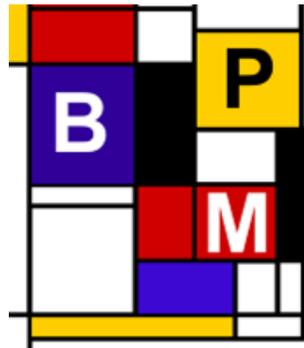


International Conference on Business Process Management



Guidelines for the Program Committee (Chairs),
Organizing Committee (Chairs), Workshop
Chairs, Demo Chairs, etc.

Steering Committee of the BPM conference
bpmconference.org

October 2012

Abstract

The intent of this document is to provide a number of guidelines to assist the Program Committee (PC) and the Organizing Committee (OC) in their preparation of the BPM conference. The committees are expected to follow the guidelines as close 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 (w.m.p.v.d.aalst@tue.nl).

Current members of the Steering Committee (SC) are:

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Chapter 1

Overview

1.1 Date of the Conference

- [1] The conference takes place each year, typically in the last week of August or the first week of September. The location of the conference is decided by the SC. The timing of the conference should be discussed among the SC and organizing/general chairs.

1.2 Schedule for Submitting and Processing Papers

- [2] The Call for Papers should be available for distribution one year before the conference (both on paper and electronically). Its distribution should be as broad as possible.
- [3] The keynote speakers are selected and contacted by the PC chairs based on suggestions of the PC, the OC and the SC. This process should be finished at least half a year before the conference.
- [4] The deadline for submission of papers should leave enough time to complete the reviewing and publication processes.
- [5] The page limit is 16 pages for regular papers. The submission should be written in such a way that it can be directly included in the proceedings. Based on the number of submitted papers and/or quality, the PC may decide to accept short papers (i.e., 6 pages and possibly a shorter or less prominent presentation slot if there are not enough regular time slots) and/or to accept papers conditionally (authors need to improve the paper before definitive acceptance). The default is to have only regular/unconditionally accepted papers, i.e., ideally there are no conditionally accepted nor short papers. However, if really needed, both types of paper can be used to build consensus during the review process.

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- [6] The conference proceedings contains copies of all final papers. The proceedings are printed by Springer-Verlag and included into the LNCS series. A copy of the proceedings is included in the conference fee and it is given to the participants when they arrive at the conference. It is the responsibility of the PC chairs to contact Springer-Verlag in time (after being introduced by the SC chair). It is the responsibility of the OC to work out the financial issues with Springer-Verlag and to agree on the logistics. Ideally, participants can choose between electronic and paper proceedings. It is suggested to order 50% paper copies and 50% electronic proceedings from Springer.
- [7] 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 Lecture Notes in Business Information Processing (LNBIP) series after the conference.
- [8] Each year there is a special issue of the Elsevier journal Information Systems (IS) with extended versions of the best papers. See the separate document "Guidelines for BPM Conference Series Special Issues of Information Systems" prepared by Mathias Weske in his capacity as Information Systems Area Editor and BPM-IS Liaison.

1.3 Format of the Conference

- [9] The main conference itself is 3 days (Tuesday-Thursday). Invited talks (called keynotes) and regular papers are presented plenary (short papers/tool papers may be presented in parallel sessions if needed).
- [10] There are three keynotes, one at the start of each conference day.
- [11] The conference is preceded by 10-12 workshops (on the day before the main conference starts). The workshops run in parallel. Workshops are on Monday, but if needed also the Sunday before or the Friday after the main conference can be used for co-located events (e.g., the WS-FM workshop, a BPM industry day, a BPM summer school, or a doctoral consortium). Co-located events should not run in parallel unless they clearly target local people/practitioners, e.g., co-located scientific conferences/workshops should be before or after the main conference.
- [12] There is a welcome reception which may include a workshop dinner on the workshop day (Monday). This should be open for all participants.
- [13] There is a meeting of the Steering Committee on the first day of the conference (Tuesday). The meeting of the Steering Committee (SC) is followed by a (late) dinner hosted by the local organizer; besides the members of the SC also the PC & OC chairs of the current and next conference are invited.



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- [14] There is a conference dinner on the second day of the conference (Wednesday). The conference dinner is used to hand-out the awards and to give the organizers of next year the opportunity to present the upcoming conference. The conference dinner, like the coffee breaks and lunches, is included in the registration fee.
- [15] There are social activities on the first evening of the conference (Tuesday), e.g., excursion, organized walk, visit, or some other activity where participants can meet. This is concurrent with the SC meeting.
- [16] The organizers are encouraged to organize excursions before and after the conference. These excursions are not included in the conference fee and are optional.

