2019 VIVO Conference Call for proposals

We welcome your proposal to host the 10th annual VIVO Conference. The VIVO Conference provides a unique opportunity for a practitioners, academics, managers, and sponsors to share their work, hear important presentations from thought leaders, and join in discussions about the future of open source research information systems, including VIVO.

We look forward to hearing from you regarding this exciting opportunity.

Julia Trimmer, VIVO Leadership Group Chair
Michael Conlon, VIVO Project Director

Schedule

Typically, the VIVO conference lasts three days (Wednesday, Thursday, Friday):

- Day 1: Morning: 2-3 half day workshops, afternoon 2-3 half day workshops. Leadership Group meeting in the afternoon. Evening reception
- Day 2: Opening comments, Keynote speaker, Morning contributed papers (three concurrent sessions of 3 papers each). 90 minute lunch with opportunities for self-organized "birds of a feather" sessions. Invited/featured talk after lunch. Two afternoon contributed paper sessions. Evening poster session with reception
- Day 3: Keynote speaker, same schedule as day two. One afternoon contributed paper session, closing plenary session.

Any of the contributed paper sessions could be substituted with concurrent unconference sessions in which attendees self-organize discussions. Similar to workshops, these 90 minute sessions could be organized on-site, or submitted for approval and the conference program.

Conference logistics

- Workshops, presentations and posters are submitted by community via call for proposals, typically 4 months before the conference.
- Keynotes and invited speakers and/or panels, contributed presentations and/or panels
- Auditorium for plenary sessions (100-150 people)
- Three classrooms/workshop rooms for 40 - 50 people each
- Audio/visual capabilities in the auditoriums and classrooms
- Wifi for all attendees

Social Activities

It is customary at a VIVO conference for the conference organizers to highlight and or organize social activities for evenings and possibly following the close of the conference.

Sponsors

The VIVO Conference welcomes all sponsors -- corporate and academic. The Conference has used a prospectus to attract sponsors, explaining the nature of the conference and the benefits of sponsorship. The conference typically attracts 7-10 sponsors, providing $20K-$30K of revenue for the conference organizers. Attracting sponsors is the responsibility of the sponsorship committee.

Financial Responsibility

The hosting site assumes all financial responsibility for the conference. Duraspace and the VIVO Project assume no financial responsibility, and can not assist in the finances of the conference in any way.

In the history of the conference, all conferences except one (2016, Denver) have generated net revenue (revenue exceeded costs). In the case of net revenue, the VIVO Project appreciates receiving any net revenue generated by the conference at the discretion of the host.

Refreshments

- Light breakfast each day
- Coffee mid-morning each day
- Drinks and snacks mid-afternoon each day
- Wine/beer receptions with hors d'oeuvres Wednesday and Thursday evenings

Lunch is typically on your own. Dinners are typically on your own. Any meals may be included with registration or with optional cost at the discretion of the conference hosts.

Accommodations

- Reasonably priced hotel rooms within walking distance or as part of conference facility. In the US, many attendees arrange their own accommodations using on-line services.
- Restaurants within walking distance or at the conference preferred
- Markets, cafes or "grab and go" counters with sandwiches or other simple lunch within walking distance of the venue preferred

Role of the VIVO Conference Task Force

As soon as the conference location and date are determined, a new conference task force will be formed with the hosts and community volunteers. The Conference Task Force typically includes the following:

- **Conference Chair** is responsible for managing the work of the conference task force and overseeing the budget
- **Program Chair** invites speakers, issues the call for proposals, accepts submissions, organizes reviews of proposals, and creates the program schedule.
- **Conference Host** coordinates the event with the conference facility; this person is responsible for conference logistics.
- **Communications Chair** oversees content on the conference website, email marketing, and social media communications.
- **Sponsorship Chair** creates the sponsorship prospectus, solicits sponsorships and coordinates benefits for sponsors.
- Various other roles as needed including technical resources for the registration site and the conference website.

Some previous conference task force members may be available in an advisory capacity, but a new task force will need to be formed.

Please include in your proposal

- What is the proposed city and venue?
- What dates are proposed for the conference? Please consider competing events in the location of the conference, as well as competing conferences regarding areas of interest to VIVO attendees -- scholarly communications, CRIS, library conferences. See https://wiki.duraspace.org/display/VIVO/Conferences+Attended+and+to+Attend
- What is the appeal of the location for the attendees?
- Where would attendees stay?
- What social activities might be available to conference attendees?
- Please propose a budget for the conference. Include projected revenue based on sponsorship and registration, as well as all project costs. Your budget should include projected net revenue, if any.
- Which individuals and/or institutions would be assuming financial responsibility for this event?
- What is your institution's interest in VIVO, ontologies, semantic applications, or profile systems?
- Describe previous experience hosting conferences of size similar to VIVO
- What concerns, if any, do you have about hosting?
- Any other information which may help us choose a site for VIVO 2019

We would like to receive all proposals by

Monday, August 6, 2018