

Guidelines for Bidding to Host ICCC

Approved by the ACC's Steering Committee on 21/Jan/2019

Hosting the *International Conference on Computational Creativity (ICCC)* is an excellent opportunity to contribute in a very meaningful way to the growing computational creativity community. It provides exposure for local communities and strengthens connections and collaborations for the hosting parties. At the same time, hosting a conference is a large project that, to be done successfully, requires a significant amount of planning. The bidding process is meant to help facilitate that and to help ensure the continuing success of the conference series. Parties interested in hosting the conference should develop a detailed bid explaining their plan for success. While it is recognized that much will remain tentative at the advanced planning stages, the more (significant) detail that can be provided in advance, the greater the likelihood of success (both for the bid and for the conference).

There are five fundamental aspects that need to be considered to host ICCC and should be included in the proposal:

- The Association for Computational Creativity (ACC) has a visual identity. It is necessary that the organizers of ICCC fully adopt it.
- The web page of the ICCC and all its associated events (e.g. workshops, tutorials, and so on) will be hosted on the ACC's server.
- The ACC expects that the ICCC's organizers will be able to temporally handle all upfront expenses required for hosting the Conference (e.g. the costs of booking lecture rooms, etc.) until income from the conference fees is received.
- The ACC expects that all surplus of the conference will be transferred into its bank account (please, contact the treasurer for further details about this point). If for any reason the organizers cannot satisfy this point it is necessary to explain in the proposal why and to provide clear details about how the surplus of the conference will be divided between the host University and the ACC.
- The ACC expects that the conference fees include a fixed association support fee that will be determined by the conference's Organizing Committee and the Association's Steering Committee (around 2% or 3% of each registration fees).

This document is meant as a guideline for the preparation of bids, and the Steering Committee reserves the right to request additional information, provide feedback, etc.

1. Who should bid: Experienced researchers interested in furthering the field of computational creativity.

2. When bids should be submitted: Bids should be submitted based on the call for hosting published by the ACC; usually this happens at the beginning of the calendar year.

3. To whom they should be submitted: Bids should be submitted as a single PDF document to the Chair of the Association.

4. What should be included in the bid:

Location -- how accessible is the location? What kinds of accommodation and dining options are available? Are these convenient to the proposed conference venue? Will attendees be able to conveniently navigate as necessary?

Proposed dates -- The conference should be organized during the summer (between June 1 and August 31). Does the proposed dates avoid conflict with related meetings (*ACM C&C*, *AAAI*, *IJCAI*, *ACL*, *EVOMUSART*, *DCC* etc.)? How flexible are the dates? Why? What local issues affect potential dates?

Conference Organizing Committee -- Who will be the Publicity Chair and Local Chair? (The Steering Committee reserves the right to choose General and Program Chair(s) for the conference; see point 5 in this document)

Local Organizing Committee -- who will be involved and in what capacity? What kind of experience does the proposed group of people have in hosting conferences and similar events?

Conference hosting and venue -- where will the conference be held? What kind of facilities are available (meeting rooms, poster space, coffee breaks, show and tell space, art show, developer's day, etc.)?

Technology -- what kind of internet access will be provided to attendees? How will it be provided? What kinds of A/V support and resources are available?

Catering -- how will coffee breaks be handled? What will be provided? Is it feasible to host a communal breakfast and lunch (strongly encouraged)? If so, where and what will it be? What arrangements will be made for the conference banquet? Can special dietary requirements be accommodated both at the conference meals and at other nearby venues?

Social program -- what kinds of evening social program(s) might be offered? (Note: this is not a required component. In the past we have had some excellent social events and if included, we encourage no-cost activities that, where possible, highlight/incorporate the local culture)

Local sponsorships and support -- what kind of local support can be expected (meeting space, facilities, administrative support, etc.)? What kinds of local contributions (monetary or in kind) might be possible?

Budget estimate -- what will all this cost? What will the estimated resulting conference fees be for both student and full registration? (It is critical that the conference expenses be kept reasonable to ensure its accessibility to as many attendees as possible.) The estimated budget should be exclusive of the ACC's support fee.

Financial management -- what mechanism will be used for handling financial concerns (venue reservations, pre-payments, registrations, reimbursements, etc.)? Will a university be involved? Will there be a financial cost for these services? Will the financial liability for the meeting rest with the university or elsewhere?

Other -- co-location with other related meetings, unique local issues/advantages, etc.

5. Selection of the General Chair and the Program Chair. The Steering Committee reserves the right to choose General and Program Chairs for the conference and will work together with bidding entities to build a team that will ensure a successful conference. In particular, the General Chair should have a significant amount of experience with the history and workings of the ICCG, be a senior member of the community and possess good organizational and diplomatic skills. The Program Chair(s) should be

an established researcher in the community with a concrete understanding of the goals and aims of the field and possess excellent organizational skills.

