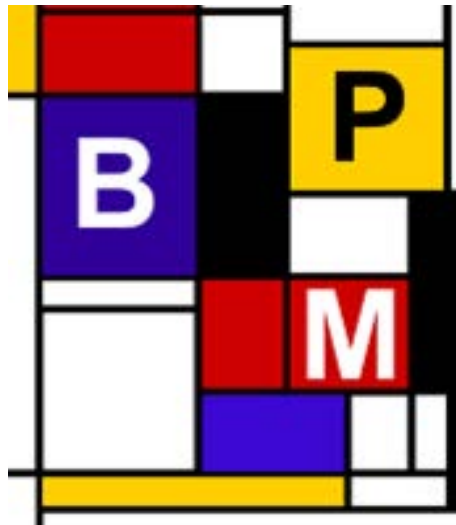# International Conference on Business Process Management

Conference Guidelines

Steering Committee of the BPM conference
bpmconference.org

Version: January 2026

Abstract

The intent of this document is to guide persons acting in the different roles associated with the BPM conference in fulfilling their responsibilities. It contains information for General chairs, Program Committee chairs, Workshop Management chairs and others involved in organizing a BPM conference.

The committees are expected to follow the guidelines as closely as possible. Any major deviation from the guidelines should be discussed with the Steering Committee (SC).

If you have comments or ideas to improve the guidelines, you are very welcome to contact the chair of the SC (Jan Mendling, `jan.mendling@hu-berlin. de`) or any SC member. Currently, the members of the BPM Steering Committee are:

- Jan Mendling (Chair) [`jan.mendling@hu-berlin.de`]

- Avigdor Gal [`avigal@technion.ac.il`]

- Chiara Ghidini [`Chiara.Ghidini@unibz.it`]

- Manfred Reichert [`manfred.reichert@uni-ulm.de`]

- Hajo Reijers [`h.a.reijers@uu.nl`]

- Stefanie Rinderle-Ma (Vice Chair) [`Stefanie.rinderle-ma@tum.de`]

- Adela del Rio Ortega [`adeladelrio@us.es`]

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- Shazia Sadiq [`shazia@itee.uq.edu.au`]

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Chapter 1

Conference Architecture

1.1   Aims and Scope

[1] The International Conference on Business Process Management (BPM) is the premium forum for researchers and practitioners in the field of BPM. The conference embraces the interdisciplinary nature of BPM to its fullest extent. To this end, the conference explicitly seeks to bring together the finest research contributions and viewpoints from the fields of computer science, information systems engineering, and information systems research, and other related fields. The objective is to enhance or refine the existing portfolio of theories, methods, and tools for managing and improving business processes.

[2] The aim is to attract 300-500 participants for each conference.

1.2   Committees and Roles

[3] The International Conference on Business Process Management (BPM Conference) has the following bodies and roles:

    (1) Steering Committee (SC) with 12 members, with one member serving as chair and at least one as vice chair;

    (2) Assistants to the Steering Committee;

    (3) Advisory Board (AB) and corresponding members;

    (4) Up to 2 General Chairs (GC);

    (5) Organizing Committee (OC) with several members, with up to three serving as chairs;

    (6) Program Committee (PC) with several members serving as PC members, Senior PC members, one chair for Track I, II, and III, and one SC member as consolidation chair;

(7) Up to 3 Workshop Management Chairs (WMC), from which one should be a SC member;

(8) For each workshop, up to 3 Workshop Chairs (WSC) and corresponding PC members;

(9) Up to 3 Demos and Resources Chairs (DRC) and corresponding PC members;

(10) Up to 3 Chairs for each of the additional forums and corresponding PC members;

(11) Up to 3 Tutorial and Panel Chairs (TPC);

(12) Up to 3 Doctoral Consortium Chairs (DCC) and corresponding PC members;

(13) 2 Journal First Track Chairs (JFC);

(14) Best Dissertation Award (BDA) Review Jury of 4 to 7 members with one serving as chair;

(15) 2 Publicity Chairs (PuC);

(16) 2 Proceedings Chairs (PrC);

(17) Up to 3 Diversity, Equity and Inclusion Chairs (DEIC);

(18) Sponsors.

[4] All chairs must strictly avoid conflicts of interest and take respective actions such that even the impression of a conflict is avoided. Chairs must neither submit to program parts for which they are in charge (a.o. PC Chairs must not submit to main conference, Demo Chairs not to demos, etc.) nor submit to a program part (e.g. a forum) that is published in a Springer volume that they edit (Forum Chair to another forum that is published in one proceedings volume for all forums).

1.3 Conference Program

[5] The International Conference on Business Process Management (BPM) takes place each year, typically in the first or second week of September. It includes at least the following program components, typically scheduled on the mentioned days of the conference:

(1) Doctoral Consortium on Sunday;

(2) Workshops on Monday;

(3) Conference opening on Tuesday morning, in which the GC, the SC Chair, and the PC Chairs welcome the participants;

(4) A Keynote to open the conference on Tuesday (after the opening), Wednesday, and Thursday morning in a plenary session;

(5) Main conference tracks, forums, journal first track, and tutorials on Tuesday, Wednesday, and Thursday after the keynotes;

(6) Demos on Wednesday afternoon;

(7) Panel on Thursday;

(8) Adjunct events on Friday.

[6] A typical conference day is subdivided into four sessions, separated by a morning coffee break, a lunch break, and an afternoon coffee break. A typical session takes 90 minutes. In special cases, also session of 60 or 120 minutes are possible. One session typically includes either

- one keynote, tutorial, or a panel;
- 3-4 long presentations;
- 6 short presentations; or
- a marketplace with parallel demos or posters.

[7] On Monday, there are typically 6-8 Workshop sessions in parallel.

[8] On Tuesday, Wednesday, and Thursday, after the keynotes, the talks of the main conference should be sequential, so that participants can listen to all talks of the main conference. Next to these main conference sessions, there are typically 2-3 other sessions of forums, tutorials, etc. in parallel. There must not be parallel sessions to keynotes and the panel.

[9] On Monday, the Process Science Editorial Board is scheduled at lunch time. It takes place in separate meeting room of the size of 30 people.

[10] On Tuesday afternoon, the meeting of the BPM Steering Committee take place in separate meeting rooms of the size of 30 people.

[11] Social events include:

- On Monday evening, Welcome Reception, open to all participants of the workshops and the main conference;
- On Tuesday evening, Steering Committee Dinner hosted by the local organizers, who invite the keynote speakers, SC, the AB, plus the PC Chairs and GC of the current and next conference;
- On Tuesday evening, there may be social activities, e.g., organized walk, visit, or some other activity where participants can meet.
- On Wednesday, Early Career Researchers Lunch hosted by the DEI committee.
- On Wednesday evening, Conference Dinner. The conference dinner is used for the award presentation and the presentation of the upcoming conference, open to all participants of the main conference;
- Farewell Party on Thursday evening, if budget permits.