1.4 Conference committees

- [17] There are at least the following chairs and committees:
- General chair(s),
 - Program Committee (PC) chairs,
 - Senior PC members and regular PC members,
 - Workshop (WS) chairs (overall),
 - Per workshop: Workshop Program Committee (WPC) chairs and Workshop Program Committee (WPC) members,
 - Demo chairs,
 - Tutorial chairs,
 - Panel chairs (optional),
 - Publicity chairs,
 - Doctoral consortium chairs,
 - Industry chair(s) (optional),
 - Organizing Committee (OC) chair(s), and
 - Organizing Committee (OC) members.

Different roles may be combined, e.g., the general chair may also be an OC chair or one of the PC chairs.



Chapter 2

Responsibilities of the SC

[18] The SC is responsible for the following:

- guard the focus and continuity of the conference,
- selection of location and organizing/general chairs,
- appointment of PC chairs,
- approval of list of PC members,
- appointment of WS chairs,
- suggestions for keynote speakers,
- approval of proposals for meetings and courses,
- approval of budgets and registration fees,
- approval of the conference location (hotel, university, etc.),
- approval of the Call for Papers,
- guidance and supervision of PCs and OCs.

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

[20] 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.

[21] After selecting the location, the 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 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.

Chapter 3

Composing the PC

[22] BPM uses a two-tier reviewing process, i.e., there are senior PC members and regular PC members. There are about 20 senior PC members and 70 regular PC members. The PC is composed by the PC chairs, but needs to be approved by the SC. Moreover, 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.

[23] 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 at least once.

[24] 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 earlier/recent editions of the conference.

[25] 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.

[26] 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,
- the PC chairs send a complete Call for Papers including PC members to the SC for approval, and
- only after approval, the PC members are invited.

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



Chapter 4

Responsibilities of the PC

[27] The conference has two or three PC chairs. The PC is responsible for the following:

- selection of submitted papers,
- detailed planning of the scientific program (e.g., the order of the lectures),
- other matters concerning the scientific part of the program (except those that are handled by the SC).

[28] The PC chairs are responsible for:

- distribution of these Guidelines to all PC members,
- selection of dates for the various steps in the reviewing process,
- setting up the reviewing system (it is advised to use Easychair),
- distribution of an Interest/Competence form to the PC members (to record the interests/competences of his/her group),
- 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,
- compilation of a Summary of Evaluation reports 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; 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,

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- collection of the final papers 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), and
 - the opening session (together with the General/OC chairs and the SC chair).
- [29] 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 (including the Industry chair, if applicable) 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. Therefore, it is allowed; however, the PC chairs should make sure that (even the impression of) unfair selection is avoided. Workshop chairs, etc. are of course allowed to submit papers to the main conference.
- [30] BPM uses a two-tier reviewing process with senior PC members as supported by EasyChair.
- [31] Typically, there are Industry chair(s). The goal is to solicit industry papers. Accepted industry papers need to meet the same quality standards. The PC chairs decide on the role and responsibilities of the Industry chair. It is possible, but not encouraged, to make the Industry chair an editor of the conference proceedings. The latter should only be done if this is justified by taking a substantial role in the reviewing process and attracting a substantial percentage of Industry papers. The PC chairs should clearly communicate the way Industry papers are handled.
- [32] 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.
- [33] The PC chairs are responsible for dealing with cases of plagiarism. 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. Cases of plagiarism should be reported to the SC and the institutions the authors are working for.



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- [34] The deadlines for paper submissions should be planned very carefully: (a) no separate abstract submission deadline is used, just a deadline for full papers (allocation can only take place after the papers are there anyway), (b) there will be a deadline extension of one week, but this is announced precisely 3 days before the actual deadline (not earlier/later), and (c) 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.
- [35] When authors submit their papers they should classify it 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 whether the software and data sets are publicly available. Authors are also encouraged to explicitly indicate the use cases they aim to support.
- [36] The PC chairs are responsible for selecting papers for a special issue of Information Systems (IS) and follow the guidelines provided by IS. 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. The PC chairs maintain contact with the prospective authors and the editorial office of IS.
- [37] Springer's LNBIP series provides the possibility to turn excellent PhD theses on BPM topics into published monographs. There should be objective indicators of high quality and relevance for a larger audience (e.g. best paper awards, citations, H-index, reports in professional magazines, etc.). Candidate PhD theses should be interesting for a larger audience, i.e., an excellent thesis may be very technical and focus on a specific topic, but at the same time be less interesting for the larger LNBIP audience. The PC chairs are requested to suggest potential candidates.



