



## **iConference Proposal Manual**

Revised February 2019

This manual provides useful background information for your iConference host proposal. Your proposal should be submitted using the [iConference Proposal Template](#).

An annual presentation since 2005, the iConference is a gathering of information scholars, researchers, and practitioners who share a passion for making a difference through the study of people, information, and technology. The iConference is presented by the iSchools organization, and is hosted each year by different iSchools member institutions.

Hosting an iConference is a unique opportunity for showcasing your school, university, and home city to a key segment of the information community. Collaborations between schools to co-host the iConference are also welcome.

Questions about this document go to iSchools Communications Director [Clark Heideger](#).

Related materials:

- [iConference Proposal Template](#)
- [iConference Past Metrics](#)
- [iConference Past Proceedings and related artifacts](#)
- iConference Policies (in draft)

### **1. Conference Overview**

The iConference is a four-day event. It typically draws from 450 to 550 paid participants, with North American conferences at the higher-end of that scale.

#### **Program Tracks**

The following program tracks are *required* offerings. Additional one-time tracks may be added at the discretion of hosts.

- Full Research Papers
- Short Research Papers
- Sessions for Interaction and Engagement (SIE)
- Workshops
- iSchools Partnerships and Practices
- Doctoral Colloquium
- Early Career/Postdoc Colloquium
- Undergraduate Symposium
- Doctoral Dissertation Award\*

*\*Note: the Doctoral Dissertation Award is primarily managed by the iSchools*

Each of these tracks have specific *established* policies relating to review and decision methodology. These policies will be shared with accepted hosts.

### **Additional Elements**

The following elements are likewise required, with additional offerings possible.

- Plenaries/Keynote presentations
- Social and networking events, including reception and banquet
- Organizational meetings

### **2. Conference Organizers**

The following is a list of individuals and committees that contribute to the presentation of an iConference.

#### **Conference Chairs\***

These individuals serve as the executive “face” of the conference, overseeing the work of all program and logistical personnel.

#### **Program Chairs\***

Coordinates the work of the various track chairs to ensure all submission, review and decision milestones are met on schedule. Other duties include drafting the formal program schedule and seeing that proceedings are successfully compiled and delivered.

#### **Papers Chairs\***

Papers represent the conference’s premier track, so these chairs are regarded as primary organizers. Many times the roles of papers and program chairs have been combined.

*\*Note: The above primary organizers must be approved in advance by the iSchools. Although this is typically a pro forma exercise, the iSchools reserves the right to reject individuals they feel may be unsuited to the task.*

#### **Track Chairs**

All of the conference track defined above are assigned dedicated track chairs. (Note that the chairs of the Doctoral Dissertation Award will be named by the iSchools.)

#### **Proceedings/Publication Chairs**

These individuals are responsible for compiling the official proceedings and delivering them to their respective publishers so as to be available to conference participants during the event. The iConference papers proceedings (full and short) are published by Springer under an agreement with the iSchools. The posters proceedings are published in the IDEALS open repository (Illinois Digital Environment for Access to Learning and Scholarship). Artifacts from other tracks may be archived to the iSchools website, but are not the Proceedings Chairs responsibility.

#### **Logistical Chairs**

- Lead Local Organizer
- Finance Chair
- Sponsorship Chair
- Keynote Chair
- Social Media Chair
- Student Volunteer Chair

#### **Conference Coordinator (iSchools)**

The iSchools organization provides the services of a remotely located, part-time Conference Coordinator. This individual works with host schools, providing guidance on program, logistics, continuity, timeline, and publicity.

### **3. Important Considerations**

#### **Reviews and decisions**

All iConference papers and posters will be subject to double-blind peer review. Those wishing to use meta reviewers as part of the review process must first discuss this with the iSchools. The acceptance rates for full papers is *firmly* set at 30-35 percent. Other tracks have more flexibility.

#### **Submission and Registration System**

The iConference has used ConfTool for many years, and strongly recommends continued use of this system. In addition, the Coordinator provided by the iSchools is familiar with ConfTool and can assist with administration. Hosts may choose a different system if they prefer, however, with the following understanding: A) All data must be exportable and compatible with past ConfTool data, and vice versa, and B) the host will be *fully* responsible for administration and support of the selected system.

#### **Website**

The iSchools provide a dedicated web presence for the iConference that is maintained by the iSchools conference coordinator. Host wishing to also can create their own dedicated site to support the iSchools site must discuss this with the iSchools.

#### **Proceedings**

As noted above, under Proceedings Chairs, hosts agree to support the established relationships with Springer and IDEALS.

#### **Finances**

Host schools will self-finance the entire conference, and recoup expenses through participant fees, sponsorships, grants, and etc.

Hosts agree to remit a small portion of the registration fee per paid participant to the iSchools organization; the exact amount will be negotiated. This payment will be completed within 90 days of the close of the iConference.

Hosts may retain any budget surplus their conference generates. Previous hosts have used surplus profits to send faculty and students to future iConferences; in this way, budget surpluses benefit both the host school and the iConference in general.

The iSchools organization provides extensive support to the iConference via its coordinator, conference website, and other resources. The iSchools do not provide direct funding to hosts, nor does it guarantee against loss. After more than 15 campaigns, the iSchools feel that with correct planning and budgeting hosts can be confident of financial success.

#### **Venue/Site Selection**

The iConference may be held either on- or off-campus. The venue must be of sufficient size to accommodate projected attendance, and specifically the following:

- Plenary sessions attended by several hundred individuals
- At least six concurrent breakout sessions (meaning 6 separate presentation spaces)
- At least three dedicated rooms for large meetings and logistical organization
- A space large enough to accommodate ~100 poster presentation.

Ideally, all of the above will be located in relatively close proximity.

### **A/V Support**

Audio/video support for presenters and wifi connectivity for all participants is required. Because information professionals are heavy users of technology, typical institutional or hotel wifi capacity may be inadequate, and hosts may need to make arrangements with a third-party vendor or other solution provider.

### **Timeframe**

The iConference is a four-day event, and traditionally takes place sometime between early February and late March. In choosing conference dates, host should take into account possible conflicts with other major information-community events.

Exceptions to this preferred time of year must be verified with the iSchools organization before any commitments are made.

### **Sponsorships and Grants**

The iConference has existing relationships with a number of corporate sponsors. Hosts are encouraged to maintain these existing relationships. Hosts should also seek additional sponsors on their own, ideally assigning that task to an individual with fundraising experience.

The U.S. National Science Foundation typically helps fund the conference's doctoral colloquium. This track should have at least one U.S.-based co-chair who is prepared to serve as principal investigator on the necessary NSF grant proposal.

### **4. Submitting Your Proposal**

Proposals should be drafted and submitted using the [iConference Proposal Template](#). Proposals should be submitted via email to iSchools Executive Director [Michael Seadle](#) and Director of Communications [Clark Heideger](#).

Be advised, you must receive formal approval from the iSchools organization before you officially move forward with conference planning. Do not sign contracts or launch publicity until you are informed that your iConference proposal has been accepted.

We wish you luck with your proposal, and thank you for your interest in hosting the iConference.

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