- The OC are encouraged to organize excursions before and after the conference. These excursions are not included in the conference fee and are optional.

[12] The Friday after the main conference can be used for co-located events (e.g., a local BPM industry day, a BPM summer school). Co-located events might overlap with the main conference and include Thursday, so that practitioners can listen to the Thursday keynote. Co-located events can be held in the local language.

1.4 Conference Awards

[13] Each BPM Conference presents awards to recognize special achievements.

(1) Best Paper Award, optionally with one or two runners-up, selected from three nominated papers, one per track (annually, by PC chairs);

(2) Best Student Paper Award, for which the first author must be a PhD student, selected from three nominated papers, one per track (annually, by PC chairs);

(3) Best Reviewer Awards, one for each main conference track (annually, by PC chairs);

(4) Best BPM Dissertation Award, optionally with one or two runners-up (annually, by a representative appointed by the SC, currently Hajo Reijers);

(5) Best Demo and Resources Award (annually, by demonstration chairs);

(6) Best Paper Award for each of the main conference forums (annually, by respective chairs);

(7) Test-of-Time Award, optionally with a runner-up, for the most impactful paper of the conferences (biannually, driven by representative appointed by the SC, currently Manfred Reichert);

[14] The PC chairs decide on the BPM Best Paper Award, the BPM Best Student Paper Award, and the BPM Best Reviewer Award. Each year there should be at least one winner in each category. It is possible to mention runners up (honorable mention) or select two papers in case of a draw that cannot be resolved.

[15] Each track nominates one paper for the BPM Best Paper Award. PC chairs decide on the best paper award.

[16] The BPM Best Student Paper Award is given to a paper that has a student as the first author. Papers should be tagged as such, i.e., the prize is coupled to a specific PhD student (definition: not having submitted a PhD before the paper submission deadline). The PC chairs should provide for this in the submission system.

[17] BPM Test of Time Award is given every two years. The decision is made by the whole SC and the set of papers considered at $\{BPM\ 20xx\}$ are the papers of $\{BPM\ 20xx - 9, BPM\ 20xx - 10\}$. Possible candidates are the three most cited papers according to Google scholar for each of the two years $\{BPM\ 20xx - 9, BPM\ 20xx - 10\}$. The SC should consider the paper's citations but should also consider other factors. For example, if the paper was invited for a special issue and the journal paper got much more citations, then this should be taken into account. The awards should be based on impact on the field, not on perceived quality or taste. The representative of the SC should write a Laudatio of approx. 300 words. At the end of the Laudatio it is possible to mention runners up (honorable mention), but this is not mandatory (only for a close finish).

[18] The OC is responsible for providing tokens of appreciation such as certificates and prizes, possibly sponsored by some external entity. The awards should be mentioned on the conference website and `bpm-conference.org` ("Hall of fame").

[19] The Best BPM Dissertation Award acknowledges excellent doctoral research work in the broader BPM area. The process is led by a colleague appointed by the SC (currently Hajo Reijers) and a jury. The jury evaluates the submitted dissertations. Short-listed candidates will present their work in a conference call to the jury. The jury identifies the winner and up to two runners-up, depending on the evaluations and the performance of the candidates during the call. Springer sponsors a price for the winner.

1.5   Conference Publications

[20] Each BPM Conference produces the following publications. Papers must be in English.

(1) One LNCS Proceedings volume containing all accepted papers from Track I, II, and III of the main conference, plus papers or abstracts of keynotes and tutorials. Papers cannot exceed 16 pages. Editors of this volume are the PC Chairs.

(2) One LNBIP Proceedings volume containing all papers invited to the BPM Forum. Papers cannot exceed 16 pages. Editors of this volume are the PC Chairs.

(3) One LNBIP Proceedings volume containing all papers accepted to the forums. Including papers of the industry forum is optional. Papers cannot exceed 16 pages. Editors of this volume are jointly the corresponding PC Chairs.

(4) One CEUR Proceedings volume containing all papers accepted to the Best Dissertation Award, Doctoral Consortium, and Demonstration and Resources. Papers must have exactly the length defined by CEUR as the minimum length.

(5) One LNBIP Proceedings volume containing all accepted full-length workshop papers. Papers cannot exceed 12 pages. Editors of this volume are the Workshop Management Chairs.

(6) Collection of Best Process Science Conference Papers in the journal Process Science. The PC Chairs invite the authors of the eight best conference papers. Each Journal submission must extend the conference paper in major parts. The PC Chairs form part of the guest editor team of the collection.

Chapter 2

Conference Process

2.1 Conference Planning

[21] The conference takes place each year, typically in the first or second week of September. The location of the conference is decided by the SC. The date of the conference must be fixed two years in advance.

[22] Conference organizers should use the time line below as an orientation. All dates read as *no later than*. The following tasks should be completed before the preceding conference:

- 48 months earlier: Submission of bid to host the conference
- 24 months earlier: BPM conference venue and dates fixed, GC books rooms and plans social events;
- 18 months earlier: PC chairs fixed by SC;
- 15 months earlier: GC proposes other chairs, to be confirmed by SC;
- 14 months earlier: GC invites other chairs;
- 13 months earlier: website up and running;
- 12 months earlier: GC staffs the organizing committee (potentially with separate chairs).
- 12 months earlier: call for papers online;
- 12 months earlier: Configuration of submission systems;
- 12 months earlier: approach sponsors;

[23] Rooms have to be booked, in which the number of sessions described in 1.3 fit. These rooms should be in one location. Participants should be able to switch between sessions with less than 5 minutes of walking. The workshops could potentially be organized at a different venue on Monday than the main conference on Tuesday to Thursday, though this is not desired.

[24] Transportation should be organized if social events are not in the center of the city or not in walking distance to the conference venue.

[25] The following tasks should be done after the preceding conference:

- 11 months earlier: PCs fixed, invited, and confirmed;
- 10 months earlier: Keynote speakers confirmed;
- 9 months earlier: Accepted workshops announced before Christmas;
- 2 months earlier: BPM Proceedings, BPM Forum Proceedings and Proceedings of different forums submitted to Springer.
- 1 month earlier: CEUR Proceedings submitted to CEUR.
- 1 month earlier: Best papers invited for collection in Process Science.
- 1 month earlier: Award winners selected.
- 1 month later: BPM Workshops Proceedings submitted to Springer.

2.2 Program Preparation

[26] BPM is organized as a three track conference: Foundations (Track I), Engineering (Track II), and Management (Track III). Each track has a track chair. The PC is presented as one integrated PC on the website of the conference. A consolidation chair moderates the reviewing process between the tracks. The track chairs and the consolidation chair are PC chairs.

