



Guidelines for Bidding to Host the International Conference on Pattern Recognition (ICPR)

1 Introduction

The International Conference on Pattern Recognition (ICPR) is the major scientific event organized under the auspices of the International Association for Pattern Recognition (IAPR). The aim of this conference is to bring together international experts to share their work and experiences and to promote research and development in Pattern Recognition.

The conference is hosted by an institution under the auspices of an endorsing IAPR member organization (national association). Any such organization interested in making a proposal to host an ICPR must proceed according to the rules outlined below; bids that do not meet the guidelines may be rejected during the review process. It is expected that proposers will also familiarise themselves with the ICPR Hosting Guidelines, available as a separate document on the IAPR website, as these provide additional information that will be useful in the event a bid is successful. The submission of a bid implies full agreement with the guidelines and procedures for organizing the conference as well as with the IAPR constitution.

A call for bids to host ICPR four years hence will be issued by the IAPR Conferences & Meetings Committee about six months before the next upcoming ICPR. The selection of the conference venue will be made by the IAPR Governing Board (GB) during its regular meeting at ICPR (i.e., four years in advance of the proposed conference).

In concert with the companion ICPR Hosting Guidelines, this document provides important details you will need to know and follow as you work toward bidding to host ICPR on behalf of your colleagues in the international pattern recognition research community.

2 General Information

2.1 Timing and Location

The conference is held every two years (in even-numbered years), in different geographic areas, preferably with a rotation from one area to another. For this purpose, three broad geographic areas are defined: Americas, Europe/Africa and Asia/Oceania. ICPR usually takes place sometime between mid-August to mid-September but deviations may occur depending on climatic conditions, for instance. Information on previous ICPRs can be found on the IAPR website (www.iapr.org).

2.2 Language

The language of presentation and publication of ICPR is English.

2.3 Hosts

An ICPR is hosted by an institution under the auspices of an endorsing member organization of IAPR, i.e., a national association, rather than by a group of people. The list of IAPR member organizations can be found on the IAPR website. The named members of the hosting team must include at least the General Chair, Program Chair and the Local Arrangements Chair who have well-established connections to the conference location. The core organizing team must include individuals with overlapping skill sets so that it will be possible, with prior approval of the IAPR Executive Committee, to replace a team member who is unable to carry out his/her duties.

2.4 Scientific Program Organization

An ICPR is usually organized over four days as a number of parallel scientific tracks (normally five or so). The scientific program is organized mainly by the Track Chairs, and co-ordinated by the overall Conference Program Chair(s).

2.5 Officials

While a hosting bid may only identify four to six key organizers, as detailed later, it is good to keep in mind that in addition to the Conference General Chair(s), Program Chair(s) and Track Chairs, a number of officials are appointed to facilitate the smooth organization and running of ICPR. A local team is appointed (usually including a Local Arrangements Chair) to deal with the significant operational issues. It is also customary to appoint a Publications Chair (to look after the proceedings and other publications such as the programme booklet), a Tutorials Chair (to facilitate the organization of tutorials) and a Workshops Chair (to facilitate the organization of satellite workshops). The post of Exhibitions/Demos Chair has also been used to facilitate the arrangements of those events. The final team should also include a Sponsorship Chair with strong industrial connections and prior experience in the same capacity in another major event. Note that the post of Publicity Chair is not as necessary as it used to be in the pre-web era. It is now common practice for Hosts to undertake the dissemination of Calls for Papers, posters and other materials to raise awareness of ICPR (primarily through email and the conference website).

IAPR considers that the diversity of the conference leadership team is vitally important, and will use diversity (e.g., gender diversity) as one of the measures by which hosting proposals are judged. A statement by bidders describing the approach they intend to take to enhance the diversity of ICPR, both in terms of the conference leadership team as well as participation, should be included in the hosting bid.

Note: It is considered good practice to appoint researchers with previous ICPR organizing experience to some of the official positions to ensure continuity of organization. This is important both for the hosting bid, which is limited to four to six core team members, and for the final conference organization should the bid be successful.

2.6 Financial Responsibility

The Hosts are responsible for all financial arrangements and associated risks. The IAPR cannot accept liabilities with respect to ICPR. A loan can be provided by the IAPR to the Hosts to cover some of the initial expenses. Official IAPR approval of the ICPR budget is a prerequisite for this loan and the maximum amount is US \$10,000. The borrowed funds must be returned to IAPR along with the full ICPR levy after the conference irrespective of the final financial outcome.

If there is more than one host institution, an agreement must be signed among the Hosts with respect to how surplus/losses will be distributed between the different legal entities involved in the organization of the ICPR. In the case of a successful bid, the organizers will be required to sign a written Memorandum of Understanding (MOU) with IAPR. Among other important points, this MOU states that the Hosts assume sole financial responsibility for the conference.

