# Proposal form for a Conference/Symposium Organizing Committee Chair

## Part I. Conference Information

Complete and e-mail proposal form to Eric Jarman, acis@acisinternational.org, Secretary, ACIS International.

1.  This proposal is for a conference (80+ papers): _____or a Symposium (50-79 papers): _____(please check one)

2.  Proposed Conference: SNPD_____ ICIS_____ SERA_____ EAIM_____ CSII_____ BCD_____ AIML_____
    Or new proposed conference name: _____

3.  Proposed dates: _____ Number of meeting days: _____

4.  Estimated attendance: _____ (IEEE sponsored conferences require at least 80+ attendees)

5.  Estimated number of Special Sessions: _____ Workshops: _____

6.  Proposed location:  City _____ Hotel/University _____

7.  Proposed Conference/Symposium Organizing Committee Members (please include affiliation and email address).  A member may assume dual duties.

    General Chair (should be a full professor):

    Conference Chair (should be a full professor):

    Program Chair(s) (Maximum of 2. Can be assist/associate, full professor):

    Workshop Organizer(s) (Can be assist/associate, full professor):

    Special Session Organizer(s) (Can be assist/associate, full professor):

    Publicity Chairs (at least 4 for different regions. Can be assist/associate, full professor):

    Registration Chair (Can be assist/associate, full professor. 2 registration chairs are needed if there are not any student volunteers):

    Local Arrangements Chair (Can be assist/associate, full professor) :

    Finance Chair (Can be assist/associate, full professor):

Student Volunteers (If any):

Session Chairs (Can be associate/full professor):

Honorary Chair (optional):

## Part 2. Conference Support

The hosting organization of the conference may recruit sponsors for any of the following items. Please fill out the following.

| Item | Location | Financial Sponsor (who will pay) (Your university/dept., ACIS, etc.) |
|---|---|---|
| Meeting Rooms | | |
| A/V Equipment | | |
| Coffee Break | | |
| | | |
| Lunch | | |
| Dinner | | |
| | | |
| Name tags | | |
| Signs/Banners | | |
| Student volunteers | | |
| Other (please specify) | | |

_____

**Organizing Committee Chair's name and signature**                    **Date**

_____

**Chairman of ACIS name and signature**                    **Date**