[27] The call for papers should be available for distribution one year before the conference electronically. Its distribution should be as broad as possible.

[28] The keynote speakers are selected and contacted by the PC chairs based on suggestions of the PC, GC, OC and the SC. There will be one academic keynote from the core BPM area, one keynote from a neighboring field, and one industry keynote. Conference sponsoring is not related to keynote selection, i.e., keynotes cannot be bought through sponsorship.

[29] The deadline for submission of papers should leave enough time to complete the reviewing and publication processes.

[30] The GCs define the deadlines for all program parts. They need to coordinate with the proceedings chairs to make sure that the deadlines ensure that the production deadlines set by Springer and CEUR will be met. Furthermore, deadlines of competing events (e.g. ER, EDOC, or WI) should be checked.

[31] All PC Chairs provide the submissions of their program part to the Proceedings Chairs. The Proceedings Chairs coordinate with Springer and CEUR the submission and production of the proceedings volumes.

[32] All proceedings are included in the conference fee and shared as a digital copy with the participants prior to the conference, except for post-proceedings that are shared later with authors.

2.3 Paper Processing

[33] The acceptance rate of all program parts that are published in Springer proceedings must have an acceptance rate of less than 50% of the submissions.

2.3.1 Main Conference Tracks and BPM Forum

[34] For the main conference tracks, the deadlines are typically:

- Early March: Abstract Submission
- Mid March: Paper Submission, then Paper Assignment
- Mid April: Review Submission, then Discussion Phase
- End April: Meta-Review Submission
- Early May: Notification
- Early June: Camera-Ready Submission

[35] The page limit is 16 pages for a submitted paper. A submitted manuscript should be written in such a way that it can be directly included in the proceedings. An extra page can be offered to accepted papers for addressing reviewer comments.

[36] Each submission is reviewed by three PC members. A Senior PC member facilitates the discussion and writes a concluding meta-review. The PC Chairs make the final decision based on the meta-review.

[37] Each track has specific evaluation criteria published in the call for papers. Reviews that do not follow the evaluation criteria need to be modified during the discussion phase. In case PC members do not follow the track evaluation criteria, their reviews will be neglected.

[38] Each submission is either accepted, invited to the BPM Forum, or rejected. There are no short papers. Papers might be conditionally accepted, in which case authors need to improve the paper before definitive acceptance. The senior PC member who overlooked the reviewing process checks the changes and proposes the final acceptance or rejection at the main conference to the PC chairs.

[39] The BPM Forum will host innovative research which has high potential of stimulating discussion at the conference, but does not fully meet the quality criteria for the main conference. BPM Forum papers should offer

a new perspective or a new insight. They should not be literature reviews. Papers accepted for the BPM Forum have to meet this criterion. BPM Forum papers will be published in full length in a separate proceedings volume as well as being presented during the main conference.

[40] Two sessions are available for presenting BPM Forum papers.

2.3.2 Different Forums

[41] For all forums, the deadlines are typically:

- Late May: Abstract Submission
- End May: Paper Submission, then Paper Assignment
- Late June: Review Submission
- End June: Notification
- Early July: Camera-Ready Submission

[42] The page limit for full papers is 15 pages. The chairs can optionally solicit also different categories of short papers of 8 pages.

[43] All forums have to stick to the same deadlines.

[44] Each submission to a forum is reviewed by three PC members. The PC Chairs make the final decision based on the reviews.

[45] Two sessions are available for each forum.

2.3.3 Tutorials and Journal First

[46] For tutorial proposals and journal-first submissions, the deadlines are typically:

- Early May: Submission
- End May: Notification

[47] Both tutorial proposals and journal-first submissions have to stick to the same deadlines.

[48] The PC Chairs make the decision based on fit and attractiveness for the conference.

[49] Two sessions are available for presenting tutorials and two for journal first (with the option to add more to a poster session).

2.3.4 Workshops

[50] The aim of the workshops is to develop new topics and ideas that can shape the further course of the BPM discipline. It should also include audiences from diverse backgrounds and involve people representing new topics and/or regions. Every workshop must include at least one creative or interactive session (e.g., panel; practitioner–researcher forum; research experiment; brainstorming/co-creation session; manifesto or paper-writing; lightning talks based on work-in-progress kept outside the official proceedings). If a session needs to be filled, please add interactive content, not keynotes.

[51] There are different workshop types: (i) Mini-conference (peer-reviewed papers with proceedings plus interactive elements) — the default and majority type, as many participants require publications for travel reimbursement; (ii) Mini-Dagstuhl (curated topics, agenda-setting outcomes); (iii) Paper-development workshop (author–mentor development; no formal proceedings required).

[52] For workshop submissions, the deadlines are typically:

- Early June: Submission
- Early July: Notification
- End July: Submission for informal proceedings
- End Sept: Camera-ready submission of revised papers

[53] The page limit for full papers is 12 pages. The chairs can optionally solicit also different categories of short paper of 8 pages.

[54] All workshops have to stick to the same deadlines and to the same deadline extensions. Deadline extensions are decided upon by the Workshop Management Chairs.

[55] Mini-conference workshops with less than six submissions either canceled or converted into a mini-Dagstuhl or paper-development workshop without proceedings.

[56] Each submission to a workshop is reviewed by at least three PC members. The respective Workshop Chairs make the final decision based on the reviews.

[57] The workshops have informal proceedings provided to the workshop participants at the conference site. Revised versions of these informal proceedings are published in post-proceedings published in Springer's LNBIP series after the conference.

2.3.5 Demos and Resources and Doctoral Consortium

[58] For submissions of Demos and Resources and to the Doctoral Consortium, the deadlines are typically:

- Mid June: Submission
- Mid July: Notification
- Late July: Camera-ready submission

[59] Papers have to exactly meet the minimum length of CEUR proceedings as a page limit.

[60] Demos and Resources and Doctoral Consortium have to stick to the same deadlines.

[61] Each submission is reviewed by at least three PC members. The respective Chairs make the final decision based on the reviews.

2.3.6 Best BPM Dissertation Award

[62] For submissions to the Best BPM Dissertation Award, the deadlines are typically:

- Early May: Submission
- Early June: Notification whether thesis is short-listed
- Late June: Online session with short-listed candidates

[63] Papers have to exactly meet the minimum length of CEUR proceedings as a page limit.

[64] Each submission is assessed by at least two jury members. The Review Jury makes the final decision based on the reviews.

2.4 Conference Marketing

[65] Marketing activities by the GC and OC must be directed at

(1) attracting submissions from all researchers who work on BPM topics;
(2) attracting registration of all researchers who work on BPM topics;
(3) attracting registration of local and international BPM practitioners;
(4) attracting sponsorship of BPM vendors and service providers.

[66] The GC together with the Community Manager and the Publicity Chairs coordinate and execute all communication activities in relation to the conference.

