

## 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](mailto: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.
4. Conference plans.
  - 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.

- m. Conference financial closing date.
- 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

- vi. Other
  - 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)