

Guide for making a proposal for the organisation of the ISMIR Conference

The ISMIR Board

Friday 7th October, 2016

The International Society for Music Information Retrieval (ISMIR) is a non-profit organisation (see the Society By-Laws on <http://www.ismir.net/ISMIR-Bylaws.pdf>) which, among other things, oversees the organisation of the ISMIR Conference. The ISMIR conference is held annually and is the world's leading research forum on processing, searching, organising and accessing music-related data.

The present document is intended to provide guidelines to institutions interested in making a bid for the organisation of future editions of the conference.

Contact: secretary@ismir.net
Society's website: <http://ismir.net/>

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1 General Information

1.1 The ISMIR Conference

The revolution in music distribution and storage brought about by digital technology has fueled tremendous research activities and interests in academia as well as in industry, resulting in the field that is known as Music Information Retrieval (MIR). The ISMIR Conference reflects this rapid development by providing a meeting place for the discussion of MIR-related research, developments, methods, tools and experimental results. Its main goal is to foster multidisciplinary exchange by bringing together researchers and developers, educators and librarians, as well as students and professional users.

The ISMIR conference has been held annually since 2000. It is a medium-size conference with an attendance of 150–300, and has traditionally intended to be accessible and affordable both to organisers (in terms of organisation complexity and financial burden) and to participants.

The conference has a length of four days preceded by one day of tutorials. Traditionally the programme has included:

- Day 1:
 - Tutorials
 - A welcome reception (cost included in registration)
- Days 2 to 5:
 - Single-track oral paper presentations, organised in thematic sessions
 - Poster presentations (often including lunch and/or coffee breaks)
 - An invited keynote speech or speeches
 - A “Late-Breaking/Demo” and/or “Unconference” session
 - A public Society Business meeting (including Society elections every second year)
 - A “Women in MIR” (WiMIR) session as integral event in the regular conference program
 - A session on evaluation (e.g. MIREX)
 - Daily lunches and coffee breaks (cost included in registration)
 - A conference banquet (cost included in registration)
 - Optionally: a panel on a specific topic (e.g. industrial panel, panel on evaluation)
 - Optionally: a session on a special topic (e.g. f(MIR), MIRrors)
 - Optionally: some social event(s) (e.g. concerts, jam sessions, tours)

Proposals that deviate from the above-mentioned activities are possible, but should be discussed and agreed with the ISMIR Board.

1.2 Format of the proposal

Proposals to organise the ISMIR Conference should be written in a PDF document that should be sent to the contact email provided on the first page of this document. The application document must include the following aspects:

- (I) Motivation
- (II) Dates, facilities and local context (see Section 2.2)
- (III) Organising institutions and proposal Committee (see Section 2.3)

- (IV) Housing aspects (see Section 2.4)
- (V) A timeline of the organisation (see Section 2.6)
- (VI) Budget (see Section 2.4)
- (VII) Reviewing aspects (see Section 2.8)
- (VIII) Website and promotional aspects (see Section 2.9)
- (IX) Activities and topics (see Section 2.10)
- (X) Papers and Proceedings-related aspects (see Section 2.11)

1.3 Evaluation criteria

Proposals will be evaluated by the ISMIR Board with respect to the following criteria:

- Proposed mechanisms to guarantee the high level scientific quality of the conference
- A clear intent or mechanisms in place from proposers to reach financial break-even (i.e. no financial gain nor loss)
- Compliance to the format mentioned in Section 1.2 and the requirements listed in Section 2

1.4 Communication with the ISMIR Board

Proposers are invited to communicate with the ISMIR Board via the contact email provided on the first page of this document.

2 Requirements

2.1 Location

Ideally, the location of ISMIR should alternate between Europe/Africa, Asia/Australasia and North/Central/South America on a rotating basis, but the Board sees this as one of many desirable aspects of a bid rather than a strict rule.

2.2 Dates, facilities and local context

Dates for the conference should be around the month of October of any given year, the date should not conflict with other important meetings or major holidays.

Organisers are encouraged to indicate whether they would be interested in other years if their proposal is not accepted for the proposed dates.

Organisers must agree to reserve an adequate number of meeting rooms for conference activities

- that can accommodate a large enough number of people (currently 200–350)
- that include rooms for diverse activities (panels, tutorials, posters, etc.)
- that are within small distance of each other
- that have very good transportation links to the housing solutions proposed

Proposals should include a description of the local context (town specificities, typical climate in target dates, closest international airport, typical international travel costs, local transportation, etc.).

