

# Call for proposals to host NetSci 2020

NetSci 2020 will be the 15th annual NetSci conference. NetSci is a 5-day event held Monday thru Friday. The first two days are Schools and Satellites 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 2017, Indianapolis, USA <http://netsci2017.net>
- NetSci 2018, Paris, France, <http://netsci2018.com>
- NetSci 2019, Burlington, USA, <http://netsci2019.net/>

If you would like to host NetSci 2020, please submit a 3-4 page proposal addressing the points below. This should be submitted as a pdf via email to the Conferences Committee Co-chairs, Sune Lehmann and Ann McCranie at [NetSciConferences@gmail.com](mailto:NetSciConferences@gmail.com). **The deadline is Dec, 15, 2018.** The Society Board will be reviewing proposals and announce a decision in mid January. We strongly prefer a European location for 2020 - 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 2017 attracting 675 participants and NetSci 2018 with 791. 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. You must allow for this payment option.

- Although not necessary for this proposal, feel free to line up your co-organizing leads especially for the Schools, Satellites, Program Chairs for contributed talks, 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 to get a sense of what is entailed, 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.
- Plan to provide a comped registration fee for the Society President, who travels at largely his/her own expense to both NetSci and NetSci-X every year. Other than the Society president, there is no requirement to “comp” registration fees, travel, or hotel costs for any particular speaker or organizers. Previous plenary speakers have sometimes been offered two or three nights lodging, comped registration fees, and \$500 toward travel, but they have sometimes been only offered waived registration and hotel lodging. Satellites have been offered one comped registration or additional comped registrations based on early registration. You will want to consider exactly 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.
- Some conferences have provided meals, particularly if their venue was not accessible to restaurants for quick service. You could opt to provide these either to everyone or à la carte in the registration process if you feel it is appropriate.
- It is required that you provide the registration list of all registered participants at the end of the conference. Email addresses are crucial for continued announcements and contact information is important to understand 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 or support from their institutions.
- 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), as is the new Euler Award (senior scientist). You will need to provide a 1.5 hour plenary time slot the Society to make the awards and for the awardees to speak. They will not be announced until directly before their lecture. This has generally been scheduled on Thursday afternoon.
- Some previous organizers have organized proceedings track, which is an option. That is, they had 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!**

**Room Capacities needs for NetSci (based on NetSci 2017 Indianapolis, more details available)**

#### **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**

- 1 large plenary space able to seat most participants (usually 8-2:30 pm on Wednesday and Thursday, 8:30-noon on Friday). For reference, NetSci 2017 had seating for 750 in the plenary space and many of the plenary talks brought between 500-600 participants.
  - 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 on Wednesday evening (this has been done differently at different conferences). There have been between 175-225 posters at recent conferences. Best is to have a space for the posters to be on display for extended periods throughout the conference, ideally in proximity to the coffee break location.
- A space for beverage/coffee service

- Room for parallel talk 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 funders panel and a 40 minute editor and publishers panel. Each drew about 150 people and was held in a parallel session room. See the list of special events at NetSci 2020 for additional possibilities: <https://www.netsci2018.com/events>
- Space for a ticketed 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.
- Recently, there have been two interest groups emerging at NetSci that we would like to accommodate with space and time on the schedule: the Society for Young Network Scientists and the Women in Network Science. As these are emerging initiatives, we would encourage you to talk with us and their respective organizers early about opportunities to give them space and a forum in an already busy schedule.