

CHECKLIST FOR ORGANIZERS OF WWW CONFERENCES

	Web site	E-mails	Main Program	Posters	Tutorials & Workshops
The year before					
April-May	<ul style="list-style-type: none"> - Launch web site at close of previous Conference - Sign up potential delegates to an email service informing them when new information appears 				
May			<ul style="list-style-type: none"> - Preliminary Call for Papers distributed at previous Conference - Appoint Vice-Chairs - Timescales for paper submission set up 		
June	<ul style="list-style-type: none"> - Call for Papers and Participation Information 	<ul style="list-style-type: none"> - Conference date, location of web site, do you want us to continue sending these 			<ul style="list-style-type: none"> - Analyse the evaluations and comments from the previous conference - Define main parameters to the Tutorials and Workshops programme - number, cost being aimed for, subject areas, possible speakers - Put out the call for Tutorials and Workshops proposals - Solicit other desired Tutorials and Workshops - Deadline for submissions should be in October.

July		<ul style="list-style-type: none"> - Call for Tutorials and workshops 	<ul style="list-style-type: none"> - IPC defined and agreed with the Conference Co-Chairs - Invitations sent to IPC; and asking them to indicate areas of expertise - Vice-Chairs solicit papers in their areas - Select Awards Co-Chairs - Set up schedule for meetings including the Programme Meeting 		
August					
September		<ul style="list-style-type: none"> - Papers Call 	<ul style="list-style-type: none"> - Final Call for Papers defined including conference theme, names of Vice-Chairs and the IPC - Start accepting paper submissions. 		
October	<ul style="list-style-type: none"> - Start providing Invited Speakers and Tutorial information - Continue adding as it becomes available - Add Venue Details 	<ul style="list-style-type: none"> - Announce Keynote Speakers; list all the Calls 			
November	<ul style="list-style-type: none"> - Open on-line registration 	<ul style="list-style-type: none"> - Reminder of Call for Papers closing date - Developers Day call - Exhibitors call 	<ul style="list-style-type: none"> - Date when Papers need to be received - Assign papers to Vice-Chairs and 3 reviewers - Check out Reviewing System - Make initial stab at number of sessions etc. - Check all submissions - Prepare Programme Meeting 		<ul style="list-style-type: none"> - Send e-mail notification to those submitters whose proposals have been accepted; They should be given two weeks to indicate continued interest; - Do not send out e-mail notification to the rejected proposal submitters UNTIL the end of that two week period

December	<ul style="list-style-type: none"> - Travel details, sponsors, host city information, visa requirements 	<ul style="list-style-type: none"> - List the Tutorials and Workshops - Registration open 			<ul style="list-style-type: none"> - Have informal agreement with tutorial presenters and workshop facilitators regarding the topic and scope of their sessions - Contracts ready to be signed - Half-page description of each tutorial and workshop ready for advertising
The Conference year					
January	<ul style="list-style-type: none"> - Refereed Paper Programme Information - Final List of Tutorials - Workshop Information 	<ul style="list-style-type: none"> - Call for Workshop papers - Preliminary Programme - Reminder of dates - What Calls are still open 	<ul style="list-style-type: none"> - Programme Meeting where Vice-Chairs and Track Chairs meet to select papers and define programme. It is usual to have this meeting at the venue most sensible for the Vice-Chairs. - Awards Co-Chairs propose Awards Committee members for approval by the Vice-Chairs, take note of comments of the IPC about the accepted papers, and produce a preliminary report for the Awards Committee to work from. - A list of Papers is passed to the Posters Co-Chairs with whatever recommendations have been passed on by the IPC. 		<p>Presentation of Tutorials and Workshops Programme to Programme Meeting</p>

February	<ul style="list-style-type: none"> - Sponsors and Exhibition Information 	<ul style="list-style-type: none"> - Paper tracks, W3C Track, Vendors track information - List the Sponsors 	<ul style="list-style-type: none"> - Date when publisher needs final copies of papers - Write Introduction to Proceedings 	<ul style="list-style-type: none"> - Poster Deadline: early February - Poster Review: a full month 	<ul style="list-style-type: none"> - Article for Conference Web advertising Tutorials and Workshops - Tutorials and Workshops section of Preliminary Programme agreed with Speakers - Ask tutorial presenters and workshop facilitators for details of their sessions - Workshop facilitators should issue a Call for Participation - Remind Tutorial Presenters that Tutorial Notes needed by specified date. Confirm A/V aids.
March	<ul style="list-style-type: none"> - Corporate Track Information 	<ul style="list-style-type: none"> - Early Bird Closing Soon - Any additional news as encouragement 		<ul style="list-style-type: none"> - Poster Notification: early March - Final Poster Submission: mid March 	<ul style="list-style-type: none"> - Write to Tutorial Presenters and Workshop Facilitators giving final details and current registration figures
April	<ul style="list-style-type: none"> - Travel and Site Information for when delegates arrive - Times for Registration Desk being open 	<ul style="list-style-type: none"> - D-Day updates, conference site information, see you soon 		<ul style="list-style-type: none"> - Poster CD-ROM: mid April 	
April-May	<ul style="list-style-type: none"> - Last Minute Information corresponding to Final Programme 				

