Guidelines for proposing to organize a SOFSEM Conference

The location of SOFSEM $x+2$ is normally decided at the business meeting of SOFSEM $x+1$, in January or February of year $x+1$. Proposals for organizing SOFSEM $x+2$ are welcomed any time during year $x$, well ahead of this business meeting.

If you/your team is interested in organizing a SOFSEM, please inform the Steering Committee at an early stage. In preparing your proposal, the following items should typically be addressed.

1. **PC chair(s)**
   - name(s) of the proposed PC chair or PC co-chairs

2. **Organizing committee**
   - name of OC chair and committee members (incl web master)
   - experience in organizing scientific conferences
   - expertise of institution or group in ‘Foundations’

3. **Conference dates**
   - SOFSEM is usually held in the last week of January or the first week of February
   - the duration of SOFSEM is typically 4 or 4.5 days (see recent SOFSEMs)

4. **Conference venue**
   - location
   - type of accommodation (preferably keeping all participants together in one place, incl. rates)
   - reachability (nearest airport or railway station, cost of local transportation)

5. **Conference facilities**
   - characteristics of conference hall, lecture room(s), other facilities
   - accommodating participant interactions as in SOFSEM profile

6. **Scientific program particulars**
   - anticipated special focus area(s) in the SOFSEM program

7. **Social program**
   - welcome party, conference dinner, other activities
   - excursion(s)

8. **Expected registration fee**
   - draft budget plan for the conference
   - what is included in the registration fee
   - special rates for young researchers/PhD students

9. **Further information**
   - special attractiveness or importance of having SOFSEM at this site

Please submit your proposal, or send any questions you may have when preparing it, to: **SOFSEM Steering Committee, c/o Julius Stuller (chair), stuller@cs.cas.cz**