2.7 Relationship with the IAPR and the TCs

ICPR is the flagship conference of IAPR and as such it is the main forum for the breadth of the field represented by the TCs. Consequently, there must be a balanced representation of the areas covered by the TCs in the conference organization, the Call for Papers, and the scientific program. Note, too, that ICPR is the primary venue for some TCs to hold affiliated workshops for their communities; hence, providing support for such workshops is another key role for the ICPR organizers, as detailed later in this document.

2.8 ICPR Liaison Committee

The ICPR Liaison Committee has been created by the IAPR to monitor and assist the organizers of an ICPR once their bid has been approved by the IAPR GB, ensuring a high quality conference in the best interests of IAPR. Members of the ICPR Liaison Committee have been actively involved in the organization of previous ICPRs and will be able to offer useful advice. The current membership of the ICPR Liaison Committee can be found on the IAPR website (www.iapr.org).

3 ICPR Organization

3.1 Budget and other financial matters

Upon request, the ICPR Liaison will assist in developing a spreadsheet which can be used to draft the budget for an ICPR as well as to report the accounts after the end of the conference. When presenting the budget, at least the following points must be addressed.

3.1.1 Income

- Registration (early/late/on-site fees, IAPR member/non-member fees, student fees);
- Expected grants and sponsorships;
- IAPR and other loans;
- Registration fees for tutorials and co-located workshops (if any);
- Exhibits and demonstrations;
- Excess page charges (if any).

3.1.2 Expenditure

- Venue hire and other infrastructure (e.g., audio-visual equipment);
- Insurance and security;
- Production and shipping of proceedings;
- Secretariat, publicity, communication, mailing;
- Conference banquet, conference reception, coffee breaks;
- Conference management services (e.g. external companies)
- Papercept on-line paper submission and review system (see below)
- Expenses of K.-S. Fu Award recipient (see below);
- Expenses for J.K Aggarwal Award recipient (see below);
- Expenses for Maria Petrou Award recipient (see below);
- Invited speakers;
- IAPR Secretariat expenses (see below);
- Expenses of Organizers, Program and Track Chairs for face-to-face meeting (if any – see Section 3.7)
- Various awards (see Section 3.5);
- IAPR levy (10% of the gross registration receipts) – see Statute S.1 in C&B (<https://www.iapr.org/constitution/statutes.php>);
- Refund of loans;

3.1.2.1 Details of costs borne by the Hosts and other parties (with NOTES)

The Hosts are responsible for partly bearing certain costs that are integral to ICPR. More specifically, the Hosts must fund:

- Full registration fee, including all conference meals and official social events (welcome party and conference dinner) for one person representing the IAPR Secretariat;
- Three standard display booths: one for the IAPR Secretariat (ideally, this is a place where IAPR officials can meet), one for the promotion of the following ICPR, and one for Springer (the latter is part of a wider agreement between Springer and IAPR). The minimum requirement is a desk, chair and display board;
- Travel and accommodation support for the recipients of the K.-S. Fu, J.K Agarwal, and Maria Petrou prizes, at a level no less than offered to other keynote speakers. In any case, support should cover economy return airfare, full registration, and reasonable costs of accommodation, meals and local transportation for the duration of the conference. The awards themselves are borne by IAPR.

The IAPR may request the cooperation of the Hosts in carrying out some tasks on its behalf, such as framing the IAPR Fellows certificates, providing meeting rooms and catering for IAPR GB and committee meetings. All costs for this type of requests will be fully reimbursed by the IAPR. ICPR expenses typically paid by IAPR include:

- K.S. Fu Prize Award (the award itself -- see above regarding travel and accommodation expenses which are the responsibility of the ICPR Hosts)
- J.K. Aggarwal Prize Award (ditto -- the award itself, not the travel expenses)
- Maria Petrou Prize Award (ditto -- the award itself, not the travel expenses)
- Best Industry-Related Paper Award
- Piero Zamperoni Best Student Paper Award
- IAPR Travel stipends (see below)
- Room charges and catering for the IAPR GB meeting
- Room charges and catering for two meetings of the IAPR ExCo
- Room charges for TC Chairs' meeting
- Room charges for TC meetings

NOTES:

1. Full registration should include the proceedings and the conference banquet;
2. There shall be a reduced student fee, which must include both the proceedings and banquet;
3. Taking into consideration cost and environmental concerns, an electronic proceedings may be favored over hardcopy;
4. Discount on registration fee for IAPR members should be at least 5%;
5. Within the context of running a first-rate conference, IAPR places a strong emphasis on minimizing costs whenever possible. This is to assure the financial success of the conference, both for the Hosts and for IAPR. For this reason, large expenses incurred on behalf of IAPR by the Hosts should be discussed with and approved by the IAPR President and Treasurer in advance, before a commitment is made: this would include the above-mentioned meeting room and catering charges.