2.3 Organising Committee

The organising committee should propose at least:

- one general conference chair
- one general scientific (program) chair
- one tutorial chair
- one late-break/demo (and/or unconference) chair
- a list of members for the programme committee (a.k.a. “meta-reviewers”, see Section 2.8)

Other roles such as a music chair, music curators, a publicity chair, a finance chair, local arrangement chairs, etc. are also possible. The proposed chairs should have already been approached and given their agreement to take on this role. The proposal should include brief bios for the Chairs and other principal involved people.

To facilitate communication with the ISMIR Board, at least **one member of the ISMIR Board** must be on the organising committee (e.g. as general co-chair, or program co-chair). The proposal does not have to nominate a Board member; in this case the Board will appoint co-chair(s) as appropriate in consultation with the organisers.

2.4 Housing

In their formal application to host an ISMIR Conference, interested institutions must agree to either reserve a large number of rooms, or provide evidence that a large number of rooms will be available to participants:

- In a suitable venue (hotel or other) for the whole duration of the conference
- At a reasonable rate (we generally consider a “reasonable rate” for hotel rooms to be a rate not much above the previous year’s).
- With availability until at least 1 month before the conference

2.5 Diversity/Minorities

The ISMIR Board invites proposers to foster diversity in their proposals, and as much as possible to make more visible on every level of the conference minorities and parts of the MIR research community that have been traditionally under-represented (e.g. women, culture, geographical location), e.g.:

- as members of the organizing committee of ISMIR,
- keynote speakers,
- session chairs,
- oral session presenters (as far as that can be controlled),
- reviewers,
- PC members,
- panel chair,
- panelists
- student volunteers for the conference (as a way of bringing them in contact with the MIR community)

2.6 Timeline

An indicative timeline should be provided, covering the whole period between the date of proposal to target dates of the conference, and including milestones such as dates for:

- Communication schedule with ISMIR Board
- Establishment of conference web site
- Schedule of calls for papers, tutorials, etc.
- Selection of reviewers
- Submission deadlines
- All important steps of the reviewing workflow (e.g. papers out to reviewers, papers back from reviewers, etc.)
- Selection of tutorials
- Proceedings online
- Registrations (early, late)
- etc.

This can be provided as e.g. a Gantt chart or any other format.

2.6.1 Submission deadline extensions

We encourage organisers to keep to their advertised deadlines unless there are unexpected circumstances which create the need for an extension. Any extension should be fair (apply equally to all authors) and public (announced on the ISMIR Community mailing list). What has worked well for past conferences is to allow revisions of PDF files but no new submissions or changes to metadata (title/author/abstract) for up to a week after the deadline (during which time PC members and reviewers can bid for and be assigned papers).

2.7 Budget

Managing the conference budget is the responsibility of the conference organisers. However, after acceptance of their proposal, organisers should keep a constant communication with the ISMIR Board Treasurer with respect to budget-related matters.

The ISMIR Conference has traditionally intended to be accessible and affordable both to organisers (in terms of organisation complexity and financial burden) and to participants. Organisers must explicitly agree to do their best effort to reach financial break-even (i.e. no financial gain nor loss).

Organisers must agree to registration fees comparable to, or cheaper than, those of previous ISMIR conferences. The registration fee must include the the individual membership fee for the Society (currently 10 USD, or 10 Euros, depending on where the conference takes place) which will be **transferred to the Society** at the end of the conference.

Proposals should include:

- Spreadsheet estimate of budget
- Estimate of registration fees (early, late, student)
- Sponsorship plan

Although the objective is for the organisers to reach financial break-even, post-conference financial balance may eventually happen to show a small loss or profit. Proposers should include in their proposal procedures to be followed in case of loss and in case of profit. In case of profit, one option is to transfer the profit to the ISMIR Society, which will be used for Student travel grants. Other options can be proposed. These procedures will be discussed and must be agreed with the Board.

2.7.1 Student support

Proposals should describe how you intend to support students (e.g. by means of travel grants and/or cheap housing).

2.8 Reviewing workflow

Organisers must agree to implement a double-blind reviewing workflow, following a two-tier model (i.e. with one level of “regular” reviewers, and another level of “meta-reviewers”), as in recent editions of the conference. A detailed document regarding the implementation of that workflow will be provided in due time by the ISMIR Board to the organisers.

