

Program Committee Co-Chairs' Checklist

- 1) Decide about distribution of work and responsibilities between co-chairs
- 2) Propose PC member list for the SC. The composition of the PC is up to the co-chairs; here are guidelines:
 - The PC should not be too large (not more than 30 members).
 - The PC should have sufficient gender balance as well as geographical balance meaning that normally there are not several members from the same institution.
 - Majority of the PC should consist of **old members** who participated in the PC during, say, last 1-10 years. There should be a few **members from the previous year's PC**.
 - There should be a few **new members** who have not been in the PC at all or not recently.
 - SC confirms the PC after possible revisions.
- 3) Propose three invited speakers and two highlight speakers to SC. Remember gender balance!
- 4) Contact the publisher (LIPIcs) and familiarize with the process of editing the proceedings
 - publication costs; time schedule of editing the proceedings
- 5) Contact EasyChair to arrange paper submission site
- 6) Decide "important dates" for paper submissions, for acceptance decisions, and for final texts. For the PC, decide the schedule for reviewing and selecting papers
 - the publisher (LIPIcs) has constraints to be followed here such that the proceedings is available at the start of the meeting
- 7) Prepare the Call-for-Papers
 - the call text should mainly follow previous calls
 - a new requirement (suggested by the CPM 2021 PC) concerning replicability of experimental results should be added saying something like: "the program code of experimental papers should be made public, with reasonable documentation, such that the PC may evaluate replicability of experimental results"
- 8) Distribute the Call-for-Papers extensively several times on all relevant mailing lists you may find
 - the first call should be sent out in previous year November at the latest!
 - contact previous PC Chairs for mailing lists; if you have, use your own lists, too
- 9) Decide if a last-minute extension of the submission dead-line should be granted
- 10) Consult with the Test-of-Time Award Committee to agree on a dead-line to select the awardee
- 11) Organize paper reviewing and selection within EasyChair
 - remember to allocate enough time for PC internal discussions once reviews are in
 - be prepared that some reviews come late
- 12) Propose "Alberto Apostolico Best Paper Award" winner to the SC
- 13) Edit proceedings
- 14) Prepare PC report to be presented in the conference

Conference Organizers' Checklist

- 1) Decide about members and Chair and responsibilities of the local organization team
- 2) Fix the dates of the conference and communicate with SC
- 3) Decide in collaboration with SC about the format (hybrid, partially hybrid, on-site only) of the conference. Decide about associated events (summer school, String Masters, poster session, ...).
 - if it is hybrid, arrange video recording / ZOOM facilities
- 4) Work out a budget that will allow inviting three key-note speakers and possibly two highlight speakers (speakers themselves are invited by the PC co-chairs), decide about gifts for invited speakers; set up a bank account?
- 5) Determine the registration fee for on-site participants and for remote participants;
 - registration should be especially inexpensive for students, so that many attendees from local universities are attracted
- 6) If sponsors at hand, consult them; direct sponsoring (paying some bills) may be easier than adding money to the general budget
- 7) Arrange for meeting space: one conference room for 3 days, and some working space (plus space for the associated events if any)
- 8) Check the requirements and cost for security, first-aider, cleaning, etc.
- 9) Arrange for catering breaks
- 10) Decide about social event/excursion and conference dinner as well as on possible PC dinner
- 11) Reserve blocks of rooms at suitable hotel(s) for reasonable rates
- 12) Arrange for wifi connectivity for conference attendees
- 13) Arrange for projection equipment, microphones and auxiliary stuff
- 14) Set up a web site with complete directions, including registration (and payment)
 - the web site should have a link to the submission site (EasyChair) which is set up by PC co-chairs
 - starting from the web sites of some previous years CPMs may be useful
- 15) Set up a contact email address
- 16) Consult with PC chairs about text on web page, particularly the Call for Papers; the best paper award, the test-of-time award
- 17) Decide about flyers and posters; if yes, design and send
- 18) Decide about program brochure, name tags, maps, lunch coupons, signposts, giveaways, etc.
- 19) Prepare and publish the daily program schedule once the papers have been accepted
- 20) During the conference, have volunteers (who get free registration) to help with preparation of conference bags, registration, ensuring projectors work, putting signs for directions in appropriate places on campus, etc.
- 21) Give feedback to SC, including how to improve this checklist