

ACM CCS: *Guidelines for Conference Hosting/Organization Proposals*

Structure: Each year, CCS takes place over a 5-day period in October/November timeframe. The first and last days are devoted to affiliated workshops, with about 5 in each of these two days. The main conference spans 3 full days, with plenary sessions for keynotes and two parallel sessions for papers. The main conference also includes a poster session and one or more tutorials. Please refer to the web sites of recent editions of CCS for examples of program organization.

Proposal organization: Each proposal to host CCS must include the following information:

- A) Location of the conference venue and travel information.
- B) Description of conference facilities.
- C) Hotels and accommodation. (1) Include a list of hotels that are close to the conference venue and transportation means if required; (2) indicate rates for rooms; (3) indicate if low cost accommodations for students are provided (such as dormitory rooms) and the costs of these accommodations.
- D) Budget. (1) Include travel expenses for up to two keynote speakers and the ACM overhead (http://www.acm.org/sigs/volunteer_resources/officers_manual/conferences). The budget should be prepared for different target attendance numbers: 400 and 500. (2) Indicate the estimated attendance and provide a justification of the attendance.
Recommendation: We recommend being conservative with the budget estimations.
- E) Registration fees. Specify estimated registration fees differentiated for both members and non-members of the ACM. Also, indicate registration fees for students as well as those for early, late and on-site, registration.
- F) Local Strength. Comment on the size of local research and industry communities in the field of computer and communication security.
- G) Key personnel. Specify names of general chair, and local arrangements committee chair.
Note: The selection of the general chair is critical for the success of the conference as the general chair is responsible for the overall conference organization and has to coordinate with the program chairs and the conference steering committee. It is important to select an individual that is able to establish good working relationships and has good coordination skills.
Note: program and workshop chairs are appointed by the CCS steering committee.
- H) Social program. Describe planned social events, including the conference banquet.
- I) Sponsorship. (1) List potential/tentative conference sponsors. (2) Indicate potential financial support that will be available for students (include the sources of this support)
- J) Experience. Indicate conferences organized by proposed key conference personnel.

Proposal Submission: Each proposal must be submitted via e-mail to the chair of the CCS steering committee