

Asian Semantic Web Conference Guide

The Conference Guide is aimed at organizations who wish to bid to host a Conference in the Asian Semantic Web Conference Series.

The Asian Semantic Web Annual Conference

Introduction

The Asian Semantic Web Conference series ASWC has been established to foster research and development of the Semantic Web and Semantic Web technologies in Asia. The ASWC series is organised by the Steering Committee of the Asian Semantic Web Conference and is supported by the ESSI cluster (<http://www.essi-cluster.org/>).

Conference Format

The Conference Series evolves but the overall shape and major components stay the same to ensure a level of consistency and to satisfy the expectations of returning delegates.

The Conference consists of:

- Tutorials
- Workshops
- Research Track
- Industry Day
- Poster Track / Project Track
- System demonstrations / exhibition
- Social Programme

Location

ASWC SC moves the Conference Series across Asia.

The conference venue needs facilities for at least 300 delegates in one plenary room. Further, the venue preferably support 2 conference rooms capable of holding 200 delegates and 3-4 conference rooms capable of holding 50 delegates. The basic guidelines for a good location are:

- No more than one hour from a major airport, which has a good connectivity with major hubs.
- Sufficient reasonably priced accommodation near the venue, preferably within walking distance
- No onerous visa requirements or other political considerations that might limit delegates or exhibitors

Applying to Host the Asian Semantic Web 20xx Conference

General Chair (GC)

ASWC SC will nominate a General Chair (GC) in charge of supervising the scientific organization of the event. ASWC SC will also nominate a Program Chair (PC). The GC will among others propose other scientific chairs, in coordination with ASWC SC.

Local Conference Organizer (LCO)

The LCO is the organization responsible for detailed management and execution of administrative functions. The LCO is free to perform these functions itself or subcontract the functions to a local Professional Conference Organizer. The LCO must be able to provide commitment and staff. The LCO nominates a chair person as a contact for ASWC SC.

Financial Structure

The LCO must present the Conference budget to ASWC SC. The distribution of any surplus or losses are specified in the application. The major breakdown of the budget is typically under the following headings:

- Core Conference
- Tutorials, Workshops
- Social Events, Catering

Each Conference in the Conference Series needs both international and local sponsorship to achieve a satisfactory cash flow. Local sponsorship is primarily the responsibility of the LCO.

Division of responsibilities between ASWC SC and LCO

The responsibilities of ASWC SC include:

- Approve application to host the ASWC Conference provided by LCO
- Approve early budget
- Nominate General Chair (GC)
- Nominate Program Chair (PC)
- Approve Conference Committee (CC) selected by GC
- Approve Program Committee (PC) selected by GC and PC
- Approve detailed budget
- Approve conference final budget

The responsibilities of LCO include:

- Select conference location
- Prepare early budget for ASWC SC approval
- Provide ASWC SC with application form to host the ASWC Conference
- Manage conference hotel arrangements (accommodation, conference halls occupancy, equipment, food event order)
- Provide CC with information regarding local issues (location, local entertainment options, transport, etc.)
- Provide GC with hotel contract to sign
- Set up conference web site
- Set up conference registration process
- Arrange printing of conference proceedings
- Arrange local sponsors
- Provide ASWC SC with the detailed budget
- Provide staff to manage the conference on site
- Provide ASWC SC with the final budget

Making an Application

Organizations wishing to host a conference in the Conference Series should contact ESSI. An Application Form is available at ESSI web site: www.ESSI-cluster.org and shows the information needed by ASWC SC to reach a decision. This form must be used for applications. The main items are the location, venue facilities, proposal for the composition of the LOC and budget outline.

The important dates for an application to host ASWC in the year 2008 are:

- **January 15, 2007** – Formal Application received
- **February 1, 2007** – Location for ASWC 2008 decided

Possible Conference Dates

The Conference Series is located in the September/November time frame. There are always other Conferences happening in that period that should be avoided.