

## **SITE SELECTION PROCEDURES AND CRITERIA**

### **General Information**

The International Conference on Information Resources Management (Conf-IRM) is an annual research conference in the information systems and information management disciplines held during the 3<sup>rd</sup> week of May. Conf-IRM is an AIS-affiliated conference. We welcome proposals for locations in North America, as well as other regions. Colleagues from local universities are to take responsibility for organizing and making local arrangements associated with the Conference. The Conf-IRM Executive Committee at its conference meeting selects sites **two years** in advance of the date of each Conference.

### **The format and arrangements of the conference**

- Up to two career/research development workshops to be planned (but not overlapping), before the opening welcome.
- The Conference starts with an evening Opening welcome, including keynote speaker presentation followed by a reception.
- Two days of presentations follow the opening welcome. The presentations will run in no more than 6 streams. Assuming 15 min presentations this amounts to around 180 full papers.
- Each of the two days to be divided by sessions lasting approximately 1.5 hour each, intersected with breaks lasting between 15min up to 1 hour for morning and afternoon teas, lunches, and changing rooms.
- Each conference day may start with a key-note speaker presentation.
- Organisers are encouraged to organize sight-seeing trips / cultural events before, during or after the conference.
- The Conference dinner to be set up at the evening of the first day.
- The Conf-IRM Executive Committee meeting to take place during the conference.

### **Papers format, review and editing**

- All submissions to be double blind reviewed by at least two reviewers.
- Papers for the conference will be presented in two broad categories:
  - Full papers (up to 5000 words)
  - Research in progress (up to 2000 words)
- The number of papers, final papers length and format will be established by the Conference Program Committee.
- The Programme Committee to establish the number, the theme and recruit the track chairs for the different conference tracks.
- Track chairs are responsible for finding and nominating the reviewers.

- All the accepted papers will be published in the conference proceedings, which should be ISBN registered. Conference proceedings on CDs should be ready for distribution at the conference.
- A conference website to be run by the conference organiser.
- It is recommended to use a recognised system for papers reviewing and for the registration of the delegates.

## **Organisational matters**

- The organizers to secure space for potential sponsors/exhibitors.
- Organizers to secure all the multimedia facilities for running the conference and for providing Internet access for the delegates.
- The Conferences fee to include several categories: early, normal, and onsite registration for academics, business, students, and partners.
- The Conference fee to include admission, all the meals, proceedings and internet access and other typical conference materials.
- Allowance for the conference organizers travelling/ accommodation expenses can be made.

## **The site acceptance procedure**

The Steering Committee, which decides about the next conference organisation will comprise of Conf-IRM:

- Conf-IRM Executive Committee
  - Co-Chairs
- Immediate Past
  - Conference Chair
  - Programme Co-Chairs
  - Organizing Chair
- Current
  - Conference Chair
  - Programme Co-Chairs
  - Organizing Chair
- Next year's candidate(s)
  - Conference Chair
  - Programme Co-Chairs
  - Organizing Chair

When selecting a site for the Conference, the Steering Committee will consider the following:

- The site (city) proposed, including brief comments explaining why the city will provide an attractive setting for the conference. It is recommended to setup the conference site in cities having international airports.
- Proposed dates in the 3<sup>rd</sup> week of May.
- Estimated attendance and the basis for the estimate.

- Location, banquet room capacity, meeting space, and hotel room accommodations available at the hotel options where the conference may be held; hotel(s) proposed must have been contacted as to their availability during the proposed conference dates; brief comments with respect to how each hotel site option would provide an attractive setting for the conference.
- Organizers must indicate method of transport from the nearest airport to the hotel/conference site.
- Hotels proposed must be located such that shopping, restaurants, fast-food outlets, pubs, theatres and similar amenities are within easy walking distance for the convenience of attendees and partners. A variety of hotels should be included in the package including high-end and moderate hotels in terms of quotations per night
- Proposals related to the content of side events (workshops, banquet, exhibition, etc)
- A commitment to financially underwrite the event.
- Preliminary budget, including potential sponsorship arrangements
- Insurance cover information (if applicable).

### **Changes to the conference format and arrangements**

The conference organizers may change any of the above arrangements after obtaining approval of the Conf-IRM Executive Committee. Electronic voting is preferable in such cases.