



## Call for proposals to host NetSci 2019

NetSci 2019 will be the 14th annual NetSci conference. NetSci is a 5-day event, with the first two days consisting of the School and Satellite meetings and the remaining three days are the Conference itself. NetSci is typically held in either the last week of May or the first two weeks in June. (The latter is preferred in order to accommodate academics on the quarter system.) For reference, see the most recent conferences:

- NetSci 2016, Seoul, Korea <http://www.netsci2016.net>
- NetSci 2017, Indianapolis, USA <http://netsci2017.net>
- NetSci 2018, Paris, France, <http://netsci2018.com>

If you would like to host NetSci 2019, please submit a 3-4 page proposal addressing the points listed below. This should be submitted as a pdf via email to the NetSci Conference Committee Co-chairs, Sune Lehmann and Ann McCranie at [NetSciConferences@gmail.com](mailto:NetSciConferences@gmail.com). **The deadline is Jan 5, 2018.** The Society Board will be reviewing proposals and announce a decision by late January 2018. We strongly prefer a North American location for 2019 - if you are interested in proposing outside that area, or would like more information in general, please contact us.

### **Please highlight in your proposal:**

- Why did you choose your location? What is special about the city and why will people wish to visit? Do add some pictures of the location being sure the pictures reflect the time of year/month the event will take place.
- How will people arrive? Is there a major airport nearby? Will getting from the airport to the venue pose a large expense or challenge?
- Discuss the proposed venue location(s) for both the Satellite meetings and the Conference (we do realize at this moment the location will not be reserved). Be sure that your venue can provide the meeting space and technology necessary. See below for information about estimated room capacities needed. Be sure to include addresses and website links. Note the conference has been growing annually, with NetSci 2014 attracting approximately 480 attendees, and NetSci 2015 attracting approximately 590 attendees, and NetSci 2017 attracting nearly 675. Detailed estimates of types of registrations are available upon request.
- Please indicate potential hotels, including one that highlights the location and one inexpensive option to ensure students and scientist with limited funds can attend.
- Tell us the plans you and co-organizers have to garner funding and sponsorships.
- Please include your plans for student support, including awards at the poster session and for oral presentations.
- Explain what website support you will have, this includes the registration portion. Registration portals that allow for customized questions (such as which satellites a



participant wishes to participate in) will be critical for your event planning. In addition, consider that many participants will pay for their registration via invoice to their institution or through international credit card or wire transfer.

- Although not necessary for this proposal, feel free to line up your co-organizing leads especially for the Schools, Satellites, Program Chairs, and Sponsorships.

### **Other considerations:**

- NetSci is a self-funded conference. You will be responsible for the costs of the conference as a hosting group, and will be expected to return Society fees to the Network Science Society when it is finished (see below for details). If you would like to see a previous conference budget, NetSci 2017 Indianapolis organizer Ann McCranie will provide you that conference budget based off locating in a large hotel.
- Registration fees are set by the local host, but should be in line with previous years.
- As of now, Society membership fees are collected by the local host through registration. The Society expects to receive \$50 USD per paid faculty or commercial participant, \$35 for paid post-doc, and \$25 for paid graduate student registrant. Please consider this direct cost in budgeting.
- If necessary, the Network Science Society will loan its support for down payments for hotels, the dinner banquet and venues. Be advised that all funds will need to be returned after the completion of the conference.
- There is no requirement to “comp” registration fees, travel, or hotel costs for any speaker or organizers, but previously plenary speakers have been offered 2-3 nights lodging, comped registration fees, and \$500 toward travel. Satellites were offered one comped registration or additional comped registrations based on early registration. You may want to consider who you plan to comp registration, banquet tickets, and support travel for in your budget before you set your registration fees.
- Past conferences have offered coffee/beverage breaks of substantial length (2 or three a day at 30 minutes each) to allow participants time to informally talk.
- It is required that you provide the registration list of all participants at the end of the conference. Email addresses are crucial for contact information and for understanding the growth of the society and its diversity of participants.
- Be aware you will need to provide many attendees with invitation letters so they may obtain travel visas.
- Also note, we encourage the organizers to consider a variety of plenary (keynote and invited) speakers from a range of topic areas and background, with preference to speakers who have not spoken at previous NetSci conferences. The number of plenary speakers has varied at previous conferences, but varies between 12-15 speakers. You will need to consult with the president of the Network Science Society before issuing invitations for plenary speakers. You do not need to develop this list at the proposal stage.



- The first two days are dedicated to satellite meetings (both full and half-day events) which have been a successful and growing portion of the NetSci event. However, if there are too many concurrent satellites, it detracts from the participant's experience. We recommend that you schedule approximately 7-8 rooms for the satellites (and one additional large room for the School, which happens concurrently). We expect that you work in concert with the Conference Committee when considering which of the proposed satellites to offer.
- The Erdős–Rényi Prize is handled entirely by the Network Science Society (prize money and travel for the awardee). You will need to provide a 1 hour plenary time slot for the awardee, who will not be announced until directly before their lecture.
- The organizers of NetSciX 2016 have introduced an interesting innovation which you may want to consider, but is not required. This is to have two tracks for contributed submission, an Abstract Only track and a Proceeding track for full papers with accepted papers appearing in a conference proceedings published by Springer Lecture Notes in Computer Science.

**Many thanks for your willingness to consider hosting NetSci and for helping forge the next directions for research in Network Science!**

***Example Room Capacities (based on NetSci 2017 Indianapolis)***

*Monday & Tuesday*

- 7-8 rooms that range from 30-200 seated capacity for satellites
- 1 room for the School, 150-200 capacity
- A space for beverage/coffee service

*Wednesday-Friday*

- Plenary space will be used for keynote and invited speakers, five minute-lightning talks, and the E-R Award talk.
- Space for poster display and poster session (exact details have been handled differently in recent years where there have been between 175-225 posters). Best is for the posters to be on display throughout the conference, ideally in proximity to the coffee break location.
- A space for beverage/coffee service
- Room for parallel sessions. These are 20 minute talks, inclusive of Q&A. In 2017 there were five parallel sessions with room for 125 speaker slots in total.
- On Wednesday during a parallel session, the Society will need a technology-enabled meeting room that can seat 25 for a board meeting.
- You will need space for a few special panels that do not have competing programming on Thursday or Friday. At NetSci 2017 there were two: a 40 minute panel with funding agencies and a 40 minute editor and publishers panel. Each drew about 150 people and was held in a parallel session room.
- Space for a banquet on Thursday evening that features a special dinner talk or performance.
- Space for closing ceremony on Friday afternoon at the conclusion of the parallel session talks. At NetSci Indy there were about 250 people still at the conference for a champagne toast hosted by the Network Science Society. You could offer an open cash bar.