2.8.1 Criteria for paper acceptance

Submitted papers should be evaluated according to the following criteria:

- Novelty of the paper
- Scholarly/scientific quality
- Appropriateness of topic
- Importance
- Readability and paper organization

Proposals can propose a slightly different list of criteria, to be eventually decided between the organisers and the ISMIR Board.

2.8.2 Conference Management System

Organisers must agree to use the START V2 Conference Manager System (CMS) from SoftConf (<https://www.softconf.com/>) for managing all operations and communications related to the scientific program of the conference (paper submission, communication with reviewers, etc.). Other conference management system options can be put forward and will be discussed between proposers and the Board.

Note that START V2 incurs a price (e.g. in 2013: flat fee of 900 US\$) that has to be accounted for in the budget estimate of the application.

2.9 Conference website and promotional aspects

The Conference website will be called `http://ismiryyyy.ismir.net` where yyyy is the year of the conference. The URL will be provided by the Board. Organisers must link their site to that URL. Website hosting, content edition and management is the responsibility of the organisers from its initial publication online until at most two months after the completion of the conference. After this date, the organisers must provide a **static** version of the website for public archiving on the official ISMIR domain.

2.9.1 Online guidelines for reviewers

The website must include guidelines for reviewers (see e.g. websites of previous editions of the conference).

2.9.2 The “About ISMIR” webpage

The conference website must include a page with the list of previous ISMIR conferences to date and/or link back to the Society website.

2.9.3 ISMIR Logo placement

The official ISMIR logo should be displayed prominently on the conference web site, proceedings, programme booklets, and any other ISMIR-related document.

2.10 Activities and topics

Proposals should include a list of scheduled activities (see Section 1.1), together with a draft program for the conference (subject to change).

Proposals should identify any major changes in the CFP list of topics with respect to recent ISMIR conferences (if any).

2.10.1 Keynote/invited speakers

The conference program should include between 1-3 keynote or invited speakers.

Finding an appropriate keynote speaker (relevant to ISMIR, a good speaker, well-known, etc.) often takes a long time, so it should be started early.

Conference organisers must cover the travel and housing expenses of the keynote and invited speakers, and provide complimentary conference registrations. If an honorarium is paid (which has not been the norm at ISMIR), it should be symbolic, to avoid increasing the registration fees.

2.11 Papers and Proceedings

Organisers must agree to publish all papers and posters selected in the review process in PDF format.

Papers must be made accessible and linked on the conference website, on the latest at the starting day of the conference.

A complete book of proceedings must be edited and a PDF version must be linked on the conference website, on the latest at the starting day of the conference.

An electronic version of the book of Proceedings must be provided to each registered participant of the conference upon registration.

Printed copies may be provided as an option to participants (for an optional extra fee), but are no longer compulsory if an electronic proceedings is supplied.

2.11.1 Copyright of Accepted Papers

Organisers must agree to publish papers under the following licence:

- CC-BY Creative Commons Attribution 4.0 International licence (CC BY 4.0).

This license authorises anybody to share (copy and redistribute the material in any medium or format) and adapt (remix, transform, and build upon the material) the work for any purpose, even commercially, under the following terms:

- Attribution: The work must be attributed to its authors, a link to the licence must be provided, and indications if changes were made should be given.
- The copyright is retained by the corresponding authors.

See <http://creativecommons.org/licenses/by/4.0/> and <http://creativecommons.org/licenses/by/4.0/legalcode> for full details. Accordingly, all papers must bear the following footnote on the first page:

©**AuthorNamePlaceholder**.
Licensed under a Creative Commons Attribution 4.0 International License (CC BY 4.0).
Attribution: **AuthorNamePlaceholder**. “**PaperTitlePlaceHolder**”, International Society for Music Information Retrieval Conference, **YearConferencePlaceholder**.

2.11.2 Number of papers and balance oral/posters

The number of papers presented at the conference and balance between oral vs. poster presentations must not vary too much from previous editions of the conference (see Section 3).

2.11.3 Author registration requirement

Organisers must agree that for each accepted paper, at least one author must register for the conference, and that papers with no registered author on the author registration deadline will be removed from the conference programme and will not appear in the proceedings nor on the conference website.

2.11.4 Important requirements for papers

Organisers must ensure that papers presented at the conference and published in the proceedings consist of original contributions (not previously published and not being considered for publication elsewhere on the date of presentation at ISMIR).