Chapter 5

Responsibilities of the WS chairs

- [38] The BPM conference typically has 10-12 workshops preceding the conference. There are two or three overall workshop chairs. Individual workshops have Workshop Program Committee (WPC) chairs and Workshop Program Committees (WPC) members. There are informal proceedings at the conference and formal post-proceedings published by Springer in their LNBIP series.
- [39] 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. This way few rooms are needed and less workshops run in parallel.
- [40] The overall Workshop (WS) chairs are responsible for:
- sending out a call for workshop proposals (the call should be distributed at the conference in the preceding year),
 - actively stimulating groups 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 OC, PC, and the organizers 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.),

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- making agreements with 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 WPC chairs about the actual and estimated submission numbers some time before and just after the submission deadline,
 - stimulating WPC chairs to forward papers to more fitting workshops if applicable,
 - transferring experiences and sharing e-mails, procedures, etc. with future WS chairs (also ask for the numbers of accepted and submitted papers per workshop in the previous year).

[41] Workshops may be asked to merge if there is too much overlap in terms of topics.

[42] The Workshop (WS) chair(s) are the editors of the LNBIP proceedings. All Workshop Program Committee (WPC) chairs should be mentioned in the preface. Normal rules with respect to conflict-of-interest apply, i.e., chairs of individual workshops should not select/review their own papers. Note that it is allowed that a workshop chair is involved in a workshop paper as long as (s)he is not chairing the corresponding workshop.

[43] Workshop Program Committee (WPC) chairs are responsible for:

- making and distributing the call for papers for the workshop,
- setting up the reviewing system (it is advised to use Easychair),
- actively triggering authors to submit papers (e.g., approach groups that submitted papers in previous years),
- acknowledging the receipt of submissions for papers,
- distribution of submitted papers to the WPC 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 conflicts-of-interest and plagiarism are avoided by providing clear instructions and taking action when irregularities occur,
- publishing a list of all accepted papers,
- informing the authors of submitted papers acceptance/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 WS chairs (both for informal proceedings and LNBIP volume).



Chapter 6

Responsibilities of the Demo chairs

- [44] Given the importance of tools in the BPM domain, the conference features both tool demonstrations and tool papers. Tool demonstrations are live presentations of some BPM tool and tool papers are short descriptions of such tools. Tool demonstrations and tool papers do 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. Therefore, tool papers are only published electronically (typically via CEUR Workshop Proceedings, CEUR-WS.org) and no tool papers are included in the LNCS conference proceedings.
- [45] The Demo chairs are responsible for:
- sending out a call for demo proposals and tool papers,
 - selecting the proposals and tool papers,
 - managing contacts with the OC and authors/demonstrators,
 - making a detailed planning for the demonstrations,
 - encouraging successful proposers to add their tool description to the BPM Tool Database on bpm-conference.org, and
 - making agreements with OC and editing the informal proceedings.
- [46] The tool demonstrations take place at the end of the first or second day of the conference. First, each tool is presented plenary using one minute “teasers”. This way the audience gets a good overview of all tools. Then, 8-10 rooms are used to make short concurrent demonstrations (say 15 minutes). 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. For example, if there are 10 rooms, 4 rounds, and 20 tools, then each tool can be demonstrated twice.



Chapter 7

Responsibilities of Additional Chairs and Committees

[47] Next to the General chairs, Program Committee (PC) chair(s), Senior PC members, regular PC members, Workshop (WS) chairs, Workshop Program Committee (WPC) chairs, Workshop Program Committees (WPC) members, Demo chairs, Organizing Committee (OC) chair(s), and Organizing Committee (OC) members mentioned before, there are:

- Tutorial chairs,
- Panel chairs (optional),
- Publicity chairs,
- Doctoral consortium chairs, and
- Industry chair(s) (optional).

It is also possible to appoint additional chairs, e.g., sponsorship chairs and social program chairs.

