

## **WORKSHOP GUIDELINES**

### **INTERNATIONAL SYMPOSIUM ON FORECASTING (ISF)**

The International Symposium on Forecasting is the premier international forecasting conference. The ISF provides the opportunity to meet, listen and interact with the world's leading forecasting researchers and practitioners. The attendance is large enough so that the best in the field are attracted, yet small enough that you will have the opportunity to meet and network, one on one. The ISF offers many various ways of networking, through a combination of keynote speaker presentations, academic sessions, workshops, meals, and social programs.

The focus of the workshops is to offer the conference attendees the opportunity to take an in-depth look at a specific forecasting theme. The workshops are small, informal meetings where experts in a particular field can discuss problems, research and solutions. Vendors should please bear in mind that the workshop focus should be on the sharing of ideas on forecasting, rather than showcasing products. Products should be used as a tool toward this end.

#### **The 36th INTERNATIONAL SYMPOSIUM ON FORECASTING**

**[www.forecasters.org/isf](http://www.forecasters.org/isf)**

**LOCATION:** Santander, Spain  
Magdalen Palace, Peninsula of La Magdalena

**DATE:** June 19-22, 2016

**ATTENDANCE:** Past ISF attendance has ranged from 300-450

**PAST WORKSHOP PROVIDERS:** Accenture, Automatic Forecasting Systems, Siemens, SAS, Business Forecast Systems, Delphus, Jaguar APS, SAP

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- Δ Workshops take place on the Sunday during the symposium
- Δ There are options for full or ½ day workshop sessions
- Δ The availability of audio visual and other presentation materials will be dependent upon the symposium venue. Please inquire with the organizing committee for details.
- Δ The workshop provider and affiliation will be placed in the Program Book and on [www.forecasters.org/ISF](http://www.forecasters.org/ISF)
- Δ A minimal fee is charged to all workshop participants to cover the cost of room rental and equipment. This fee is paid directly to the ISF.
- Δ There is also the opportunity to have an exhibit table at the symposium. Please contact the organizing committee for additional details on this option.
- Δ The workshop provider will need to give the following information to the ISF Organizing Committee: Workshop description, length of workshop and provider's e-photo.
- Δ **Registration – The workshop instructor will receive no fee. If the instructor will also be participating in the symposium, the policy of the ISF organizing committee is to offer a 50% discount on the stated registration fee. Additional considerations include:**
  - Registration includes attendance at all sessions, coffee breaks and lunches
  - In order to offer the 50% discount, the ISF generally requires at least 5 participants in a workshop. If there are fewer than 5 participants signed up, a workshop may be cancelled. However, this can be discussed with the individual course instructor.
  - If there are more than 20 participants in a workshop, the presenter will receive 100% registration discount.
  - **Please note:** these are general guidelines and the final decision will remain with the organizing chair who may wish to vary them, but we recommend that in general they be adhered to.

### **Conference Logistics:**

Electrical outlets/access will be provided as well as audiovisual equipment. If you have specific requirements, beyond screen and laptop, please contact us.

Shipping - If you need to ship anything to the conference venue, shipments should be sent to directly to the Magdalen Palace (address details will be provided). Shipments should be scheduled to arrive no earlier than three days prior to the start of the event. You are responsible for making your own return shipping arrangements.