FG Proposal Template

To help with planning and also the SC’s review of proposals, we suggest using the following template as a guide. The proposal portion may be submitted as a Power Point or PDF. Please use Excel for the budget (See Appendix 2). For any questions, please contact jeffcohn@cs.cmu.edu

Proposal

1. Introduction.
2. Organizing Committee.
   a. General Chairs.
   b. Program Chairs.
   c. Local Chair.
   d. Finance Chair.
3. Time, location, and venue.
   a. Proposed dates (may give more than one; provide supporting rationales for multiple choices and the means for selection between them).
   b. Proposed venue (and alternative venues if any).
   c. Airport and access to the venue.
      i. To the conference city.
      ii. Between conference city and airport.
      iii. Local transportation.
   d. Accommodations.
      i. Conference Hotel (if applicable; list planned room block size).
      ii. Nearby hotels with estimated room rates and capacities.
   e. Major attractions.
   a. Special sessions.
   b. Exhibition and demo sessions.
   c. Workshops and tutorials (include process for soliciting proposals and selection of events to be offered; describe whether finances and other logistics are combined with FG or handled separately).
   d. Keynote speakers (describe compensation, e.g. travel expenses or honorarium)
   e. Awards and journal special issue.
      i. Best Paper, Best Student Paper, Test of Time.
      ii. Other?
      iii. Journal special issue (e.g. Image and Vision Computing).
   f. Doctoral Consortium.
   g. Student travel grants.
   h. Video archive.
   i. Social program.
5. Milestones. Provide deadline for each of the following.
   a. Final venue commitment.
   b. Final structure of the organizing committee.
   c. Area chair definition.
   d. Sponsorship plan.
   e. First call for papers.
   f. Call for workshops and tutorials.
   g. Paper submission.
   h. Author notification.
   i. Camera-ready deadline.
   j. Final program.
   k. Conference and workshops.
   l. Post-conference delivery of proceedings to publisher.
6. Previous experience of the General Chairs.
   a. Organizing experience of the General Chairs.
   b. Short bios for the General, Program, and Local Chairs.
7. Proposed budget (See appendix, below).
8. Unique aspects of this proposal.
9. Contact information for the General Chair.

Appendix 1: Call for Papers
1. Overview.
2. Topics of interest.
3. Paper awards and journal special issue.
4. Special sessions.
5. Demo sessions and exhibits.
6. Social program.
7. Organizing Committee.
   a. Advisory Committee.
   b. General Chairs.
   c. Program Chairs.
   d. Local Arrangements Chair.
   e. Special Sessions/panels Chair.
   f. Workshop and Tutorials Chair.
   g. Web Chair.
   h. Publication Chairs.
   i. Publicity Chair.
   j. Area Chairs.
   k. Technical Committee (tentative).

Appendix 2: Budget
Please submit estimated budgets for both low- and high attendance scenarios. In estimating
attendance, take into account the number of registrations from previous FG:

Amsterdam = 260
Santa Barbara = 228
Shanghai = 266
1. Attendee assumptions (early vs. late registration, member, etc.)
2. Revenue
   a. Registration
   b. Sponsorship structure (technical and financial)
3. Expenses
   a. Fixed expenses
      i. Conference rooms
      ii. A/V equipment
      iii. Poster board rentals
      iv. Technical assistant
      v. Invited speakers
      vi. Paper awards
      vii. Other
   b. Variable expenses
      i. Continental breakfasts
      ii. Coffee breaks
      iii. Reception
      iv. Banquet
      v. Proceedings and registration packet
c. Workshop expenses

d. Other expenses
   i. Advertising
   ii. Video recording and web distribution (if planned)
   iii. Registration system fees
   iv. Minimum surplus per IEEE requirement @ 20%
   v. IEEE CS Contingency @ 15%

e. Total expenses
   f. Surplus/Deficit

4. Evidence of discussion with IEEE Conf. services regarding required pre- and post-conference reporting (e.g., mandatory audit for conferences with budgets exceeding $100,000)