[67] Appropriate channels include at least the LinkedIn group of the conference, other social media platforms, email lists, and local networks.

[68] All important dates, deadlines, and announcements should be shared with appropriate lead time via all appropriate channels.

[69] The BPM Newsletter reports on the conference. The November edition reports on the recent and the upcoming conferences. The February edition reports on the upcoming deadlines and conference program. All chairs support the editions of the BPM newsletter with reports and photos.

[70] OC should provide electronic support for participants to connect. This may be in form of a mobile conference app, a social media representation, or an online exchange forum.

[71] OC must organize a photographer to document the conference. A group photo should be taken, e.g. in the plenary hall at the end of the first keynote session. Conference photos should continuously be posted on social media. The photos are shared with all participants after the conference for download.

Chapter 3

Governance

3.1 Steering Committee and SC Assistants

3.1.1 Selection and Term of SC Members

[72] SC members serve a term of five years.

[73] New SC members are elected by the current SC members. A new member is elected if 2/3 of the votes cast are in favour.

[74] SC members can be re-elected for a second term in a secret ballot. A re-election is scheduled when a SC member has reached the final year of the first term and the SC member has expressed the will to serve a second term. A SC member is re-elected if 2/3 of the votes cast are in favour. Membership is restricted to two terms.

[75] An intermediate re-election in a secret ballot is done if a SC member requests so or if a SC member misses two BPM conferences in a row. The respective SC member is not allowed to vote in this case. A SC member is re-elected to complete the ongoing first or second term if 2/3 of the votes cast are in favour.

[76] The SC can elect up to two new members to secure the transition of a corresponding number of retiring SC members. In this way, the SC can have up to 14 members for a transitional period of one year before the retirement.

[77] The SC elects one of its members as a chair and at least one as the vice chair. Chair and vice chair(s) are elected for four years. They can be re-elected once. If their current term ends before these four years, the term is automatically extended to cover the four years.

[78] The term of a SC member that is not re-elected ends with 31 December of the year in which the vote was cast.

[79] A SC member can express the will to leave the SC by writing to the SC Chair. In this case, the leaving SC member's term ends with 31 December of the current year.

[80] The SC can define assistant roles. Each assistant has a clearly defined responsibility. Assistants serve in their role until the SC terminates their service or the assistant expresses the will to leave.

[81] Assistants to the SC are:

    (1) DEI Data Custodian: Jens Gulden, Utrecht University

    (2) Community Manager: Iris Beerepoot, Utrecht University

    (3) Webmaster: Tom Lichtenstein, HPI, University of Potsdam

3.1.2 Responsibilities of the SC

[82] The SC is responsible for the following:

- guarding the focus and continuity of the conference series,
- development of the conference series, including rankings,
- selection of location and general chairs,
- appointment of PC chairs (consolidation chair and track chairs),
- approval of list of Senior PC members and PC members,
- appointment of Workshop Management chairs,
- suggestions for keynote speakers,
- approval of proposals for meetings and courses,
- approval of budgets and registration fees,
- approval of the conference venue (university, hotel, etc.),
- approval of the Call for Papers,
- publication of the BPM newsletter twice per year,
- guidance and supervision of PC chairs and General chairs.

[83] SC members are expected to be present at the conference each year and actively contribute to the promotion and organization of the conference.

[84] The location needs to be selected at least 2 years before the conference takes place. SC is responsible for selecting the location and soliciting proposals.

[85] PC chairs are selected and invited by the SC approximately 1.5 years before the conference (typically in February/March). Possible PC chairs are suggested by the SC and collected by the SC chair (via e-mail). Candidates are discussed and the SC members indicate their preferences. Through several discussion rounds (via e-mail) consensus is sought. If no consensus is reached by the SC, then the chair of the SC makes a final decision.

[86] Forums will be discussed and decided by the SC approximately 1.5 years before the corresponding conference. After three years, a forum will only be continued if there are good and strong reasons. For each forum, a SC member will be identified as a contact person, a.o. for recruiting chairs.

[87] The SC meets in person at the BPM Conference. This SC Meeting is held on Tuesday afternoon. Additionally, the SC meets online several times over the year.

3.2 Advisory Board

3.2.1 Selection and Term of Members

[88] The advisory board (AB) advises the steering committee chair and vice-chair.

[89] Resigning SC members who served as SC chair or vice chair are invited to the AB.

[90] AB membership is for 5 years. AB members can be re-invited once.

3.2.2 Responsibilities of the AB

[91] The advisory board has no voting rights and no right on agenda setting.

[92] There will be an annual meeting with AB members, the SC chair and the SC vice-chair on strategic aspects for the next year. This is held typically after the BPM conference.

[93] AB members will be invited to join the SC meeting and the SC dinner at BPM conferences.

[94] AB members are not expected to participate in regular SC meetings, but they have access to the minutes and documents discussed at regular SC meetings.

[95] AB members are Wil van der Aalst, Marlon Dumas, and Mathias Weske (all since January 2025).

3.3 General Chairs and Organizing Committee

3.3.1 Selection of General Chairs

[96] The SC selects the General Chairs together with a corresponding location for a specific year. The General Chairs select members for the Organizing Committee.

[97] It is strongly advised to have one legal entity that is fully responsible for the financial side of things. The General Chairs can serve as chairs of the Organizing Committee directly, or there may be both General chairs and OC chairs. In this case, it should be clear who has the final responsibility for the organization of the conference (the "host").

3.3.2 Responsibilities of GC and OC

[98] The General chair is responsible for informing the community via appropriate channels of important milestones reached during the preparation of the conference, including publication of the call for papers, submission deadlines related to the conference, accepted papers, registration information, etc. For this task, the GC is supported by the Community Manager and the Publicity Chairs.

[99] The General Chair together with the OC is responsible for the following:

- distributing the Call for Papers via mailing lists, website, and social media (together with PC chairs and publicity chairs);
- setting up a multi-track license of a submission system and communicating access to the PC chairs, the Workshop Management chairs and all other chair persons;
- handling the registration process. A very early registration ('super early bird') in the end of the previous year should be considered, to allow participants to spend rest budget of the closing year;
- attracting and managing sponsors (GCs of previous editions can be approached for contact information of the sponsors);
- providing electronic support for participants to connect. This may be in form of a mobile conference app, a social media representation, or an online exchange forum.;
- composition, publication, and mailing of the final program including registration and accommodation information;
- sharing of conference proceedings with participants;
- all other organizational matters, such as:
    - designing an info brochure for attracting sponsors,
    - accommodation,
    - local transportation,
    - sufficient lecture rooms of good quality (i.e., smaller rooms for workshops and tools demos, large rooms for the main conference track),
    - rooms for ad-hoc meetings and discussions,
    - good quality wireless for all participants,
    - registration of participants,

- lunches and coffee breaks (included in registration fee),
- reception or workshop dinner,
- conference dinner,
- award certificates,
- additional social activities and excursions.

