cost accommodation for student delegates such as youth hostels or inexpensive student halls would also be an advantage. While accompanying social events are not mandatory, it is expected that hosts will arrange a relatively formal Conference Dinner. Other types of activities such as drinks receptions (possibly externally sponsored) and sightseeing visits would also be appreciated.

### **Conference web site**

Proposers are expected to set up, organize and maintain a web site for the conference, providing all necessary information for contributors and potential delegates. The domain [www.civr.org](http://www.civr.org) contains details of all CIVR conferences to date, and will be available to future conference hosts. Hosts may also wish to register the more specific [civr2007](http://civr2007.org) domain on a short-term basis.

### **Budget preparation and costings**

Proposers must produce a budget for the conference. Costs should be estimated on 100 attendees, inclusive of organizers and volunteer helpers. It is expected that the conference should break even as a minimum, and should preferably show a small surplus. The host organization is welcome to retain any surplus remaining after discharging all responsibilities to creditors, sponsors, and collaborators. Various projections of income and expenditure, with different price bands for members of any collaborating or sponsoring bodies (normally a 10% discount on the standard rate), non-members and student delegates, with corresponding break even points, should be provided. Registration fees for students should be kept as low as possible in order to encourage young researchers to participate.

Previous CIVR conferences have been run with sponsorship from, or in collaboration with, a variety of organizations, typically national professional bodies from the host nation (see the CIVR2005 website [www.civr.org](http://www.civr.org) for details of current sponsoring and collaborating bodies) or commercial organizations such as publishers. It is recommended that similar arrangements are put in place by future conference organizers. Profit- or loss-sharing arrangements need to be negotiated with each of these bodies. Please note that CIVR is not a legal entity, and as such cannot itself enter into any underwriting or profit-sharing agreements.

### **Promotion, publicity and schedule of activities**

Finally, proposers should provide a draft programme for the conference; a schedule of activities, indicating key dates; and their plans for publicizing the conference. A draft call for papers with envisaged deadlines (see the CIVR2005 website for current details) should be appended.

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M Lew  
April 2005