3.1.2.2 IAPR Travel Stipends

IAPR usually offers a number of travel stipends for researchers (authors of accepted papers for ICPR) with very limited resources. These stipends are aimed primarily at those who cannot otherwise attend the conference to present their work and whose background financial situation is restricted (possibly due to broader national conditions).

IAPR Travel Stipends are funded by IAPR and normally decided by a conference committee and distributed by the Hosts. IAPR has an ongoing goal of increasing gender and other forms of diversity and the students chosen for ICPR travel stipends should reflect this goal.

3.2 Conference Schedule

There are certain ICPR traditions with regard to the organization of both the scientific and the administrative meetings schedule. However, such details are to be finalized only AFTER bidding has been completed. In particular, the number of scientific tracks (usually around five) is discussed and determined by the IAPR ExCo (on behalf of the IAPR GB) after a bid to host a given ICPR has been successful; this is not a decision made by the hosting team.

3.3 Co-located events

A number of satellite events take place just before or after ICPR. These are usually one-day workshops and tutorials as well as competitions that are not directly organized by the Hosts, but fall under their financial responsibilities nevertheless. For the convenience of ICPR attendees, such tutorials/workshops are usually located at the same venue as ICPR and the Hosts are expected to plan for the facilitation of the running of these satellite events.

When selecting or booking a venue for ICPR, Hosts are expected to take into consideration the availability of facilities for satellite events. Hosts, via the Tutorials/Workshops Chair(s), must provide contacts at the ICPR venue to the satellite event organizers for booking the necessary facilities. In addition, Hosts must provide facilities for registration (at least on-line) for these satellite events. Registration receipts for co-located technical events must be included, together with the main conference registration receipts, to compute the gross registration receipts used to determine the compensation to IAPR - see Statute S.1 in C&B (<https://www.iapr.org/constitution/statutes.php>).

The above constraints necessitate close interaction between organizers proposing satellite events and ICPR Hosts. This is where the Workshops/Tutorials Chair(s) must act by providing help and information to satellite event organizers and co-ordinate requests to ensure availability of facilities. If necessary, Hosts can impose quota on how many satellite events can take place and, in consultation with the Tutorials/Workshops Chair(s), can refuse to associate a given satellite event with ICPR. That may happen also if the association of a proposed satellite event is thought to be counter-productive or damaging to the reputation of ICPR and/or IAPR. In all cases, the topics of the satellite events should be such that they do not divert papers from the main conference.

The scientific quality of ICPR and its affiliated events is paramount to IAPR. For this reason, proposals for ICPR workshops must also be reviewed and approved by the IAPR Conferences & Meetings Committee in addition to the local organizers.

It is possible (and indeed desirable) for a number of competitions to be associated with ICPR. These are independently organized activities but need efforts to be coordinated with the Hosts in a number of aspects. A Competitions Chair may be appointed by the Hosts to approve and oversee the organization of the competitions as well as to specify and communicate the requirements of the competitions (as far as ICPR is concerned) to the Hosts.

3.4 Timetable

The following table provides the guidelines for the timing of strategic actions:

	Months prior to conference
Selection of required skeleton organizational structure for bid preparation	54, or 6 months prior to ICPR(n-2)
Proposal to IAPR Conferences & Meetings (C&M) Committee	52, or 4 months prior to ICPR(n-2)
Selection of venue by Governing Board	48, or at ICPR(n-2)
Budget approval and signing of Memorandum of Understanding	45, or 3 months after ICPR(n-2)
Proposals (by all stakeholders) for Tracks and Chairs sent to ExCo and ICPR Liaison Committee; organizers submit proposal to ICPR Liaison Committee for filling the rest of organizational posts	42, or 6 months after ICPR(n-2)
Tracks and Chairs approved by ExCo on behalf of GB, after taking into consideration comments by ICPR Liaison Committee	40, or 8 months after ICPR(n-2)
Approaching industry, government and other parties for donations	36
Initial progress report and updated budget to IAPR C&M committee	26, or 2 months prior to ICPR(n-1)
First call for papers (email, IAPR website, IAPR Newsletter etc.), poster of conference	24, or ICPR(n-1)
Second call for papers	18
Awards Chair named and introduced to the IAPR Secretariat	12 prior to conference
Final call for papers	12
Deadline for paper submission	8 (absolutely latest)
Meeting to finalize conference scientific program	5
Notification to authors concerning acceptance	5
Publication of authors and titles of accepted papers on website	5
Detailed (draft) program on website	4
Deadline for camera-ready paper	3
Author(s) of ICPR track and event report(s) for the IAPR Newsletter assigned and identified to the IAPR Newsletter Layout Editor.	1
	Months after conference
Report for inclusion in Newsletter due; transfer of the finalized ICPR conference website to the IAPR webmaster for archival purposes	1
Financial report, attendee list, detailed statistics, and website mirror due	6
Return of IAPR loan (if any) and payment of IAPR levy	6

4 Good Practice

ICPR is the premier international conference in the field of Pattern Recognition, providing a unique overview of research directions in a wide variety of subfields. It is also the venue which is most important for the development of the next generation of researchers.