- helping the organizers of the next conference by providing relevant information, answering questions, and sharing lessons learnt.
- setting up the submission system with double blind review mode.

[100] The choice of the conference site should ensure a proper balance between good facilities, pleasant surroundings, easy accessibility and reasonable prices. The choice must be approved by the SC.

[101] Apart from the composition of the scientific program, the General/OC chairs have full responsibility. It is their task to distribute the various tasks, continuously monitor progress, and handle any matters associated with conference organization.

3.4 Program Committee

3.4.1 Selection of PC Chairs and PC Members

[102] The consolidation chair and the track chairs are appointed by the Steering Committee. They should be selected as follows:

- The consolidation chair is a well-established and experienced researcher in the broader BPM field. Typically, the consolidation chair is a SC member.
- The track chairs are well-established researchers who represent the specific track well.

[103] Track Chairs are selected by help of nomination, voting and a final discussion in the SC. The aim is to find PC Chairs that have served the conference in various roles as chairs before and who have regularly published and attended.

[104] BPM uses a two-tier reviewing process, i.e., there are senior PC members and regular PC members. The number of members should accommodate that each expected paper can be reviewed by 3 PC members and 1 senior PC such that the load does not exceed 6 papers for any person. The PC is composed by the track chairs and the consolidation chair. The PC need to be approved by the SC. The PC chairs should use the following input:

- lists of PC members of previous editions of the conference, and
- information on the performance of PC members of the preceding two years.

[105] The minimal requirements for a senior PC member are:

- a senior PC member is a well-established researcher in the field of BPM,
- a senior PC member should have served at least 3 times as a PC member,
- a senior PC member should have done a good job in earlier PCs of this conference, and
- a senior PC member should have attended the conference and submitted papers in recent years.

[106] The minimal requirements for a regular PC member are:

- a PC member is an active researcher in the broader field of BPM,
- a PC member has completed a PhD (or similar industrial R&D experience),
- a PC member should not have performed poorly in recent editions of the conference.

[107] Exceptions regarding the above are possible provided that these are well-motivated. The aim is to retain about 70% of the PC each year, i.e., 30% are new appointments while 70% are continuations (both senior PC members and regular PC members). Good PC members should be rotated (depending on the number of available slots); poor PC members should be removed to allow for new people. The PC should be composed in such a way that the whole BPM spectrum is covered, i.e., the focus of the PC should not be too narrow. There should be a substantial rotation between the roles of regular and senior PC member each year.

[108] The timeline for composing the PC:

- After all input is provided by the SC (lists of PC members of previous editions of the conference) and PC chairs of the preceding year (information on the performance of PC members), the PC chairs propose a full PC (senior PC members and regular PC members), the PC chairs should explicitly mention and motivate any exceptions regarding the criteria mentioned above,
- SC gives initial feedback on the proposal,
- PC chairs send a complete Call for Papers (without PC members) to the SC for approval, and
- only after approval, the PC members are invited and later added on the website.

This process should be completed before the summer holidays to allow for the distribution of the Call for Papers during the preceding conference.

3.4.2 Responsibilities of PC Chairs and PC Members

[109] The PC chairs are responsible for:

- distribution of the BPM Conference Guidelines to all PC members;
- selection of dates together with the GC for the various steps in the reviewing process;
- setting up the reviewing system;
- informing PC members that an evaluation of their reviewing work is passed on to the PC chairs of next year;
- acknowledging the receipt of submissions for papers;
- distribution of submitted papers to the PC members;
- making sure that each paper submitted to the conference receives three detailed reviews by PC members and a meta-review by the Senior PC member. A submitted paper can be desk-rejected if all PC chairs including the Consolidation chair agree.
- making sure that submitted papers are assigned to the appropriate track. If a track chair feels that a paper submitted to her track should be allocated to another track, and the other PC chairs agree, then the track chair informs the author of the re-allocation. The authors are allowed to withdraw the submission, but cannot appeal or refuse the re-allocation.
- assigning papers in a way that conflicts of interest are avoided;
- holding an online instruction session for PC members;
- compilation of a Summary of Evaluation report for the submitted papers;
- collecting suggestions for keynote speakers (from the PC members, SC, etc) and making a final selection;
- publication of a list of all accepted papers;
- informing the authors of submitted papers about acceptance/rejection or invitation to the BPM Forum. The e-mail should contain a copy of all the evaluation reports and it should describe deadlines, page limits, formatting requirements, length of presentations, etc. for the final papers/talks.
- awarding artifact badges to eligible papers;[1]

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[1]Those accepted papers that include research artifacts or datasets available on a publicly accessible archival repository with a DOI will be awarded with an "Artifacts Available" badge that will be included in the camera-ready version of the paper. The badge will follow the ACM's artefacts guidelines: `https://www.acm.org/publications/policies/artifact-review-and-badging-current`. This means that the research artifacts or datasets publicly available need to be relevant to the study and add value beyond the text in the article, but they do not need to be complete in the sense of including all components relevant to the paper in question. With this badge the conference aims to support authors to provide more substantial supplements to their papers so future research can more effectively build on and compare with previous work.

- collection of the final papers of the main conference into a camera-ready manuscript which is sent to Springer-Verlag for printing, assisted by a Proceedings chair;
- collection of the final papers of the BPM Forum into a camera-ready manuscript which is sent to Springer-Verlag for printing;
- selection of awards (best paper award, best student paper award, and best reviewer award);
- the opening session (together with the GC and OC chairs and the SC chair);
- collecting information of review performance as input for the chairs of the next year.

[110] The PC chairs should provide clear rules for avoiding conflicts-of-interest. PC chairs cannot submit any papers to the main conference. This is a strict rule. No editor of the conference proceedings is allowed to submit papers. General chairs and organizing chairs should not interfere with the selection process. Moreover, general chairs and organizing chairs are discouraged to submit papers if this may create the impression of a conflict-of-interest. Technically, there should not be a direct conflict-of-interest due to the separated roles. However, the PC chairs should make sure that (even the impression of) unfair selection is avoided. Workshop chairs, etc. are allowed to submit papers to the main conference. PC chairs of the main conference are allowed to submit to forums and workshops. Workshop chairs can submit to other workshops than the ones they organize themselves.

[111] BPM uses a two-tier reviewing process with senior PC members. This is configured in the submission system. Senior PC members are responsible for triggering and mediating discussions among PC members. Senior PC members write a meta-review which summarizes the reviews in brief. In case of conditional acceptance, the meta-review must include a list of concrete, doable changes that the authors are asked to perform. Senior PC members are responsible for checking the revised version and for proposing acceptance or rejection to the main conference, or accept to BPM Forum, to the PC chairs.