2.11.5 Paper format

To ensure a consistent proceedings, organisers must provide templates for L^AT_EX and MS Word, together with detailed instructions on formatting paper submissions. We encourage organisers to use the same format and templates as used in previous years.

All accepted papers (oral presentation and posters) must have the same format.

All papers to be published in the proceedings must have a maximum of 7 pages where the seventh page (if used at all) must not contain any other material except for references. Papers must conform to Adobe's PDF format (e.g. include all fonts).

2.11.6 Late-break/Demo/Unconference Documentation

At the discretion of each facilitator in the Late-break/Demo/Unconference, notes taken during a given session will be refined into a 1-2 page summary, with a deadline for this document set at three weeks after the close of ISMIR.

A single comprehensive document will be compiled by the Late-break/Demo/Unconference Chair(s), consisting of fixed copies of all organizing documents, including but not limited to the following outline:

- Event summary by chairs
- Guidelines
- Final schedule and headcounts
- Abstracts
- Session notes provided by session facilitators

This final document will be made available on the conference website as the Late-break/Demo/Unconference report, separate and distinct from the conference proceedings.

2.11.7 Post-conference report

Organisers must also agree to provide, at the latest 2 months after the end of the conference, a final report describing the way the scientific program was organised. A template report from previous editions of the conference will be provided to organisers, which they can update at the end of

the conference. This report is passed on to future conference organisers, to ensure continuity and retention of best practice.

3 Data about upcoming and previous conferences

3.1 Upcoming conferences

The list of upcoming ISMIR Conference is the following

- ISMIR 2019, Delft (The Netherlands)
- ISMIR 2018, Paris (France)
- ISMIR 2017, 23-27 October 2017 (tentative), Suzhou (China)

3.2 Previous conferences

The list of previous ISMIR Conference is the following

- ISMIR 2016, 7-11 August 2016, New-York City (USA)
- ISMIR 2015, 26-30 October 2015, Màlaga (Spain)
- ISMIR 2014, 27-31 October 2014, Taipei (Taiwan)
- ISMIR 2013, 4-8 November 2013, Curitiba (Brazil)
- ISMIR 2012, 8-12 October 2012, Porto (Portugal)
- ISMIR 2011, 24-28 October 2011, Miami (Florida)
- ISMIR 2010, 9-13 August, 2010, Utrecht (Netherlands)
- ISMIR 2009, 26-30 October 2009, Kobe (Japan)
- ISMIR 2008, 14-18 September 2008, Philadelphia (USA)
- ISMIR 2007, 23-30 September 2007, Vienna (Austria)
- ISMIR 2006, 8-12 October 2006, Victoria, BC (Canada)
- ISMIR 2005, 11-15 September 2005, London (UK)
- ISMIR 2004, 10-15 October 2004, Barcelona (Spain)
- ISMIR 2003, 26-30 October 2003, Baltimore, Maryland (USA)
- ISMIR 2002, 13-17 October 2002, Paris (France)
- ISMIR 2001, 15-17 October 2001, Bloomington, Indiana (USA)
- ISMIR 2000, 23-25 October 2000, Plymouth, Massachusetts (USA)

Diverse useful statistics for previous ISMIR conferences are available on the Society website.

Appendices

A Sample Sponsorship request letter

DATE

To: XXX

Re: Conference of the International Society for Music Information Retrieval (ISMIR)

Dear XXX,

I am writing to inform you of sponsorship opportunities for the upcoming XXXth Conference of the International Society for Music Information Retrieval (ISMIR), to be held October XXX/YYYY in XXX. ISMIR YYYY is organised by XXXX, in partnership with XXXX. ISMIR YYYY offers sponsorship opportunities at three different levels: “Gold” (4000 US\$ or more), “Silver” (between 2500 US\$-3500 US\$) and “Bronze” (between 1500 US\$-2000 US\$). Other forms of sponsoring are very welcome as well. The support of XXXname of institutionXXX could take the form of, for example,

XXX Individual student sponsoring, a lump sum to the student scholarship fund, social events fund, ISMIR awards fund, a gift for one of the awards, conference T-shirt sponsoring, XXX

XXX invited speakers expenses (flight and accommodation), lunches, the Banquet, or items in the welcome pack for delegates (e.g. metro/bus tickets, sample bottle of Port wine, bag, badges, USB sticks, pad of paper and pen).