The inclusive ethos of ICPR and its traditions must be maintained and enhanced wherever possible. The following are some objectives that ICPR organizers must adopt as far as possible.

4.1 Quality

Ensuring the quality of ICPR is paramount to maintaining and enhancing the significance of ICPR to its participants and its reputation in the wider community.

The most important aspect of quality is that of papers presented at the conference. Care must be taken not to allow other factors (e.g., budget balance or contract with venue) to dilute this by accepting more papers than the professional judgement of the Program Chair and Track Chairs dictates.

The acceptance rate must be coordinated across all tracks by the Program Chairs in consultation with General Chairs. Ideally it should be approximately the same for all tracks, but significantly different rates, if really necessary, should be discussed and approved by the Program Chairs. Historical acceptance rates shall be published on the IAPR website.

4.2 Low Participation Cost

One of the foremost facilitating factors for achieving and enhancing inclusiveness and accessibility is the cost effectiveness of participation. The Hosts are strongly encouraged to achieve this through **Controlling costs**, **Sponsorship**, and **Student incentives**:

- **Controlling costs.** The Hosts are expected to make cost-effective arrangements for hosting ICPR. The desirability factor of the conference location and social program (e.g., banquet) should be seen as a bonus that is affordable only if there is sufficient sponsorship/subsidy (see below). It is not seen as good practice to pass on the majority of the cost of such secondary items to the participants. Organizational expenses should be minimised by using reliable volunteers as far as possible and keeping the number of non-fee-paying participants to an absolute minimum (keynote speakers and major prize recipients only). Finally, it is recommended to set up conference bank accounts with “non-profit” or “charity” status so as to minimise (or avoid) paying bank fees and taxes. To that effect, an academic institution associated with the Hosts may be able to handle these accounts within its financial system.
- **Sponsorship.** The Hosts are encouraged to actively seek as high levels of sponsorship/subsidies from external organizations as possible. These can be funds from grant-awarding bodies (e.g., national research councils) as well as from other commercial and governmental/non-profit organizations as long as such sponsorship does not have conditions that negatively impact on the scientific quality and prestige of the conference. Ideas, contact names and advice can be sought from the ICPR Liaison Committee and the IAPR Industrial Liaison Committee.
- **Student incentives.** Discounted registration fees and provision of inexpensive accommodation for students is essential. Furthermore, the provision of a limited number

of student grants (a fixed amount covering part of the participation expenses) is highly recommended.

4.3 Visibility

It is the responsibility of the Hosts to ensure high visibility for ICPR. This can be achieved by judicious advertisement in quality publications as well as mailing lists. It must be noted that conscious effort must be made not to over-advertise in mailing lists; the three suggested occasions are listed in the Timetable above. The best channels will be the mailing lists of the IAPR member organizations and the list from the previous ICPR. Advertisement in the IAPR newsletter is essential (see Timetable above). The possibility of advertising ICPR in IEEE Computer and in various journals should be investigated (bearing in mind it has to be cost-effective). Conference posters can also be produced, ready for distribution at relevant events attended by members of the wider research community.

The visibility and availability of the proceedings papers is an important issue that it is not only functional but it enhances the visibility of ICPR. The contract with the IEEE-CS Press (publishers of previous ICPR proceedings) usually allows that authors can list/distribute their own papers, provided the IEEE-CS copyright notice is included in each paper (the IEEE-CS can provide the PDFs of the papers with that notice).

4.4 Accessibility

Participants must be able to attend the conference without any restriction of nationality (i.e., the hosting country must not have blanket policies that refuse entry to citizens of another country) etc. This is one of the key principles of the IAPR. If Hosts discover any problems of this sort at any point in time, they must inform the ICPR Liaison Committee immediately.

4.5 Professionalism

ICPR and any associated activity of the Hosts are expected to adhere to and project high standards of professionalism. On a higher level, the best practices as outlined by professional societies (e.g., IEEE) must be followed. On a daily organizational level, it is expected that the Hosts will fulfil their duties as outlined in this document and other applicable duties as described on the IAPR website. In particular, Hosts must be responsive to requests for information by the IAPR Conferences & Meetings committee, the ICPR Liaison Committee, the IAPR ExCo, the IAPR Publications and Publicity committee and other relevant IAPR leaders.