[112] The PC chairs should send two reports to the SC: (1) one after selecting the papers, and (2) one directly after the conference. The first report should list the performance of the individual PC members. It should be indicated which PC members did a bad job (e.g., not handling in reviews or only providing short/superficial reviews). The second report is intended to provide general suggestions and comments with respect to the conference and reviewing process. Information on the performance of PC members is shared with the SC and will be passed on to the PC chairs of the next two conferences. This is done to build up some organizational memory and to avoid repeatedly inviting poor PC members.

[113] The PC chairs are responsible for dealing with cases of plagiarism or other unethical submission behaviour. People should not copy the work of others and there should not be a large overlap with earlier papers. The exact thresholds need to be determined by the PC chairs. Respective cases should be reported to the SC and the institutions the authors are working for.

[114] The deadlines for paper submissions should be planned very carefully. There is the option of a deadline extension of one week, which is announced typically 3 days before the actual deadline (not earlier/later). The deadline extension is strict, but some unannounced flexibility is encouraged, in any case people can upload new versions until the allocation of papers to reviewers is final.

[115] PC Chairs configure the submission system. When authors submit their papers they should be able to classify them properly (supported by the submission system). In any case it should be indicated whether the paper is a student paper or not (i.e., a candidate for the Best Student Paper Award). Moreover, authors should indicate where the software and data sets are publicly available.

[116] PC chairs are responsible for selecting papers for a collection of Process Science and follow the guidelines provided by the publisher. The selection is based on the paper and possibly also the presentation of the work. The selected authors are invited to extend their paper to justify for an additional journal publication on the same topic.

[117] PC chairs collaborate with Proceeding chairs, who help in preparing the conference proceedings. Still, the PC chairs are responsible for timely and accurate provisioning of the proceedings to Springer and CEUR.

3.5   Workshop Managemenet

3.5.1   Selection of Workshop Management Chairs

[118] The Workshop Management chairs (WMC) are nominated by the GC and appointed by the Steering Committee. There are three WMCs whose joint expertise should cover all research areas of the three tracks.

[119] Individual workshops have Workshop chairs (WSC) and Workshop Program Committees members. Researcher teams submit workshop proposals. If their proposal is accepted, they become WSC.

3.5.2   Responsibilities of the Workshop Management Chairs

[120] The BPM conference typically has about 8 workshops preceding the conference, such that they can be fit into 6 parallel sessions.

[121] The objective of the WMC is to build a portfolio of workshops that

- have minimal mutual overlap;
- have minimal overlap with forums;
- jointly cover a diverse representation of BPM areas;
- each workshop has a specific topic focus;
- workshop topics should offer the opportunity to integrate researchers who otherwise might not come to BPM.

[122] WMC may pre-select a few workshops, which have been successful in previous editions of the conference.

[123] Workshop proposals should be rejected if its topic is fully covered by a more general proposal or if the two most recent editions of the workshop attracted less than 12 submissions. WMC take a strong role to avoid scattered discussions of a common topic. Merging workshops should be avoided.

[124] There are informal proceedings at the conference and formal post-proceedings published by Springer in their LNBIP series.

[125] The length of the workshop is determined by the number of submitted and accepted papers. Workshops that attract few submissions are merged or reduced to half-day workshops.

[126] The WMC are responsible for:

- sending out a call for workshop proposals (the call should be distributed at the conference in the preceding year),
- encourage researchers to submit proposals and explicitly soliciting proposals from the organizers of earlier successful BPM workshops,
- approaching the organizers of the individual workshops in the preceding year,
- selecting the workshops,
- managing contacts with the Workshop chairs (WSC) of individual workshops,
- checking the various calls-for-papers of individual workshops for correctness and consistency (e.g., with respect to uniformity of dates, page limits, etc.),
- making agreements with the General chair and the OC and the organizers of the individual workshops about the informal proceedings and the final LNBIP proceedings,
- handling the editing of the LNBIP proceedings and maintaining contacts with Springer,

- asking the WSC about the actual and estimated submission numbers some time before and just after the submission deadline,
- encouraging WSC to forward papers to more fitting workshops if applicable,
- transferring experiences and sharing e-mails, procedures, etc. with future WMC (also ask for the numbers of accepted and submitted papers per workshop in the previous year).
- making sure that deadlines are aligned.
- WMC are responsible for WSC compliance with the maximum acceptance rate of 50% for each BPM workshop. WMC also monitor the rule that WSC are not allowed to submit to their own workshop.

[127] WMC are the editors of the LNBIP proceedings. WMC must not submit to any workshop. All WSC should be mentioned in the preface. Rules with respect to conflict-of-interest apply, i.e., chairs of individual workshops must not submit papers to their own workshops. Note that it is allowed that a WSC is involved in a paper submitted to a different workshop.

[128] Workshop chairs (WSC) are responsible for:

- making and distributing the call for papers for the workshop,
- setting up the reviewing system,
- setting up a contact email address for the workshop,
- attracting authors to submit papers (e.g., approach researchers who submitted papers in previous years),
- acknowledging the receipt of submissions for papers,
- distribution of submitted papers to the workshop PC members,
- setting up and maintaining the workshop's web pages (call for papers, list of accepted papers, final program, etc.),
- ensuring that each paper has 3 or more reviews,
- selecting papers based on a fair reviewing process,
- making sure that the acceptance rate of their own workshop is 50% or below,
- making sure that conflicts-of-interest, plagiarism and other unethical behavior are avoided by providing clear instructions and taking action when irregularities occur,
- publishing a list of all accepted papers,
- notifying the authors of submitted papers of acceptance or rejection; the e-mail should contain a copy of all the evaluation reports and it should describe deadlines, page limits, formats, length of presentations, etc. for the final papers/talks, and
- collecting the final papers in the way instructed by the WMC chairs (both for informal proceedings and LNBIP volume).

3.6 Demos and Resources

3.6.1 Selection of Demos and Resources Chairs

[129] The Demos and Resources Chairs are nominated by the GC and appointed by the Steering Committee Chair. There are three chairs.

3.6.2 Responsibilities of the Demos and Resources Chairs

[130] Given the importance of tools and resources in the BPM domain, the conference features both tool and resources demonstrations and papers. Demonstrations are live presentations of some BPM tool or resource. Work submitted to Demos & Resources does not need to be original. There may be presentations of new prototypes but also demos of established tools that have been presented before. Also commercial tools may be demonstrated. The most important criterion is relevance for the community rather than originality or academic rigor.

[131] Tool papers are published electronically (via CEUR Workshop Proceedings, CEUR-WS.org) and no tool papers are included in the LNCS conference proceedings. Papers have to follow the formatting rules of CEUR and meet the minimum page length of CEUR.

[132] The Demo & Resources chairs are responsible for:

- sending out a call for Demos & Resources,
- selecting the proposals,
- managing contacts with the OC and demonstrators,
- making a detailed planning for the demonstrations,
- selecting the best demo award and
- making agreements with OC and editing the informal proceedings.

