CIKM Bidding Expectations – 2027 and Beyond

Please supply the requested information as part of your EoI. It will be used by the Steering Committee to assess your bid. You may also choose to provide an early draft of your EoI to the SC Chair if you wish, to discuss options and/or receive preliminary feedback prior to final submission. In all cases the SC Chair (contact details below) should be the first point of contact.

A preferred location for year Y will not be finalized prior to June in year $Y - 3$, and all EoI's received prior to April 30 in year $Y - 3$ will be considered equally. Bidding will then remain open for as long as is necessary thereafter to secure a viable conference location.

Wherever possible, CIKM will not be held in the same continent in two consecutive years. The recent and current sequence:[1]

Year	#	Location
2013	22	Maui (North America)
2014	23	Shanghai (Asia)
2015	24	Melbourne (Australasia)
2016	25	Indianapolis (North America)
2017	26	Singapore (Asia)
2018	27	Turin (Europe)
2019	28	Beijing (Asia)
2020	29	Galway (Europe, virtual)
2021	30	Gold Coast (Australasia, virtual)
2022	31	Atlanta (North America, hybrid)
2023	32	Birmingham (Europe, hybrid)
2024	33	Boise (North America)
2025	34	Seoul (Asia)
2026	35	Rome (Europe)
2027	36	*Now open for EoI's, ideally prior to 30 April 2024.*

The "EoI-*nn*" labels in what follows represent section headings that you should use when preparing your Expression of Interest.

CIKM is sponsored by the ACM and must comply with all ACM requirements[2].

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[1] Complete list at `http://www.cikmconference.org`.

[2] See `https://www.acm.org/special-interest-groups/volunteer-resources/conference-planning/table-of-contents`.

Dates

CIKM is a five-day event normally held Mon-Fri somewhere in the period 20 October to 31 October. If there are reasons why you would need to shift outside these dates, please list them in your EoI. And if there are local festivals of significance or major sporting events that might be benefits (or detriments) of those dates, please note them also.

EoI-1. Proposed dates.

EoI-2. Factors that have influenced that choice.

Indicative Budget

Please prepare a preliminary budget (template available from the SC Chair) that includes all of:

EoI-3. Indicative costing (in 2024 prices will be fine) from your preferred venue (or two if you wish to compare and contrast) for your proposed five-day window, covering the typical conference schedule that includes:

- First and last days of workshop/tutorial activities (normally Monday and Friday, but can also be other days if there are reasons to vary) to support (approx) 400 people across 5 to 7 rooms, with capacities ranging from 50 to 200 people in each room.
- Three main middle days of conference activities (normally Tuesday to Thursday, but again may be varied if you have reasons to do so) to support:
  - Plenary sessions, up to 800 in-person attendees in a single room.
  - Parallel session, approx 800 people across 6 to 8 rooms, with capacities ranging from 100 to 400 people in each room (the plenary room can be one of these).
  - Poster presentations, up to 100 posters on each day.
- Estimates of any other costs such as mandatory security or cleaning fees.

EoI-4. Estimated AV costing (in 2024 prices will be fine) for that same configuration of rooms across the five days covering:

- Lecterns, if not provided.
- Data projectors, if not provided.
- Screens, if not provided.
- Speaker microphone and roving microphones and sound, if not provided.
- In-room system personnel/support costs and etc in the Plenary room.
- Plus any other on-site support costs to service the other rooms.
- Hire of poster boards.

- Including any set-up and removal costs that might apply.

EoI-5. Indicative catering costing (in 2024 prices will be fine) from the proposed venue for morning/afternoon coffees for the anticipated 400/800/800/800/400 people across the five days.

EoI-6. Indicative per-person costing (in 2024 prices will be fine) for a reception (typically Monday evening) for 600 people at the proposed conference venue or some other nearby location. Please make clear whether these costing include both food and beverages, or whether beverages would be purchased via a cash bar.

Note that student attendees are also to be catered for at the reception.

EoI-7. Indicative per-person costing for a dinner/banquet (typically Wednesday evening) for 750 people at the proposed conference venue (or some other preferred venue in your city), including the nature of the food service (sit-down or stand up, buffet, etc) and information about the nature of any beverage services that are included in that price structure.

Note that student attendees are also to be catered for at the banquet.

Plus, indicative information about the estimated AV cost of supplying lectern, microphone, and sound, to that dinner location.

EoI-8. Information about any state/municipal support grants that you believe you would be eligible for, including details of any "performance" hurdles that would be a prerequisite to the release of such funding.

EoI-9. Indicative (estimated, non-binding) likely registration fees that would be implied by these costs, assuming that around 40–50% of the attendees register as students.

When computing these you should include: (a) a 10% contingency allowance across all of the expenditure; and (b) the mandatory ACM overhead of 16% on all expenditure. The budget should be neutral with those two components included.

Also include an allowance for PCO support and for credit card fees and etc. You may include any state/municipal grants that you believe you would receive.

Note that student registrants are to be permitted to present papers. The CIKM SC will *not* accept arrangements that require that students who are presenting papers must register as full attendees.

Nor will it accept proposals that require that one full registration be paid per accepted paper. That is, in the unlikely event of a student being an author of multiple accepted papers they must be permitted to present all after paying only a single student registration fee.

On the other hand, the CIKM SC *will* accept a registration fee structure that includes a cost element for each attendee (three-day or five-day; student, member, full, in the usual manner) and then adds a separate smaller "paper presenter" element (short, long, and so on) under which one author of each accepted/published paper must self-identify as being the "presenting author" and pay an additional per-paper fee.

A budget template is available from the SC Chair that covers these options and is similar to that required by the ACM, so it may be helpful for you to request a copy and then develop your plans in the provided format.

Geography

EoI-10. Details (name, location, approximate capacity) of at least three possible hotels within 5–10 minutes walking distance of the venue, one each at (roughly) 3-star, 4-star, and 5-star standard, including current per night room rate including breakfast (for example, look it up on their web site, pretending to book for 25 October 2024).

EoI-11. A map showing:

- the proposed venue(s).
- major transport hubs (for example, main railway station if train travel is likely, or if airport is served by a train service).
- local transport near the proposed venue (metro/subway stations if relevant).
- the proposed hotels.
- proposed events locations: reception, banquet.
- any significant visitor activities within 15 or 20 walk from the proposed venue (museums, historical sites, parks, etc).
- nearby localities where there are significant clusters of restaurants.

An annotated screenshot from Google/Bing/etc maps can be a good approach to this question.

Personnel

EoI-12. Relevant information (perhaps half a page each) about the two or three people who would be the academic leads and become the General Conference Chairs, and any other key members of the Local Organizing Committee. For each include their past conference organization experience or other "service" experience, and the extent to which they have been involved in past CIKM activities as authors and attendees.

Please consider gender and seniority as you think through who these people might be. At least one should be a senior community leader with significant past CIKM exposure, but there may also be the opportunity to provide professional growth and opportunity to mid-career people.

The Steering Committee will at all times seek diversity with respect to gender and cultural/ethnic origins in conference organizing committees.

EoI-13. [Optional] Names and DBLP/Google Scholar links of three people who you would consider appointing as PC Chairs (please do NOT invite them yet), again making sure that you have diverse representation across countries and gender.

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