The proposal might include at least two names for General Chair and three names for Program Chair(s). Some of such names might be candidates for both positions (but they can only occupy one of them). Some members of the community might also suggest candidates for such responsibilities. The Steering Committee will evaluate all the available options, i.e. those included in the proposal and those suggested by other members of the community, and then choose the General and Program Chairs for the conference.

6. Who evaluates a bid: The Steering Committee of the Association for Computational Creativity will review all bids and select the winner.

7. When decisions should be made: Usually, the Steering Committee takes a decision in its annual meeting that take place during the ICCC.

Guidelines to follow after your proposal to organize ICCC has been accepted

These are some guidelines for organizing the ICCC once the ACC's Steering Committee has chosen a venue.

Organizing Committee

The General Chair and the Program Chair are ultimately selected by the Steering Committee. If for any reason it is necessary to substitute one or more of those positions, the steering committee must approve the new designation. The other members of the organizing committee can be changed by the general chair without notifying the steering committee.

Program Committee (PC)

The ACC believes that the quality of the program committee's reviews is essential to the success of the conference. In the past, the Association has made important efforts to assure that all members of the PC will submit, on time, high quality reviews.

Traditionally, we take the previous list of ICCC PC-members to build the new list. However, we strongly suggest that, before sending invitations, the current Program Chair(s) get in contact with the previous chairs to leverage their experience and in this way guarantee that all members of the scientific program committee satisfy the required standards.

Publicity

The Association has opened Facebook, Twitter and Youtube accounts. Also, it manages the CC-Forum, the computationalcreativity.net domain, the conference website and an e-mail list of all its members. The organizers should work with the ACC's webmaster in order to access all of these platforms. We expect that they will be heavily used before and during the conference.

Streaming

For some years we have been streaming all the presentations during ICCC. Copies of such videos should be kept in the ACC's YouTube channel.

Workshops and tutorials.

All workshop and tutorial proposals, without exception, must be approved by the conference organizing committee and, therefore, all accepted proposals will be announced at the same time. Neither the ACC nor the ICCC can provide money for the organization of such workshops and tutorials.

Keynote Speaker

The organizing committee will present to the steering committee a list of possible keynote speakers. The number of keynote speakers will depend on the budget of the conference. The steering committee will provide some feedback to the organizing committee but the final decision will be taken by the latter.

Report to the Steering Committee

The organizing committee will report by email the progress of the conference organization to the Steering Committee at least twice before the conference begins.

Annual meeting of the Steering Committee and General Assembly

The organizing committee must take into account that during the ICCC the Association holds both its general assembly and the steering committee meeting. So, the local organizing committee will communicate with the General Chair to make sure that all the requirements for such meetings are satisfied.

Proceedings.

The proceedings will be published by the ACC. As part of the organization of the annual conference, the organizing team will have to designate a *Proceedings Chair* that will be responsible for composing a publishable volume including:

- A cover page adhering to the ACC visual identity, with the conference base colors. The cover page will have the title (*Proceedings of the Nth International Conference on Computational Creativity*), the editors, the conference dates and place, and the ACC and ICCC logos.
- A page with the bibliographic information, including the ISBN (which will be provided by the ACC), the corresponding bar code and the license (Creative Commons "Attribution CC BY").
- The list of the PC.
- A preface.
- A table of contents.
- All the published papers in the conference.
- A back cover adhering to the ACC visual identity, with the conference base colors. The design is free, but it has to include the ACC and ICCC logos.

The proceedings will be delivered in PDF format (A4 page size), and will be made available on the conference website.

Bibliography

The ICCC Program Committee Chair will hand over a package including one PDF file per paper, and a single BibTeX file with the corresponding references. This includes papers from all subevents involving publications:

- The main track
- All workshops and tutorials
- Doctoral consortium
- Invited talks

The chairs of each track or workshop will have to hand over the corresponding material to the PC chair. Once the PC chair has all the PDF files and the BibTeX files, they will be submitted to the Webmaster of the ACC.

Example package

The package must contain:

- A folder for the main track of the conference (i.e. not the workshops or any other side event). This folder has to include a BibTeX file with the references, and one PDF file per paper. Each entry of the the BibTeX file must contain a url entry pointing to the corresponding PDF, like this:
url = {iccc2048_1.pdf}.
- A folder including the final version of the proceedings, in PDF.
- For each workshop, tutorial or whatever other side event that involves a publication, a new subfolder will be created. The BibTeX and PDF layout will be the same as the one for the main track.

This is an example package:

- iccc2048.zip
 - iccc2048
 - iccc2048.bib
 - iccc2048_1.pdf
 - iccc2048_2.pdf
 - proceedings
 - proceedings.pdf
 - workshops
 - creativity_and_life
 - creativity_and_life.bib
 - creativity_and_life_1.pdf
 - creativity_and_life_2.pdf
 - creative_robots
 - creative_robots.bib
 - creative_robots_1.pdf
 - creative_robots_2.pdf

If the organizing committee has concerns about these or other aspects related to the arrangement of ICCC, it should contact the Chair or the Secretary of the ACC.