[133] The demonstrations are included in the program in two places in the conference. First, each demo is pitched plenary using one minute "teaser". This way the audience gets a good overview of all demos. Then, 8-10 rooms or a large room with separated stands are used to make short concurrent demonstrations. A clear signal (e.g., a bell) is used to signal the end of the demo, and triggers the next round. There are several rounds, i.e., participants can see multiple tools. Moreover, different tools can be shown in subsequent rounds.

3.7 Forums

3.7.1 Selection of Forums and Forum Chairs

[134] The BPM Conference includes four forums that are part of the main conference. These are currently the Industry Forum, the Responsible BPM

Forum, the Process Technology Forum, and the Education Forum.

[135] The SC decides on the rotating of forums. Each of the forums is typically replaced by a new type after three editions.

[136] The forum chairs are nominated by the GC and appointed by the Steering Committee Chair. Each forum has three chairs. The Industry Forum chairs should include researchers with strong ties to industry and practitioners with strong ties to research.

[137] There are formal proceedings of all forums together published by Springer in their LNBIP series. Editors are all forum chairs jointly.

[138] Each forum should fill two sessions. Forums do not have keynotes.

3.7.2 Responsibilities of the Forum Chairs

[139] The Industry Forum invites papers that report on case studies of how BPM methods and technologies have been used by companies in practice. Submissions will be reviewed by the PC of the Industry Forum and assessed on the basis of their practical relevance, clarity in presentation and to which extent they contribute to bridging the gap between theory and practice, rather than their scientific merit. It is expected that at least one industry partner is a co-author of an industry track paper.

[140] The chairs of a forum are responsible for:

- making and distributing the call for papers for the forum,
- setting up the reviewing system,
- attracting authors to submit papers,
- acknowledging the receipt of submissions for papers,
- distribution of submitted papers to the PC members,
- managing the content of the forum's web pages on collaboration with OC (call for papers, list of accepted papers, final program, etc.),
- ensuring that each paper has 3 reviews,
- selecting papers based on a fair reviewing process,
- making sure that the acceptance rate is 50% or below,
- making sure that conflicts-of-interest, plagiarism and other unethical behavior are avoided by providing clear instructions and taking action when irregularities occur,
- publishing a list of all accepted papers,
- notifying the authors of submitted papers of acceptance or rejection; the e-mail should contain a copy of all the evaluation reports and it should describe deadlines, page limits, formats, length of presentations, etc. for the final papers/talks, and
- collecting the final papers in the way in collaboration with Proceedings chairs.

3.8 Other Parts of the Program

3.8.1 Selection of Other Chairs

[141] Other chairs are nominated by the GC and appointed by the Steering Committee Chair.

[142] These other chairs should be appointed for a two-year term in order to facilitate knowledge transfer. In such a case, there is each year one outgoing chair and at least one incoming chair. A third person from the local community can be added.

[143] Other chairs are:

- Tutorial and Panel chairs,
- Journal-First Track chairs,
- Doctoral consortium chairs,
- Diversity, Equity and Inclusion chairs,
- Proceedings chairs,
- Publicity chairs.

[144] There is only one chair for:

- the Best Dissertation Award review jury, currently Hajo Reijers,
- the Test of Time Award, currently Manfred Reichert,
- the Lifetime Achievement Award, to be nominated.

[145] The GC should take the lead in appointing and activating these chairs in close cooperation with the PC and WM chairs. It is advised to closely monitor the work of the different chairs.

3.8.2 Responsibilities of Other Chairs

[146] Tutorials should only be included if they are on a recent topic that is of interest for a larger audience and given by a well-known expert on the topic.

[147] Panels should only be included if they are on a relevant topic that evokes different opinions. Moreover, panel members should be diverse, such that a real lively debate can unfold. If there is a panel, there should be one tutorial less.

[148] The Journal-First track prioritizes articles that are of broader interest to the BPM community or that help to transfer knowledge from neighboring fields to BPM. Articles are eligible for the journal-first track if they

- are written in English,

- fit the scope of the BPM conference,

- are not an extension of an earlier conference or workshop paper, and

- have been available at the publisher's website (online publication) not earlier than January 1st of the year before the call for submissions.

[149] There should be a maximum of two sessions for journal-first presentations.

[150] The Doctoral Consortium has the objectives to :

- provide PhD candidates with valuable feedback on their research proposals,

- provide PhD candidates with helpful guidance on research methods and future work,

- provide PhD candidates with opportunities to meet and interact with experienced researchers in the area of Business Process Management,

- promote the development of a community of scholars including both peers and mentors for improving future careers.

[151] Submissions to the Doctoral Consortium must be single-authored by the PhD candidate.

[152] One of the Doctoral Consortium chairs should be included as a chair for the next year in order to facilitate knowledge transfer.

[153] Eligible for the Best BPM Dissertation Award are all dissertations that have been officially completed after January 1st of the year before the call for submissions. The winner of the award will be determined in two steps. First, a review committee will evaluate the submission material and identify a short list of 3-4 candidates. Second, these three candidates will be invited to give a presentation of their work in an online session with the review jury. The jury will then select the winner. The selection process will be directed by the following criteria:

- Originality and depth of contribution,

- Methodological soundness,

- Form and quality of presentation,

- Significance for the research field.

[154] The BPM community is committed to the promotion of diversity, equity, and inclusion (DEI) in all aspects of our professional activities. We celebrate the diversity in our community and welcome everyone regardless of age, gender identity, race, ethnicity, socioeconomic background, country of origin, religion, sexual orientation, physical ability, education, and work experience. We encourage all participants to consider DEI in their writing, reviews, presentations, and all interactions related to the BPM

conference. The BPM community has a tradition of researching and experimenting with real-world applications and, as such, needs to find the balance between research and societal events that shape our lives as a liberal society that supports DEI principles. Therefore, the conference participants should feel free to express themselves on all topics within and beyond our interests as a research community and to do so in a non-aggravating and respectful manner, being considerate to those who are the possible victims of, a.o., violence, war, or political oppression and making use of this special opportunity to gather in an international setting to better understand multiple view points in a safe and inclusive environment.

[155] DEI Chairs are responsible for organizing a Mentoring Lunch for Junior BPM Researchers on Wednesday of the conference.

[156] There are two Proceedings chairs: one incoming and one outgoing. The GC together with the consolidation chair nominate one incoming Proceedings chair (PrC). This PrC teams up with the outgoing PrC who served already the previous year. The Proceedings chairs collaborate with various chairs of different program parts of the conference. They prepare the proceedings material, check quality, coordinate with Springer and CEUR, and the submit the material for production. They closely monitor deadlines and progress.

