

ACM SIGIR Conference on Human Information Interaction and Retrieval (CHIIR) 2018

Instructions for Submitting Formal Bids

About CHIIR

The ACM SIGIR Conference on Human Information Interaction and Retrieval (CHIIR) provides a forum for the dissemination and discussion of research on the user-centered aspects of information interaction and information retrieval. CHIIR focuses on elements such as human involvement in search activities, and information seeking and use in context. Over the coming years, CHIIR will be held in Chapel Hill, North Carolina, USA (2016) and in Oslo, Norway (2017).

In addition to studies of interactive systems to support information interaction and retrieval, CHIIR also encourages submissions on related topics. These include human-human information interaction, novel interaction paradigms, new evaluation methods, and research that draws upon related work in a range of communities such as sociology, ethnography, psychology, and human-computer interaction. We expect that accepted papers will contain rigorous evaluations of any new methods or measures that they propose, using techniques such as laboratory studies, field experiments, qualitative research designs, simulations of search behavior, or log analysis.

Historically, CHIIR is a merger of two successful events: the *Information Interaction in Context* conference (IliX) and the *Human Computer Information Retrieval* symposium (HCIR). CHIIR has built upon the combined strengths of these events, placing an emphasis on human interaction with information, information seeking contexts, and user-centered approaches to information retrieval, access, and use.

More information about CHIIR can be found online at <http://www.chiir.org>.

Steering Committee

Nick Belkin, Rutgers University, USA

Katriina Byström, Oslo and Akershus University College of Applied Sciences, Norway & University of Borås, Sweden

Luanne Freund, University of British Columbia, Canada

Marti Hearst, University of California at Berkeley, USA

Peter Ingwersen, University of Copenhagen, Denmark

Jaap Kamps, University of Amsterdam, The Netherlands (SIGIR Representative)

Gary Marchionini, University of North Carolina at Chapel Hill, USA

Ian Ruthven, University of Strathclyde, UK

Catherine Smith, Kent State University, USA

Ryen White, Microsoft Research, USA (Chair)

Timing and Location

CHIIR is an annual conference taking place in March. The conference will alternate, at least initially, between North America and Europe. CHIIR 2018 will take place in North America.

Who May Bid

CHIIR will entertain bids from any group or organization performing research in relevant research areas. CHIIR expects the organizers to (1) be recognized and active members of the information interaction and retrieval research community, and (2) be active participants in current and past IliX/H CIR/SIGIR events. ACM requires that the conference chair(s) and the treasurer be members of the ACM. CHIIR further expects that those individuals will also be members of SIGIR. Successful bidders will be expected to apply for “in-cooperation” status from ACM SIGCHI for the CHIIR that they will organize. Support from SIGCHI will help to promote CHIIR in the HCI community and is important for the success of the event.

The Proposal

The proposal is a description of how you will address the technical and logistical issues involved in running a high quality conference in the location that you propose. A few pages should suffice, but you may use more space if necessary. The CHIIR steering committee may wish to discuss aspects of the bid with the proposers prior to making a decision on the bid outcome. As such, a principal contact for your bid should be designated and specified in your proposal.

ACM SIGIR is the sole sponsor of CHIIR. As such, proposal requirements are based on the guidelines for bidding for SIGIR (<http://sigir.org/general-information/hosting-sigir>) since the proposals and budgets will eventually have to be approved by the ACM. The proposal should include the following information:

- **Proposer background:** Bids should include the following about the proposed general chairs.
 - Brief (one-paragraph) biographies.
 - Your connection to the information interaction and retrieval research community in general, and CHIIR (historically IliX or HCIR) and SIGIR in particular. CHIIR expects that the conference chair or chairs will have extensive experience (e.g., served in senior roles in SIGIR or related information interaction and retrieval conferences), and have a positive reputation in the field.
 - Your experience in organizing and running technical conferences.
- **Other organizers:** If you have started to think about assembling a team of organizers, also provide that information. Please do not recruit Program Chairs at this stage, since they must be approved by the CHIIR steering committee. Approval will not happen until after a formal bid is accepted.
- **Proposed dates:** CHIIR will be held at the beginning of March 2018. Potential conflicts with other conferences that are held at around the same time of the year should be considered (e.g., ECIR, iConference, WSDM). The conference is expected to be 3-4 days in duration: three days for the main conference, with space in the schedule (including an extra day if needed) for tutorials and workshops if appropriate. The paper submission deadline should be early September 2017.
- **Suggested conference venue:** The venue should be easily accessible for attendees from across the world. The main conference will be single track. We expect a conference registration of approximately 120 delegates. You will need access to an auditorium that can hold at least this number of people for the opening and closing sessions, and for the main conference. Rooms for tutorials and workshops should be available. In addition, there should be appropriate provisions for a poster session. Nearby venues for lunch and breaks should be specified. Details regarding the proposed conference social program (specifically the welcome reception and the conference banquet) are also expected in the proposal. Suggesting alternative conference venues is acceptable.

- **Travel:** Information about hotel, transportation and living costs, including information about how you might accommodate students at a reasonable cost should be included. If the location has hosted other technical conferences of roughly the same size please include details in the proposal. To help compare alternative proposals, please provide a summary of the estimated costs for the following individuals to attend the conference: (1) an ACM member who will attend the conference and a workshop, and who prefers to stay in the conference hotel or comparable accommodations, traveling from Boston, London, or Beijing; and (2) a student who will attend a tutorial, the conference, and a workshop, preferring quite cheap accommodations, traveling from the same three locations.
- **Budget:** A draft budget should be provided. If your bid is successful, you will complete the ACM TMRF (Technical Meeting Request Form). This asks for a detailed budget. Before preparing the budget draft, please review this page: http://www.acm.org/sigs/volunteer_resources/conference_manual/3-1cfm. Proposers should also note that any surplus will be returned to ACM SIGIR.
- **Financial responsibility:** ACM SIGIR underwrites the event. As such, the host institution does not need to serve as guarantor for the conference. Financially, the goal is that the cost-income breaks even.
- **Organizational responsibility:** Note that host institutions must assume logistic and administrative responsibility for the conference. Proposers should include a letter of consent/responsibility from the hosting institution affirming that they provide this level of backing. The letter should also provide information about any administrative costs that it will take or whether the institution refrains from receiving administrative costs (overhead). Other details about the host institution's support for the bid and its commitment to it, e.g., that they will provide technology facilities or complementary space, should also be outlined in the letter from the institution.
- **Sponsors:** Committed sponsors should be specified in the proposal, if applicable. Note that host universities may sponsor bids. Ideas for potential sponsors (albeit uncommitted) are also welcomed.
- **Local support:** The ability of the local community to provide organizational support for your involvement in running the conference (e.g., support from department chairs, deans, or company management). Organizing a conference takes a significant amount of time and energy, and it is important to have a strong local group of technical and administrative people with whom to work.
- Any additional information that you think is relevant to your bid.

Important Dates

Expressions of interest (optional, but strongly encouraged): Monday, September 14, 2015

Bid submissions: Friday, October 30, 2015

Notifications: Friday, December 4, 2015

Note: All deadlines are 11:59:59PM Pacific Time on the day specified above.

Submitting Bids

Formal bids should be emailed to Ryen White (ryenw@microsoft.com) **by Friday, October 30, 2015**. Those interested in hosting are strongly encouraged to submit an optional expression of interest via email to Ryen White by Monday, September 14, 2015. This will provide the steering committee with a good sense for the bids to expect in advance of the submission deadline.

Questions?

We will be happy to answer any questions that proposers may have. Please direct any questions to the CHIIR Steering Committee Chair, Ryen White (ryenw@microsoft.com).