4.6 Continuity

It is strongly recommended that ICPR organizers have a face-to-face debriefing and handover meeting with at least their immediate predecessors (probably towards the end of the preceding ICPR). To ensure continuity at all levels, the handover should take place at all organizational levels (i.e., between Hosts as well as between Track Chairs and other officials).

5 Bid Submission/Selection

This section details the information that must be included in a bid to host an ICPR and summarises the selection process. Those proposing must read this information carefully before preparing a bid, keeping in mind that bids that violate the guidelines may be rejected during the review process.

5.1 Selection Procedure and Next Steps

In chronological order, the following sequence is observed:

- A member organization of the IAPR considering endorsement of an ICPR proposal must inform the Chair of the IAPR Conferences & Meetings Committee of such intention as soon as the plans take a definitive form. The Chair of the Conferences & Meetings Committee will then inform the candidate organizers if other national associations have announced similar plans.
- A proposal for hosting an ICPR must be submitted to the Chair of the Conferences & Meetings Committee no later than four months before the ICPR at which the venue will be selected (i.e., roughly four years and four months in advance). This proposal must use the organizational structure specified in Section 5.2.
- Any questions concerning the organization of an ICPR should be addressed to the Chair of the Conferences & Meetings Committee who will handle it directly, or after consultation with the IAPR ExCo.
- The IAPR Conferences & Meetings committee will evaluate the submitted proposals and present the results first to the IAPR ExCo and then to the IAPR Governing Board which is responsible for making a final decision (at its regularly scheduled meeting during ICPR). The Conferences & Meetings committee will also seek anonymous expert reviews from experienced organizers involved in past ICPRs in their evaluation. These comments will be forwarded to the ExCo and the GB.
- At the IAPR GB meeting during ICPR, proposers are expected to make a brief (10-minute) presentation covering the key points of their bid (as outlined in Section 5.2 below). Precisely two members of each bidding team -- no more and no less -- are permitted to be in the meeting room to make the presentation and answer any resulting questions from the GB. This limit of two presenters includes any GB member who may be involved as a named member of a bidding team.
- The selected conference will be announced at the banquet during the ICPR at which the decision is made; it will also be announced in the IAPR Newsletter and on the IAPR website.
- A Memorandum of Understanding is signed between the IAPR and the Hosts (see Appendix B).
- The awarding of ICPR to a bidding team can be rescinded if the Memorandum of Understanding between IAPR and the Hosts (see Appendix B) is not signed at least 120 days before the ICPR immediately preceding the ICPR in question because of a failure by the Hosts. In this case the decision about a replacement venue for ICPR will be taken up by the IAPR GB at its regular meeting at the ICPR immediately preceding the ICPR in question.
- The full scientific structure of the conference is determined and key posts are filled after discussions between the (now successful) proposing consortium, the IAPR ExCo, the ICPR Liaison Committee, and other stakeholders, and ultimately approved by the ExCo.

5.2 Proposal

It is essential that the proposing consortium familiarise itself with the requirements and procedures of ICPR outlined in this document (and any relevant IAPR Bylaws and Statutes) before submitting a proposal.

The proposal **must provide only specific information about the conference organization:** location, the group of organizers in charge of the event (Hosts and other officials) and the financial arrangements. Proposers **must not provide information about scientific aspects** (tracks, track chairs, etc., will be discussed with the IAPR ExCo and the ICPR Liaison Committee, and determined after a proposal is successful).

The structure of the proposal must include **only the required information (especially in terms of named Chairs)** in order for the IAPR GB to be able to assess all proposals fairly. Specifically, **precisely** the following points must be addressed in the proposal, which shall be prepared according to the template in Appendix C:

1. **Venue** (facilities, meeting rooms and other accommodation) and **date**. The date does not need to be exact and could be given as a range of up to one month because the proposal will be made far in advance, and there may be reasons to adjust the date as the conference draws closer (for example, to avoid clashes with other major events).
2. **Accessibility** (transportation and visa requirements) to all members of IAPR societies;
3. **Skeleton organizational structure**. Four to six positions should be listed in the proposal comprising:
 - a. General Chair(s)
 - b. Finance Chair
 - c. Local Arrangements Chair
 - d. Conference Program Chair(s)
 - e. Up to two additional key posts (to be specified at the discretion of the Proposers)If the proposers choose to list four names, then only one person can appear for each of the positions *a*, *b*, *c* and *d*. If five or six are listed, then more than one person can be listed at these positions or at any other key position. Proposers should keep in mind IAPR's diversity goals.
4. **Accommodation** information for participants (regular delegates and students), including indication of costs;
5. Key milestones **schedule**.
6. **Budget**, detailing each of the items listed in Section 3.1 above;
7. Outline of the **experience** of the Hosts in hosting scientific conferences.

