

IFSA '05

02_ Guideline for Proposals to host IFSA World Congress

September 2002

A Guidelines for Submitting a Proposal to host IFSA World Congress

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IFSA world Congress is a biennial International conference sponsored by IFSA and held in odd-numbered years, preferably in July. An institutional member, or the equivalent, who plans to submit a proposal to host IFSA World Congress, is encouraged to refer to the following guidelines, which are made based on the related provisions in the IFSA Constitution (Article 6) and in the By-Laws (Articles 5~7) as well as on some accumulated recommendations by former IFSA officers and previous World Congress organizers.

I. Deadlines :

The Proposals for an IFSA world congress to be held in year N are sent electronically as well as in a printed hard copy to the IFSA Secretary no later than two months before the beginning of the IFSA world congress held in year N-4. The decision is made at the IFSA council meeting held during this congress. If there is no candidate, it is possible to send proposals no later than two months before the beginning of the intermediate IFSA council meeting, held during year N-3. In this case, the decision is made during this meeting.

II. It is required that the proposal includes each of the following items:

- 1) Name and mailing address of institutional member, or the organization submitting the application.
- 2) The proposed Congress site (Location and Venue), dates and expected attendance.
- 3) The proposed registration fee.
- 4) Budget: Income vs. Expenses.
- 5) List of major responsible officials (general chair, organizing committee chair, IPC chair, etc)
- 6) Schedule of due dates for:
 - * submission of papers. (or extended summary)
 - * notification of acceptance.
 - * submission of x-page long papers for the proceedings.
- 7) Schedule of issuing CFP's and the preliminary program.

III. To prepare the proposals it is strongly recommended to ensure that:

- 1) The length of the congress is 4 to 5 days.
- 2) The registration fee is moderate and includes the banquet.
- 3) The registration fee corresponds to at least one submitted paper and one paper in an invited session. The extra fee for more submissions must be moderate.

IFSA '05

- 4) Worldwide announcements of the congress under electronic form on the Web as well as printed form in journals, and especially in Fuzzy Sets Systems, must be provided at least one year before the beginning of the conference.
- 5) All the papers, under a complete form, including the papers submitted in special sessions, are reviewed by at least two referees.

IV. In the proposal, it is necessary that the following items be Included:

- 1) Statement that the congress organizer may reimburse the expenses of two IFSA officials appointed by the IFSA president for attending the IFSA congress and offers free registration to them. The expenses included:
 - * Round-trip air fare (in Economy class)
 - * Room and board
- 2) Statement that the congress organizer will provide free of all registration to the best IFSA student paper awardee and free student registration fee to the four other IFSA student paper awardees.
- 3) Statement that the general chair of the congress will report at the IFSA Council Meeting and IFSA Business Meeting during the congress the status of the congress including the number of participants, the number of presentations, the acceptance ratio, and a brief summary of related activities.
- 4) Statement that the congress organizer (the general chair) will submit an official final report within 6 months after the congress.
- 5) Statement of intention about profit-sharing that would be transferred to IFSA.

- 6) Statement of establishing URL homepage from the announcement of the congress until its end.
- 7) Statement that in the final program will be printed the dates, times and locations of the IFSA Council Meeting and IFSA Business Meeting during the congress, respectively, for which necessary information will be provided by the IFSA president.

V. It is recommended that the following items are contained in the proposal.

- 1) List of the subject areas of interest for which all the contributed/invited papers are solicited.
- 2) Plans of relevant technical activities such as:
 - * Tutorials
 - * Workshops
 - * Exhibitions
 - * Technical visits
- 3) List of the organizations in support of the proposal.
- 4) Plans of social programs.
- 5) Statement on availability of computer facility during the congress for e-mail, fax, and/or telephone.
- 6) Plan of organizing an open forum to discuss the future and challenges of FUZZY theory.

IFSA '05

B Guidelines for examining a Proposal to host IFSA World Congress

Once the submission deadline is over, the secretary will send the submissions material to the council members. The meetings committee will have 3 weeks to examine the proposals in detail, summarize them, make comments and state doubts. This material will be sent to the secretary who will forward it to the council members and to ALL the candidates. The candidates will have 2 weeks to answer the doubts and modify/adjust the submissions. This material will then be distributed and used in the IFSA council meeting itself.