[48] The General/OC chairs should take the lead in appointing and activating these chairs in close cooperation with the PC and WS chairs. It is advised to closely monitor the work of the different chairs.

[49] Tutorials only make sense if they are on a “hot topic” interesting for a larger audience and given by a well-know expert on the topic.

[50] Panels only make sense if they are on a controversial topic where BPM participants care about. Moreover, panel members should disagree and there should be a real lively debate. In case of doubt, it is better to not organize a panel.

Chapter 8

Awards

[51] There are four awards:

- *BPM Best Paper Award* (yearly, by PC chairs)
- *BPM Best Student Paper Award* (yearly, by PC chairs)
- *BPM Best Reviewer Award* (yearly, by PC chairs)
- *BPM Test of Time Award* (every two years by whole SC)

[52] The PC chairs decide on the BPM Best Paper Award, the BPM Best Student Paper Award, and the BPM Best Reviewer Award before the conference. 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.

[53] The BPM Best Student Paper Award is given to a paper that is explicitly linked to a student. 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.

[54] 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 papers citations but should also consider other factors. For example, if the paper was invited for a special issue (IS or DKE) 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; the selection should not be on perceived quality or taste. 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).

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- [55] The OC is responsible for providing “tokens” 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”).
- [56] The OC and PC chairs are free to hand out additional awards, e.g., an award for the best tool demonstration.



Chapter 9

Responsibilities of the OC

[57] It is strongly advised to have one legal entity that is fully responsible for the financial side of things. There may be both General Chairs and OC chairs. However, it should be clear who has the final responsibility for the organization of the conference (the “host”).

[58] 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),
- composition, printing and mailing of the final program including registration and accommodation information,
- composition of the list of participants, which is optionally distributed to the participants during the conference,
- transportation of the conference proceedings (from Springer-Verlag to the conference site),
- all other organizational matters, such as:
 - accommodation,
 - local transportation,
 - sufficient lecture rooms of good quality (i.e., at least 10 smaller rooms for workshops and tools demos and a large room 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/workshop dinner,
 - conference dinner,

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- awards (for the BPM Best Paper Award, BPM Best Student Paper Award, BPM Best Reviewer Award, BPM Test of Time Award), e.g., a certificate and a small gift or a larger “prize” provided by a sponsor,
 - additional social activities and excursions.
 - helping the organizers of the next conference by providing relevant information.

[59] 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.

[60] Apart from the composition of the scientific program, the General/OC chairs have full responsibility. It is their task to distribute the various tasks and continuously monitor progress.



Chapter 10

Financial Aspects

10.1 General Rules

- [61] The OC/General chair is in all respects responsible for the financial aspects of the conference.
- [62] The budget and the registration fee of the conference are proposed by the OC and *should be approved by the SC*. It is not allowed to change the fees without discussing this with the SC.
- [63] The registration fee paid by the participants of the conference includes at least the following:
- the reception, conference dinner, three lunches, and the refreshments served during the breaks,
 - a copy of the conference proceedings (choice of electronic or paper proceedings).
- [64] 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).
- [65] It is strongly advised to *keep the registration fees as low as possible* – to this aim the OC 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 and tutorial speakers.

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- [66] 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”.
- [67] If possible, the organizers should provide 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.
- [68] Excursion expenses should not be included in the conference fee.
- [69] For keynote speakers of the main conference the organizers should cover all reasonable expenses (economy class travel expenses, accommodation, and conference fee).
- [70] 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.
- [71] The PC and WS 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.
- [72] The OC chairs should have clear agreements with the WS chairs and WPC chairs about registration fees. For example, the WPC chairs cannot simply invite (multiple) invited speakers and waive their registration fees. It seems reasonable that successful workshops get one free registration. This can be used to invite a keynote speaker for the workshop. These topics should be discussed with the OC before inviting speakers.

10.2 Additional Details

- [73] 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. It is usual to give a small discount to the members of the scientific organizations that support the conference. 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.
- [74] 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.

[75] 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 after the SC meeting 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.).



Chapter 11

Final Organizational Hints

- [76] 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 20*xx*”. It is important to use the “Mondriaan logo” () on the website, call-for-papers, etc.
- [77] 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.
- [78] The organizers are encouraged to use social media (e.g., twitter @BPM20xx) 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 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.
- [79] 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.

[80] 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.

[81] 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.

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

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

[84] It is recommended to create (as early as possible) clarity about the roles of all people involved. The general, 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.