As mentioned earlier, any additional information related to the scientific program or roles beyond the skeleton organization is expressly prohibited at the time hosting bids are made. Bids that violate these guidelines may be rejected during the review process.

Last revised: November 2019; Edited by:

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Based on previous versions of the guidelines maintained by successive C&M committees.

APPENDIX A

IAPR Statutes and Bylaws related to ICPR

For the most up-to-date version see:

<https://www.iapr.org/constitution/>

<https://www.iapr.org/constitution/bylaws.php>

<https://www.iapr.org/constitution/statutes.php>

The Organization of ICPR

11.1 The ICPR Chairman shall be responsible to the Governing Board for planning, managing, operating and evaluating ICPR.

11.2 The ICPR should be endorsed by the local IAPR member society, rather than a group of individuals. The names of general chairman, program chairman, and local arrangements chairman should be submitted with the proposal together with two alternate names of people who may replace one of the above if these for some reason cannot carry out their duties. Any significant changes in the proposal must be approved by the Executive Committee.

11.3 Articles 6.8 through 6.10 of these Bylaws concern the financial aspects of the ICPR.

11.4 Whenever possible, publicity matters relating to the ICPRs should clearly state that the conference is a conference of the International Association for Pattern Recognition. The ICPR organizers will provide the IAPR with detailed statistics about ICPR, including the list of participants and their addresses, and financial summary balance sheets.

11.5 The ICPR, as well as all other conferences and workshops sponsored or co-sponsored by IAPR, must be open for attendance to all members of IAPR member societies.

Financial Matters

6.8 The Chairman of the next ICPR shall prepare the budget for this ICPR and submit it to the Governing Board for adoption.

6.9 The Governing Board may reserve an allowance for the financial support of the next ICPR. The ICPR Chairman or one of his committee members may, with the approval of the President and the Treasurer of IAPR, use (part of) this allowance for the organization of ICPR. Such disbursement may be recovered from ICPR receipts.

6.10 The Chairman of the next ICPR or one of his committee members may, with the approval of the Treasurer of IAPR, open an IAPR account to be used for the deposit and disbursement of funds for this ICPR.

STATUTES

S.1 ICPR Compensation to IAPR

The organizers of an ICPR shall prepare their budget and set their fee structure so as to provide for compensation to IAPR for its efforts and expenses in promoting the conference. Such compensation is to be ten percent of the gross registration receipts and is to be paid to the IAPR treasury no later than 45 days after the conclusion of this ICPR. The gross registration receipts shall include receipts for the ICPR itself, for any tutorials or workshops held in connection with the ICPR, as well as for any exhibits.

APPENDIX B

[SAMPLE]

Memorandum Of Understanding between the International Association for Pattern Recognition (IAPR) and the Legal Entity responsible for organizing ICPR

THIS MEMORANDUM OF UNDERSTANDING is made this **Xth** day of **Month, Year**, by and between The International Association for Pattern Recognition (IAPR) and the **Legal Entity responsible for organizing ICPR**, hereinafter referred to as “Parties” and sets forth the relationship and obligations relating to the International Conference on Pattern Recognition to be held **Date**, in **Location**.

1. Purpose of Conference

The purpose of the International Conference on Pattern Recognition, which is the principal conference of the International Association for Pattern Recognition, shall be to advance the understanding and application of the discipline of Pattern Recognition and related fields.

- (Fill in what is appropriate for ICPR based on the program that is proposed by the Organizing Committee)

2. Basic ICPR Administration

The ICPR Chair shall be responsible to the Governing Board for planning, managing, operating and evaluating ICPR. The Conference Organizing Committee shall be responsible for the conference operations (the size and composition of the committee should be defined). This committee will be responsible for defining the conference tracks, assigning track chairs (given the tremendous amount of work that is required from track chairs, it is recommended that two track co-chairs be assigned to each track), assigning technical program committee members (with support from track co-chairs), managing the paper submission process, managing the paper review process, defining the scientific program, identifying short courses, planning special events, coordinating exhibits, supervising the editing of the conference proceedings, selecting hotels and conference venues, managing the ICPR WWW page, managing the budget, reporting to the IAPR Governing Board and to the IAPR Executive Committee, and other duties and responsibilities of the ICPR Organizing Committee. The IAPR Executive Committee shall oversee the ICPR Organizing Committee and assures consistency in the conference operations.

3. ICPR Management

The ICPR Organizing Committee may contract a Conference Management Professional to provide those services not handled by the Conference/Workshop Organizing Committee or other volunteers. The associated expense shall be treated as a conference expense, billable to the conference at rates agreed upon by the Conference Organizing Committee and reflected in the approved budget. The contracted management services may include registration, publications, mailings, exhibits, tours, arrangements, hotel accommodation, and airline discounts.

