



# CALL FOR WORKSHOPS

## 19<sup>th</sup> IEEE International Conference on BUSINESS INFORMATICS (CBI'17)

24-26 July 2017, Thessaloniki, Greece

<http://conferences.cwa.gr/cbi2017>

### SCOPE

IEEE CBI is a well-established conference series on Business Informatics that has a long tradition of hosting workshops around topics related to the main themes of the conference. The CBI workshops provide ample room for discussion of recent business informatics developments, as well as new and emerging ideas.

The organisers of CBI'17, the 19<sup>th</sup> edition of the CBI series, invite proposals for workshops to be held in parallel with the conference.

Two kinds of workshop proposals are invited:

- **Paper-oriented workshops** concentrate on presentations of accepted papers with associated discussions.
- **Discussion-oriented or “mini Dagstuhl” workshops** have an emphasis on discussions. The discussions are facilitated by presentations from invited experts in the area of the workshop and they involve all the participants in some way.

Successful workshops are required to organise their own reviewing process and managing the content on the website, as well as co-ordinate the collection and delivery of camera ready material and copyright transfer, in line with their choice for proceedings (e.g., using the CEUR series). The co-location with CBI'17 must be made explicit in their proceedings.

Workshop proposals should follow the guidelines below. They should be submitted to the **workshop chair Mohamed Zaki** ([mehyz2@cam.ac.uk](mailto:mehyz2@cam.ac.uk)). Prior contact with the workshop chair is encouraged.

### IMPORTANT DATES

**Deadline for submission of workshops proposals (via email):** 19 January 2017

**Notification of workshop acceptance:** 27 January 2017

### ACCEPTED WORKSHOPS DEADLINES

**Workshop papers submission deadline:** 7 May 2017

**Notification to authors and registration opening:** 28 May 2017

**Camera-ready copy deadline for workshop papers:** 11 June 2017

**Author registration deadline for workshop papers:** 11 June 2017

**Summary by workshop chairs:** 18 June 2017

Accepted workshops will be held on July 24<sup>th</sup> or July 25<sup>th</sup> or July 26<sup>th</sup>.

## DETAILED INSTRUCTIONS FOR WORKSHOP PROPOSALS

The proposal (length up to 1000 words) should cover the following topics:

- Workshop title, duration (1/2 day, 1 day or 2 days), and workshop type (paper-oriented or discussion-oriented).
- The organizers (PC chairs, additional organizers present at the workshop or are otherwise involved, including people responsible for web presence and communication). Please include names, addresses, affiliations, and indicate the main responsible person. The submission should include a one-paragraph (up to 10 lines) short CV for each organizer, describing relevant qualifications and experience.
- Purpose: What are the main goals of the workshop? Please list the workshop topics. How does the focus of the workshop differ from and complement the main conference?
- Organization of the workshop: How do you plan to organise the workshop in terms of type of sessions, etc. Mention if you plan to have a keynote (please note that the conference organization will not cover fees, travel expenses, accommodation nor registration cost). Please mention if you require any special requirement regarding infrastructure and room layout.
- Proceedings: Specify how the contributions will be published and how you make them available to attendees (especially if you require some support from the conference organization).
- Tentative list of PC members.
- An estimation of the number of papers you are expecting to be submitted and the number of attendees at the workshop. If applicable, please provide information on previous editions of the workshop (this should include number of submission, number of accepted papers, number of attendance, etc.)
- Short information about your publicity plans for the workshop to increase submission and making it highly visible.
- Draft of the Call for Paper (1 page PDF as appendix to the above information)

Notification of acceptance or rejection for the papers of the main conference is 30<sup>th</sup> April 2017. All workshops are expected to have a submission deadline no later than 7<sup>th</sup> May 2017.

## RESPONSIBILITIES OF WORKSHOP ORGANISERS

The organizer(s) of approved workshops will be responsible for advertising their workshop, for eliciting high quality submissions, for organising and overseeing the reviewing process of workshop submissions, and for the collection of the camera-ready copies of accepted papers. Organizers (including co-organizers) are expected to attend their workshop, and to provide a summary of the event to the CBI'17 organizers. Paper-oriented workshops should use EasyChair to support an efficient proceedings process and the possible consideration of "rejected" papers from the main conference.

## WORKSHOP REGISTRATIONS

All workshop participants are expected to register for the main conference. One free workshop registration will be granted if more than 10 people are registered for the workshop. Local organization support (registration, badges, refreshments, beamers, screens, etc.) will be provided by

the CBI'17 organizers. A joint advertisement of workshops on the CBI'17 website and in general e-mailings will be made by the CBI'17 organizers.

### **SUBMISSION BY WORKSHOP ORGANISERS**

Paper-oriented workshop organizers should not submit to their own workshops. However, if there is more than one workshop organizer, at least one workshop organizer should not submit. This workshop organizer then should lead and guide the workshop paper review and selection process.

### **CANCELATION AND MERGING OF WORKSHOPS**

If there are several workshop proposals focusing on similar topics, the workshop chair might suggest merging workshops. Accepted paper-oriented workshops with less than 10 submissions may be cancelled by the workshop chair, or the workshop chair might suggest to merge with another workshop to avoid a cancellation. The merge will be done (if at all) before the submitted papers are evaluated. If less than 6 papers are accepted for a paper-oriented workshop, the workshop could also be cancelled or requested to merge with another paper-oriented workshop to avoid cancellation. Also, please note that a workshop (paper-oriented or discussion-based) may be cancelled if the number of registrations is less than 5.

