

In preparing your bid, please consider these questions. There is no template for bids; you are free to structure it as you like, but the GIScience Steering Committee will use these questions to assess and compare bids.

Bids should be submitted to the steering committee chairs (Ross Purves (ross.purves@geo.uzh.ch) and Renee Sieber (renee.sieber@mcgill.ca) by 31st January 2024.

Questions for preparation of GIScience 2025 bids

1. Hosts

- Names of consortium (established group or group of individuals) proposing to host the conference. Conference chairs, local organisers, program committee chairs (also will these be different for full and short papers?), workshop and tutorial chairs, publicity chairs.
- How will responsibilities be divided?
- What previous experience do members of the consortium have of conference organisation?
- Do the research interests of the committee members overlap with those of the conference? How so?
- Is there a local and regional strong presence of GIScience related research and practice? Describe.
- Is there evidence of diversity, at all levels, in the committee members proposed? Diversity includes e.g., gender, age, ethnicity, race, religion, disability, LGBTQ+.

2. Vision

- How will you innovate – what will be special about this GIScience conference?
- Will the conference have a specific theme?
- Do you have an idea about keynote speakers or types of speakers? Keep in mind that we also seek diversity in keynotes.
- How do you plan to attract new conference attendees and retain previous ones?
- How will you attract and support a diverse audience of conference presenters and attendees?

How will you promote the attendance of early career researchers and students at the conference? Will you for example offer sponsorship for students? Will you offer special events for early career researchers (e.g., a doctoral colloquium)?

- How will you ensure inclusiveness during the conference (i.e., ensuring many different types of people attend/present and treating them all fairly and equally)? This includes, for example age, gender, race, ethnicity, religion, disability, sexual orientation, sexual identity, education and national origin (will you e.g., publish a code of conduct like <https://berlincodeofconduct.org/>)?
- Will the conference offer hybrid (e.g., streaming) formats?
- In what ways will the conference address environmental sustainability challenges (e.g., pertaining to travel & catering) through its organization?

3. Location

- Brief description of the city
- Description of conference facility, including rooms and amenities (e.g., coffee service, wifi)
- Likely venues for reception and conference dinner
- Connections to GIScience activities at local universities
- Travel times, modes and costs from regional and international GIScience centres
- Likely visa requirements for attendees
- Location and descriptions of accommodation along with estimated rates – is a mix of accommodation catering to full and student registrations possible?
- Distances between conference facility, accommodation(s) and major travel hubs (e.g., major railway stations and international airports)

4. Planned dates

- When will the conference be held? Typically the conference is held in early September but you may wish to hold it earlier to accommodate teaching schedules.

Potential program:

- Day 1: Workshops and Tutorials (5-10 rooms for up to 50 participants each); smaller anteroom for registration and local information; meals and coffee; evening welcome reception.
- Day 2-4: Morning (9-10 am): Keynote in general session (up to 300 attendees); Late Morning/Afternoon (10:30 am-12 noon; 1:30pm-3 pm; 4-5 pm): Parallel Sessions; smaller anteroom for registration and local information; additional anteroom for publication meetings as needed; lunches (see budget) and coffee breaks; poster sessions.

- Day 3: Conference Dinner

5. Finances

- GIScience conferences are self-funded - will you have a deficit guarantee? How will you keep costs down to encourage as wide attendances as possible?
- Preliminary budget of revenues: anticipated revenue such as registration costs (e.g., early bird and late, student/faculty/other, workshop and tutorial charges) and potential sponsorships. Preliminary budget of costs, including but not limited to venue rental, technical support, streaming costs (if any), coffee breaks, lunches if provided, conference dinner, publication material.
- Will sponsorship be sought? Likely sources?
- Will scholarships for those otherwise unlikely to be able to attend be available – how will they be allocated and funded?
- Payment and other automated processes to handle registrations (e.g., payment processing, registration system you plan to use)
- How will refunds be handled?
- What is your back-up plan in case of travel restrictions due to, for example Covid-19 or other *force majeure*?

6. Conference advertising

- Estimated timeline of announcements (i.e., calls for workshops and tutorials, 1st, 2nd calls for longer papers, short papers/extended abstracts, posters, general call for attendance and registration). We will provide help planning this.
- Web and social media presence
- Mailing lists - we will help compiling a list of useful existing lists to ensure wide coverage.
- How will you reach and support as broad a range of potential participants as possible?

7. Peer review and publication

- Conference management software - EasyChair has generally been used
- Planned review process

- Anticipated program committee size, membership, and role - based on existing committee to ensure some continuity in conference. Historically, program committees are large to ensure sufficient reviews. Once again, we can help with that.
- Open access publication of full papers. FYI: GIScience currently has an agreement with LiPiCs so you do not need to seek out a new publisher.
- Planned publication of extended abstracts/ short papers?
- Thoughts on publication of workshop and tutorial materials?

8. Review process

Your bid will be reviewed by the GIScience Steering Committee. We will look for evidence of:

- Quality, experience and diversity of the hosts
- Your vision to sustain and enhance the conference going forward
- The proposed location's likely ability to attract and host a medium-sized international conference on GIScience, its attractiveness as a venue, and its connections to regional and international research on GIScience
- A convincing financial plan to deliver a high quality conference at a reasonable price to a diverse audience
- A well thought through strategy for advertising the conference and attracting submissions and attendees
- A commitment to high standards of academic review and open access publishing of the conference proceedings

The successful team will be supported by the steering committee in their organization of the conference, and expected to provide regular updates on the organization of the conference and any problems which arise along the way.