4. ICPR Publicity

Publicity matters relating to the ICPR should always clearly state that the conference is the principal conference of the International Association for Pattern Recognition (IAPR).

5. Participation in ICPR

The International Conference on Pattern Recognition ICPR is open for attendance by all research communities within the field of pattern recognition.

The language of presentation and publication of ICPR proceedings shall be English.

6. Financial Responsibility

Revenues and expenses of the ICPR are the responsibility of the ICPR Organizing Committee.

6.1 Budget

The Organizing Committee of the ICPR shall prepare a detailed budget for the Conference and submit it, along with the conference proposal, to the IAPR Governing Board for approval. A budget update shall be submitted to the Governing Board for approval two years prior to the conference at the biennial meeting during ICPR. If the updated budget is not approved by the Governing Board, there should be a deadline set for the submission of a new update so the Governing Board can examine it via mail voting.

6.2 Loans

Upon approval of the ICPR budget, the IAPR may provide (*if requested*) an interest free loan to the ICPR Organizing Committee. All loans are considered a conference expense and must be repaid to IAPR. The maximum amount for the loan is US \$10,000.

6.3 IAPR levy on registration

The organizers of an ICPR shall prepare their budget and set their fee structure so as to provide for compensation to IAPR for its efforts and expenses in promoting the conference. Such compensation is to be ten percent of the gross receipts including all taxes and is to be paid to the IAPR treasury no later than 6 months after the conclusion of this ICPR. When submitting a bid for ICPR, Conference organizers shall provide details in the budget on how this levy will be computed (e.g. including VAT or not, etc.).

6.4 Agreement between ICPR Organizing Committee Members

Organizing Committees for the ICPR are often composed of persons affiliated with different organizations. An agreement between the members of the Organizing Committee with respect to how Surplus/Losses will be distributed between the different organizations shall be signed by the members of the Organizing Committee.

6.5 Banking

The Chair of the ICPR or one of his/her committee members may open an account for the purpose of organizing ICPR.

6.6 Liability Insurance

The IAPR cannot accept liabilities with respect to ICPR. Consequently, the IAPR recommends liability insurance on its sponsored conferences and meetings, but is not in a position to provide such insurance. The Chair of the ICPR or one of his/her committee members shall obtain this insurance. Depending on the country where the ICPR is held, it is sometimes easier to have an umbrella organization such as a university or commercial conference organizer obtain this insurance.

6.7 Final Financial Reporting

The Conference Organizing Committee shall prepare a detailed final financial report for the conference, showing all relevant items of revenue and expense as well as final disposition of repayment of all outstanding loans as well as the IAPR levy on registration. The ICPR Organizing Committee shall provide the IAPR with detailed statistics about ICPR, including the list of participants and their addresses, and financial summary balance sheets.

6.8 Liability for Deficit

The "Legal Entity responsible for organizing ICPR" shall assume fiscal responsibility for any deficits relating to the conference.

7. Dissolving the Relationship

This relationship may be dissolved by any of the Parties by giving the other Party a 60 day notice in writing. Notification should be 30 days before the ICPR that is to be held two years before the ICPR that is the object of this Memorandum of Understanding. If notification is later, then the withdrawing party is still liable for any losses in the current ICPR. If the Legal entity responsible for organizing ICPR is the Party which dissolves the relationship, the ICPR Organizing Committee shall make all reasonable efforts to transfer all conference related materials under its control to IAPR. If IAPR is the Party which dissolves the relationship, the other Party cannot continue to organize and run the ICPR.

8. Miscellaneous

This MOU is binding on the parties, their successors, and transferees and constitutes the entire MOU between them, superseding any and all previous agreements, oral or written with respect to the subject matter hereof. No modification or waiver of any term or amendment to this MOU shall be effective unless signed in writing by all Parties.

This MOU shall be interpreted in accordance with and governed by the internal laws of the State of New York, where IAPR is registered.

This MOU may not be assigned or transferred to another Party without the written consent of the other Party(ies).

If any Party uses facsimile transmittal, then the fax copy shall serve as an original until an actual original is executed and received by all Parties.

In witness whereof, the Parties hereto have executed this memorandum of understanding as of the day first above written.

IAPR	ICPR Organizing Committee
Authorized Signature	Signature of authorised representative of Host Institution
Name	Name
Title	Title
Date	Date

APPENDIX C

Template for proposal

To facilitate the analysis and comparison of proposals the following template shall be adopted. In particular, Part A must contain the required information in the proposed order and using the recommended number of pages. The use of pictures and graphical parts should be limited in this part to keep it compact. On the other hand, Part B can contain any additional information that the proposers believe should be considered when judging the proposal, including touristic information and support letters. If the overall file size is too large for easy distribution by email, it is recommended to split the document in two files containing Part A and Part B, respectively.