ADDITIONAL IMPORTANT DETAILS FOR THE ORGANISERS

1. Successful operation of the review software will require a constant and positive give-and-take relationship with the IPC and Track Chairs to ensure that the software meets the needs of the submittal, review, program development and reporting. Different tracks may have different deadlines and processes which need to be accommodated. The LCO/LOC is free to propose a software package for this process, especially if it is familiar with its operation. It should, however, discuss this with IW3C2 at the earliest possible time, to ensure that the complex reviewing process of the WWW20xx series can be accommodated.
2. Regular reporting to IW3C2 via the IW3C2 Conference Liaison is useful to both the LCO and IW3C2.
3. Computer science journals and calendar web sites should be asked to include the Conference in their Conference Calendars/Diary Pages. Web-related journals should be contacted to announce the Conference. Give them background information about the venue, the tutorial program, key dates etc. It may be possible to get full page adverts in IEEE Computer, Communications of the ACM, and IEEE Internet Computing. Good publicity should be available through ACM, the Conference Proceedings Publisher. Regular Press Releases in the run up to the Conference mentioning invited speakers, tutorial and workshop topics etc keeps the Conference in view.
4. Serious press attendance at the Conference is important and a few complimentary registrations may be appropriate. Some major players will attend the Conference and provide international coverage. Local press may attend for a single day. Expenditure related to the Press should be included in the initial budget agreed with IW3C2. Upper bounds on the number of press attending should be of the order of 5 full conference participations and 10 1-day registrations.
5. The Conference Series has used Technical Volunteers effectively during the Conference Series. Technical and Volunteers (TV) Co-Chairs handle the volunteers. Having one with local knowledge and contacts and the other from a previous conference gives the most advantages.
6. Clear guidelines need to be given to poster presenters with examples of both the submission and the final poster. It should not be assumed that presenters know what the format of a poster is.
7. Five awards are made each year to: Best Refereed Paper, Best Presented Paper, Best Poster, Best Student Paper, and Best Student Poster. The Awards provide a vehicle to recognize excellence at the Conference and to encourage submissions to the next Conference. The first three awards above are often donated a free passport admission to the next. The LCO is responsible for producing the Certificates and having the prize itself available. It is usual, where possible, for the next year's Conference Co-Chair to donate three Passports for the following conference to the first three awards. An alternative is to seek sponsorship from Series Sponsors to sponsor specific prizes.
8. There is a need for some meeting rooms during the Conference. Some are IW3C2 (whole week), Awards Committee, Press Conference, Speakers' Room etc
9. Sponsors pay to get their involvement in the Conference recognized. For major sponsors, it is usual to recognize their involvement by having their logo prominent on the Plenary Auditorium stage. Placement should be such that a plenary speaker is not photographed with a single sponsor's logo visible. For social events, the LCO should make sure that appropriate recognition is given to the sponsor. It should not be so upfront that delegates feel that the sponsor runs the Conference.

10. An important post conference task is to send out thank you messages to all relevant people. If possible, a press conference immediately after the Conference giving the relevant statistics (speakers, numbers, prizes, major highlights, next conference, etc) is desirable. This can also provide good PR for the next conference in the Series.
11. An informal statement of the conference accounts should be presented to the IW3C2 on the Sunday immediately following the Conference. The draft accounts should be produced within one month of the close of the Conference. The final accounts usually take some months to produce because of chasing unpaid invoices, but should be presented to IW3C2 within three months of the close of the Conference. The final audited accounts should be produced within one year of the Conference.
12. When the Conference is over, the LCO should produce a set of papers describing the successes and failures of the Conference, the things that were right and those that were wrong. This helps organizers of future conferences in the Series. The Conference web Site should continue after the Conference. Adding photographs taken during the Conference plus information on Keynotes, Workshops, and D-Day is appreciated by delegates. A link to the next Conference site would also be appreciated by the new LCO!
13. Regarding the delegate list (mailing list of WWW attendees), it has been historically used for two posts. One is at the end of the conference to say thanks to delegates for attending and ask them for providing the evaluation survey. The second is a few weeks after the conference to remind delegates of the survey and inviting them to attend the conference next year, plus pointing them to the conference web page and encouraging them to sign up to conference newsletter. The conference organizers should keep control of the list and not distribute it at the end of conference. The list should not be used for general promotion or spamming (in the past some sponsors have asked for access to the list and the answer has been no).
14. IW3C2 requires the following reports from the LCO:
 - Conference Co-Chairs Report
 - LCO Report
 - Statistics - delegates total, breakdown of delegates per activity and session. This is valuable for the next Conference.
 - Financial Report - see above
 - Full Registration List for this Conference
 - Full Sponsors and Exhibitors List (with contact people)
 - The mailing lists for the Conference

Last updated: April 20, 2014