

CHIItaly Conference

Bid Template

CHIItaly Steering Committee - April 2022

This document is a guide for the preparation of bidding proposals for CHIItaly, the bi-annual conference of the local chapter of the ACM Special Interest Group on Computer-Human Interaction (ACM-SIGCHI Italy). The Steering Committee¹ (CHIItaly SC in the following) will use the information below to assign the organization of the conference to a specific institution (university, research center or R&D lab). Please note that:

*** once the selected institution has the endorsement of the ACM SIGCHI Italy and the CHIItaly SC, the financial and logistic organization of the event will be under its sole responsibility.***

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¹ With validity from July 2021, the CHIItaly Steering Committee is composed by the SIGCHI Italy chair and vice-chair plus the general chairs and program chairs of the two previous editions of the conference.

Proposed Period and Major Deadlines

The actual dates will be negotiated with the CHIItaly SC but it is important that the proposers highlight in advance any existing constraint, for example related to the unavailability of the conference location or the holding of other significant events.

We strongly recommend avoiding overlapping with other main HCI conferences and their deadlines. The proposers might consider the usual period of the CHIItaly conference, i.e., **mid-late September**, and consult the ACM calendar of upcoming conference events: <<https://www.acm.org/conferences/conference-events>>.

Conference days: _____

Workshop proposals: _____

Submission of research papers: _____

Review notification of research papers: _____

Submission of interactive exhibition (if any), workshop, and student contributions: _____

Review notifications: _____

Closure of early registration: _____

Organizing committee

The conference organizing committee (general chair(s), program chair(s) and other chairs) will be negotiated with the CHIItaly SC; however, for the purposes of the evaluation of the bid, the SC would like to get a first proposal from the proposers' side that should adhere to the following guidelines:

- It is important that the general chair is a well-known scholar in the field of HCI, in order to give high visibility to the conference. The general chair must provide a short bio focused on scientific achievements as well as on experiences for the organization of scientific events.
- The general chair will act as contact point between the conference organization team and the CHIItaly SC.
- The duties of chairing the conference can be shared between two people and they basically consist in supervising the scientific (including editorial), financial, administrative and logistical management of all activities related to the conference.
- The general chair(s) can appoint other chairs to help with the different issues; the following list provides suggestions for roles, based on the organization of previous editions of the conference:
 - General Chairs
 - Program/Technical Chairs
 - Internationalization Chairs
 - Proceedings & Accessibility Chairs
 - Interactive Experience Chairs
 - Workshop Chairs

- Doctoral Consortium Chairs
- Industry Chairs
- Sponsor Chairs
- Publicity Chairs
- Webmaster

It is important in the bid structure to list the persons involved, summarize their role and briefly introduce them. Adopting an inclusive process, with a focus on gender balance especially for the key roles, is recommended.

Please make sure to have a preliminary agreement from the involved people about their willingness to help in the organization of the conference.

Contacts with ACM

Either general, program or proceedings chairs will be in charge of managing contacts with ACM for the following tasks:

1. requesting the ACM in-Cooperation status for CHIItaly and hence the in-coop logo <<https://www.acm.org/special-interest-groups/volunteer-resources/conference-planning/1-3>>;
2. proposing CHIItaly for publication in the ACM International Conference Proceedings Series <<https://www.acm.org/publications/icps/apply>> and obtaining the related logo;
3. requesting the ACM approval for listing CHIItaly as a local Chapter conference and obtaining the related logo.

For example, see the list of logos at <<https://chitaly2021.inf.unibz.it/>>. Those in charge of the above tasks are recommended to be part of the local organization for paying in advance the related ACM fees.

The proceedings chairs will have to support authors with the ACM submission procedure, including the final checks for camera ready submission.

Conference Theme

Provide a description of what the conference theme is expected to be. When conceiving the theme, think of the attendees the conference aims at, and consider the multidisciplinary nature of the ACM-SIGCHI Italy community.

Conference Format and Program Organization

Describe the **conference format**, whether it would be:

- on site
- on line
- hybrid

and how you think to manage it.

The proposers should also describe how they intend to structure the **conference program**. We suggest having workshops and a doctoral consortium on the first day, and to dedicate the following days to the main conference.

We ask the proposers to highlight the type of tracks/activities, besides the paper sessions, they would like to include in the program (e.g., panels, interactive demos, poster session, ...).

The program must also include a 2-hour slot for the SIGCHI Italy chapter meeting.

Venue and Accommodation

Conference Venue

Shortly describe the venue where the conference will take place by specifying the capacity, the rent costs and its reachability (the nearest (international) airport(s)), public transportation, parking space, etc.). Photos may help.

Town

Shortly describe the town. A tourist guide is not needed at this stage but emphasis should be put on providing an understanding of its reachability from different parts of Italy in terms of standard transportation means (car, train, bus, air).

Hotels

It would be useful to have a list of hotels in the area nearby the venue, with a rough indication of the costs (for different accommodation options) for the period of the conference. Please, also specify if you are able (through an already established agreement) to provide special rates and cheaper accommodations for students.

Conference fees

Add estimates of the conference registration fees, including different types and grants availability.

Local Organization

Briefly describe the local organization, e.g.,

- who will be part of it
- their expertise in managing events
- the availability of student volunteers
- relevant contacts with industries, sponsors or other local stakeholders relevant for supporting and promoting CHIItaly
- possible support by department/university for the organization of the conference.