

## Invitation to tender for hosting of CIVR2009 conference

The Steering Committee of the International Conference on Image and Video Retrieval (CIVR) invites interested parties to submit bids to host the CIVR2009 conference.

The Challenge of Image Retrieval (CIR) series of conferences was originally established in 1998 to bridge the gap between researchers and practitioners with an interest in image retrieval. In 2002, the first CIVR was held in London from 18-19 July. The new aspects of CIVR were that it would be an international forum and that an equal focus would be on video retrieval. CIVR conferences combine high-quality submitted papers in all areas of image and video retrieval with invited presentations from recognized experts in the field.

CIVR2003 was held in Urbana-Champaign from 24-25 July 2003, CIVR2004 in Dublin from 21-23 July 2004, CIVR2005 in Singapore from 20-22 July 2005, CIVR2006 in Tempe, Arizona, from 13-15 July 2006, CIVR2007 in Amsterdam from 9-11 July 2007, and CIVR2008 is due to be held at Niagara Falls, Canada. We hope to continue the tradition of hosting successive CIVR conferences in different continents, so expect CIVR2009 to be hosted in Europe or Asia.

Parties interested in hosting CIVR2009 are invited to submit proposals by **Friday, 7 September 2007** by email to the steering committee chair, Dr. Michael Lew, ([mlew@liacs.nl](mailto:mlew@liacs.nl)).

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. Anyone interested in bidding is welcome to make informal contact with the steering committee chair prior to the deadline date for proposals. The steering committee will aim to review proposals and make its decision within four weeks of the submission date.

### 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 retrieval. 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 or the ACM Digital Library, 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 or ACM 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) will be linked to the main conference site. However, hosts will probably also wish to register the more specific [civr2009](http://civr2009) 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. Incentives for early registration are advisable.

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 CIVR2007 website for details of current sponsoring and collaborating bodies) or commercial organizations such as publishers. Currently, both CIVR2007 and CIVR2008 are being sponsored by the ACM and we encourage the organisers to continue this relationship. 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. Typically, publicity via paper & poster CFPs at major conferences and through email lists would be expected as a minimum. A draft call for papers with envisaged deadlines (see the CIVR website for current details) should be appended.