Any other type of support you would find more appropriate to your promotional strategy would of course be very welcome. You may find further details on sponsorship opportunities at: <http://ismiryyyy.ismir.net/sponsors/sponsorship-programmes>.

Sponsorship provides a number of **benefits**. With substantial growth since its first edition, the annual ISMIR conference attracts an international audience of about 200-300 people from prestigious universities, research institutions and companies from Europe, the USA, Japan and the rest of the world. Past conferences have included representatives from the following companies: Google, Yahoo! Research, Pandora, Gracenote, Hewlett Packard, Adobe, Microsoft, France Telecom, LG Electronics, Motorola, NTT Japan, Honda, Nokia, Oracle, Shazam, Sony, Bose, Philips, Bang & Olufsen, Last.fm, SoundHound, SoundCloud, The EchoNest, BMAT, and many others.

There is a clear marketing opportunity in promoting ;XXXname of institutionXXX; to these people and all ISMIR attendees. Web links to ;XXXname of institutionXXX; will be put on the conference website, a formal acknowledgement of ;XXXname of institutionXXX;’s sponsorship will be made in the conference dissemination actions in the media, and in speeches at the banquet and conference opening. Commensurate to the sponsorship level, other sponsoring benefits include a slot for a scientific poster during the entire conference, complimentary full-conference registrations, items to be inserted in the individual conference bags given to participants, printing of ;XXXname of institutionXXX;’s logo on the conference’Os dissemination material, as well as on the program guide and proceedings (with ISBN).

I would like to invite you to consider the various sponsorship opportunities on offer and how ;XXXname of institutionXXX; will benefit by being involved with ISMIR YYYY. Looking forward to hearing from you in due course. Sincerely Yours,

General Chair/Finance Chair ISMIR YYYY

PS: For more information about ISMIR YYYY, please see <http://ismiryyyy.ismir.net>

B Where to send the Calls for Papers and Participation

The following is an indicative, non-exhaustive list of places to send the conference call-for-participation

- The ISMIR Community mailing list community@ismir.net
- The NIME Community mailing list community@nime.org
- AIMI list aimi@lists.aimi-musica.org
- AFIM afim.info@afim-asso.org
- MusicDSP music-dsp@music.columbia.edu
- ICMA icma@umich.edu
- SMC Network smcnetwork@llista.upf.edu
- Computer Music Mailing List in Brazil compmus-1@sbc.org.br
- Auditory mailing list AUDITORY@lists.mcgill.ca
- SIGMM (linked to CBMI, etc.) sigmm@pi4.informatik.uni-mannheim.de
- ICAD icad@santafe.edu
- Wiki Cfp www.wikicfp.com
- UAI list uai@eecs.oregonstate.edu
- LinkedIn RecSys <http://www.linkedin.com/groups/Recommender-Systems-1758697>
- DMRN DMRN-LIST@jiscmail.ac.uk
- CHI-ANNOUNCEMENTS CHI-ANNOUNCEMENTS@listserv.acm.org
- DBWorld Dbworld@cs.wisc.edu
- SIGIR IRList@lists.shef.ac.uk
- User modeling um@di.unito.it
- ML list 1 <http://groups.google.com/group/ml-news?hl=en> ml-news@googlegroups.com
- ML list 2 <http://tech.groups.yahoo.com/group/datamining2/> datamining2@yahoogroups.com
- LinkedIn group EURASIP http://www.linkedin.com/groups?home=&gid=1970808&trk=anet_ug_hm

C Agenda

The deadline for making a proposal for hosting the 2020 ISMIR Conference is **Monday July 1st 2018**. (Deadlines for conferences post-2020 will be posted here at a later date.)

We encourage proposers to contact the Board informally before investing significant effort in proposal writing.

D Template email - Call for proposals - ISMIR

The Board of the International Society for Music Information Retrieval (ISMIR) is accepting proposals for hosting the XXXX ISMIR Conference. Interested institutions are invited to submit a proposal based on the guidelines provided on XXXURLHERE.

The ISMIR Conference is XXXblabla XXXit has been held annually since 2000 (see the whole list on <http://www.ismir.net/>).

The deadline for bidding is **July 1st 2014**.

Before making a formal proposal according to the Society guidelines, interested institutions are strongly encouraged to send a notice of intent to bid to the ISMIR Board (XXXproposals@ismir.net)

The ISMIR Board
<http://www.ismir.net/>