Part A

1. Title page

Contains the proposed location and dates. If multiple options are under consideration for the date this page should contain the best choice from proposers' point of view. Alternatives can be described in the introduction.

2. Introduction (max one page)

Describe any relevant information about the proposed location for ICPR. Describe what are the positive aspects of the proposal. Discuss why the proposed dates are good, or any alternative range of dates.

3. Venue (max two pages)

Provide a synthesis of the proposed venue. In particular list the rooms available for oral sessions with number of seats and size. The rooms should allow a smooth running of ICPR taking into account plenary sessions, parallel sessions, and poster sessions. List also other public areas or places that might be used for coffee breaks and other social activities including welcome reception and banquet. All these areas should be adequate for the expected ICPR audience. Also keep in mind the need to support ICPR satellite events, including affiliated workshops.

Any additional information describing with more details the proposed locations, such as floorplans of the venue(s), pictures, or maps is highly recommended, but should be included in part B.

4. Accessibility – transportation (max two pages)

Summarize the closest International airport(s) and the preferred transportation(s) to and from the venue. Provide an estimate of travel times and costs for an economy return flight from several destinations worldwide to the venue. To this purpose well known on-line booking systems could be used, considering similar dates in the current year.

5. Accessibility – visa (max two pages)

Describe any issue related to VISA requirements. List any particular problem to grant VISA to participants coming from countries of IAPR member societies. The list of IAPR member organizations can be found on the IAPR website.

6. Skeleton organizational structure (one page)

1. Four to six positions should be listed in the proposal comprising:
 - a. General Chair(s)
 - b. Finance Chair
 - c. Local Arrangements Chair
 - d. Conference Program Chair(s)
 - e. Up to two additional key posts (to be specified at the discretion of the Proposers)

If the proposers choose to list four names, then only one person can appear for positions *a*, *b*, *c* and *d*. If five or six are listed, then more than one person can be listed at these positions or at any other key position. Proposers should keep in mind IAPR's diversity goals.

7. Short CVs (half page each)

Provide a brief Curriculum Vitae of each person in the skeleton organizational structure. Especially address the **experience** in hosting/organizing scientific conferences in particular with respect to ICPR.

8. Diversity (max half page)

Describe your approach to enhancing the diversity of the ICPR community, both in terms of conference leadership as well as participation.

9. Accommodation (max two pages)

List nearby hotels and accommodations, providing information on the room capacity, distance to the venue, and cost. There should be evidence of availability of enough rooms for the expected ICPR attendance.

10. Key milestones schedule (one page)

According to the timetable in Section 3.4 of these guidelines.

11. Budget (two pages)

Detail each of the items listed in Section 3.1 according to the following templates. Additional items can be added if needed. Items not relevant should be left empty.

INCOME	Amount	Quantity	Total
Registrations:			
Member early			
Member late			
Member onsite			
Non-Member early			
Non-Member late			
Non-Member onsite			
Student early			
Student late			
Student onsite			
Sponsorships/Grants			
Tutorials			
Workshops			
Exhibits / Demonstrations			
IAPR loan			
Other incomes			
TOTAL INCOME			

EXPENDITURE	Amount	Quantity	Total
Venue hire			
Audio/video equipment			
Insurance and security			
Proceedings production			
Proceedings shipping			
Secretariat, publicity, mailing etc.			
Conference Banquet			
Welcome Reception			
Coffee Breaks			
Lunches (if included in registration)			
Other social events			
Author's kit (Conference bag, etc.)			
Conference management services (if any)			
On line review system (Papercept)			
Expenses of K.-S. Fu award recipient			
Expenses of J.K. Aggarwal and M. Petrou award recipients			
Invited Speakers			
Prizes & Awards			
Face-to-face meetings of Organizers, Program and Track Chairs			
Refund of IAPR loan			
IAPR Secretariat expenses			
IAPR levy (10% of gross registration receipts)			
Other expenses			
Estimated surplus			
TOTAL EXPENDITURE			

12. Endorsement by the national organization (one page)

Include one signed letter of endorsement by the local IAPR member society. Remember that an ICPR is hosted by an institution under the auspices of an endorsing member organization of IAPR, i.e., a national association, rather than by a group of people. Any additional support letter should be included in Part B.

13. Endorsement by the hosting institution (one page)

Include one signed letter of endorsement by the hosting institution. The letter must contain a declaration that in case of acceptance of the bid, the hosting institution will sign the Memorandum of Understanding. This document must be signed by one authorized representative of the Host Institution.

Part B

Details (no page limits)

Include in this part any information that can be useful to evaluate the proposal. There are no page limits for this part. The description should clarify any possible doubt and follow the order of sections in Part A.