[157] There are two publicity chairs: one incoming and one outgoing. The general chair nominates one incoming publicity chair (PuC) who is best from the local organizers team, who can easily coordinate with the local organizers, and who has a genuine interest in making the local conference a success. This PuC teams up with the outgoing PuC who served already the previous year. PuC organize and conduct conference marketing on social media, classical email lists and local networks. Both PuC are supported by the Community Manager, this role has Iris Beerepoot. PuC stays two years in office: in first year responsible for own conference, in second year as advisor to the new person in charge for the next conference.

Chapter 4

Financial Aspects

4.1 General Rules

[158] The General chair is in all respects responsible for the financial aspects of the conference.

[159] The budget and the registration fee of the conference are proposed by the GC and should be approved by the SC. It is not allowed to change the fees without discussing this with the SC.

[160] For each paper published in a Springer volume, there must be a unique registration. For workshop papers, a workshop registration is sufficient. For all other contributions, an author must be registered, but there is no need for a unique registration. A full week registration can cover one workshop and one main conference or forum paper.

[161] The registration fee paid by the participants of the conference (also if discounts are offered) includes at least the following:

- the reception, conference dinner, three lunches, and the refreshments served during the breaks,
- an electronic copy of the conference proceedings.

[162] A separate registration fee is demanded for the workshops and other co-located events. This fee includes at least the following:

- reception or workshop dinner on the respective days,
- participation in the corresponding activity,
- a copy of the material (e.g., workshop proceedings).

[163] It is strongly advised to keep the registration fees as low as possible. To this end, the GC should seek financial support, e.g., from local sponsors, global sponsors, regional governments, science foundations, etc. In

some countries it is also possible to obtain external support (e.g., from national research councils) to cover the travel and accommodation of keynote speakers.

[164] It is also strongly advised to make it attractive for participants to stay the whole week, i.e., people attending the workshops should be encouraged to stay for the main conference and vice versa. This can be achieved by providing an attractive deal for the complete package.

[165] A farewell party on Thursday afternoon is a very good instrument to make people stay and reflect on the conference. The next year's BPM team will bring next year's BPM to the attention of the audience.

[166] If possible, the organizers should point at accommodations in different price classes. At least medium price accommodation, as well as low price accommodation for students, must be offered. It is very important that non-expensive accommodation is available for the majority of the participants.

[167] For keynote speakers of the main conference the organizers should cover all reasonable expenses (economy class travel expenses, accommodation, etc.).

[168] Springer-Verlag provides free copies of the proceedings to the PC and WS chairs (as editors of the proceedings). These free copies are turned over to the conference organizers (free of charge). The costs of the necessary additional proceedings (to be bought from Springer-Verlag) is covered by the conference organizers. More details can be obtained from Springer via the SC chair.

[169] The PC chairs, the WMC and all other chairs are responsible for their own expenses (e.g., travel, secretarial assistance, postage, etc.). Each member of the PC and SC is responsible for his/her own travel and accommodation expenses.

[170] All participants must pay registration fees, with the only exceptions being the team of the local organizers, sponsors based on sponsorship agreements, and keynote speakers of the main conference.

4.2   Additional Details

[171] The registration fee is usually paid when the participants fill out the Registration Form. It is a good idea to give a discount for early registration and for participants from low income countries. It should be possible to pay the registration fee by bank transfer and credit card. Usually accommodation costs are paid directly to the hotels upon departure.

[172] The GC should offer bulk orders at a discount for organizations that register five or more participants. It should be possible to pay bulk orders as one single invoice.

[173] It is a good idea to offer a number of grants for students and researchers with limited funds. The grants usually do not cover transportation, accommodation or food – but only exemption from conference and/or workshop fees. It should be noticed that a participant who pays, e.g., 50% of the fee may be more beneficial for the conference budget than a "non participant" – because some expenses are independent of the number of participants.

[174] The budget of the conference usually comprises (at least) the following expenses:

- keynote speakers,
- tutorials and workshops,
- conference proceedings (including transportation!),
- lecture rooms,
- Internet services,
- lunches,
- coffee/tea,
- reception/workshop dinner,
- conference dinner,
- various materials given to the participants (name tags, bags, etc.),
- secretarial/administrative assistance (e.g., handling registrations),
- local transportation,
- SC dinner with chairs on Tuesday,
- awards, e.g., a certificate and a small gift or a larger prize provided by a sponsor,
- expenses for local participants (accommodation, proceedings, excursion, etc.),
- license for the submission system with support for multiple tracks,
- open access publication fees for eight papers that are invited as best papers for a collection in Process Science.

Chapter 5

Organizational Hints

[175] The official name of the conference is "xx-th International Conference on Business Process Management". When a shorter form is needed (e.g., on posters and in letter heads) we use "BPM 20xx". It is important to use the "Mondriaan logo" () on the website, call-for-papers, etc.

[176] The conference should have a professional website. The website should contain the Call for Papers, the Final Program (including registration and accommodation forms), links to tourist information, etc. The website should link to earlier conferences, bpm-conference.org, Springer LNCS and LNBIP, and mention all committees (including the SC). The OC is responsible for this.

[177] The organizers are encouraged to use social media (using the hashtags #BPM202x) before, during, and after the conference. It is also encouraged to make newsletters (with interviews, photos, etc.) for each conference day. It is recommended to video record the conference presentations and make them available online. If this is not possible, at least make the slides available (unless presenters object). The website should remain operational for an extended period (at least 5 years, but preferably much longer) after the conference with pointers to photos, slides, awards, etc.

[178] The Final Program should (at least) contain the following:

- lists of all PC, OC and SC members,
- conference address and phone numbers (before and during the conference),
- scientific program (containing authors and titles of all talks),
- information about tutorials, demos, and workshops,
- social program,

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- practical information (conference office, accommodation, "how to get here", a map of the conference area, etc.),

- how to make registration and payment (it should be possible to pay via bank transfer and credit card),

- registration and accommodation form (it is highly recommended to allow electronic registration), and

- information about e-mail access and other Internet services during the conference.

[179] A Confirmation of Registration should be sent to all participants. This is also a good opportunity to provide some extra practical information. The confirmation can be sent by e-mail.

[180] It is very time consuming to deal with the details of registration and accommodation. Several organizers of the conference have experienced that this task takes up more resources than all other organizational matters together. It is thus recommended to get help from a specialized agency, which receives registrations and payments directly from the participants. However, it should be noted that some of the professional conference agencies are very expensive.

[181] It is important to provide good access to the internet via a wireless network.

[182] It is recommended that the organizers contact the keynote speakers long before the conference to sort out logistic details.

[183] It is recommended to create (as early as possible) clarity about the roles of all people involved. The GC, OC and PC chairs are responsible for this.

To conclude

This is a "living document" intended to assist people involved in the organization. If things are unclear or you have suggestions for changes, please contact the SC chair.