STI · INTERNATIONAL

Rules of the ESWC Conference Series

Disclaimer: These rules are defined by the STI International Board and as such are subject to periodic refinement. This version is of *July 2013*.

Chief Editor: John Domingue

STI · INTERNATIONAL

Contents

1   Intention and Readership

This document contains a number of rules and guidance on how to run ESWC. It is defined by the STI Board with agreement from the ESWC Steering Committee and advice from the ESWC Organising Committee and Track Chairs from each conference event. **It is very important that the Chairs, the PC Chairs and the whole Organising Committee read this document early on as they take up their role.**

2   Mission

The ESWC Conference series is an annual scientific conference on topics centered on Semantic Technology. Semantic Technology is used to provide machine understandable descriptions of resources (network infrastructure, hardware, and software), data, and processes. Currently the conference encompasses major areas such as:

- **Social Web and Web Science**: The combination of Social Web principles and Semantic Web technologies allows end-users to massively produce and use semantic data through social applications, which in turn enables smarter Web-based applications in various domains. This includes the Social Web itself, where it becomes possible to mine Semantic Web data and discover relationships that were not obvious, whether it is in social network identification or for information retrieval purposes. These can be exploited for various purposes: to personalize applications, recommend content, generate new knowledge, and more. But besides the technical aspect, there is also a need to understand the behaviors and patterns of users on the Web, and in particular on the Social Web. Web science aims to address these issues, also considering other aspects that are important to realize a Social Semantic Web, such as governance, law, policies and decision-making.

- **Ontologies:** Ontologies, and related formal representations of conceptual knowledge, are at the heart of Semantic Technology, with research on ontology languages, the development and maintenance of ontologies, and ontology-based applications representing a core part of the research since the early days of the Semantic Web.

- **Reasoning:** This area involves the management of and reasoning with ontologies and rules, so as to support semantically enabled applications. The central idea of this vision is to use ontologies to encode application data in a machine understandable form, in order to be able to automatically integrate data from different sources and to be able to support semantic search for information based on its meaning rather than its syntactic form, and rules to perform conditional decision making, event processing and actions on behalf of the user.

- **Semantic Data Management:** Over the past years we have witnessed a tremendous increase in the amount of semantic data that is available on the Web in almost every field of human activity. For the successful discovery, sharing, distribution and organization of this emerging information universe, the ability to understand and manage the semantics of the data is of paramount importance. Semantic data management refers to a range of techniques that can be employed for storing, querying, manipulating and integrating data based on its meaning. It essentially enables sustainable solutions for a range of IT environments, where the usage of today's mainstream semantic technology is either inefficient or entirely unfeasible, namely, enterprise data integration, life science research, and collaborative data sharing in SaaS architectures. In a nutshell, semantic data management aims to support a more comprehensive usage of larger scale and more complex semantic datasets at lower cost. To achieve this vision, interdisciplinary synergies are required among researchers in the Semantic Web, data management systems as well as Information Retrieval communities.

- **Linked Data**: The Linked Data paradigm is meanwhile established as a pragmatic approach for supporting the realization of the Semantic Web vision and providing a fertile soil for integrating a variety of research directions and usage scenarios. For managing the life-cycle of Linked Data on the Web, the stages of extraction, storage, revision, enrichment, repair, quality analysis and consumption of linked Web Data are of particular importance. Particularly, the Linked Open Data (LOD) movement has gained remarkable momentum over the past years. Tens of thousands of datasets (including governmental, reference, geographic, media, scientific, and social data) have been published, providing tens of billions of RDF triples interlinked by hundreds of millions of RDF links. LOD, as well as complementary open data initiatives, are becoming significant contributors to the information landscape of the Web. The recent advances in both the publication and the consumption of Web Data have increased the potential impact of research contributions in this area.

- **Software, Services and Processes:** The software industry in Europe and beyond is preparing for the Future Internet of Services, which is commonly is considered to become a multi-billion market within the next years. Despite the substantial innovations and research results on service engineering throughout the last decade, several challenges need to be solved in order to make the vision of the Internet of Services (IoS) become a reality. To address this, we are particularly interested in scientific contributions for the profitable employment of Semantic Technology for the modeling, handling, and management of business-relevant aspects of services and service-based computing, novel techniques for automating

the complete service provision and consumption life cycle in an efficient and large-scale manner, especially around light-weight RESTful services in addition to the traditional WS-* stack as well as the integration with Web-of-Data technologies; innovative techniques for easy, light-weight, and efficient service-based application development such as Web 2.0 inspired service mash-up techniques, scalable service composition and the integration with business process and workflow technologies, or service customization and on-device support.

- **Natural Language Processing:** Natural language is the main means of communication between humans and as a result a huge amount of content on the Web is still textual or at least semi-structured, combining some markup (e.g. in the form of tags) with unstructured content. Natural language processing and text mining are therefore crucial building blocks for the semantic analysis of unstructured and textual data and are thus important research areas for the Semantic Web. Natural language can represent an effective and intuitive means for querying and accessing semantic data. This track covers research contributions dealing with all aspects of combining natural language and semantics solving traditional as well as novel challenges.

- **Sensor and Mobile Web:** Millions of sensors are currently deployed in sensor networks around the globe, and are actively collecting enormous amounts of data. Together with legacy data sources, specialized software modules (e.g., modules for mathematical modeling and simulation) and Web 2.0 technologies such as mash-ups, sensor networks give us the opportunity to develop unique applications in a variety of sectors (environment, agriculture, health, transportation, surveillance, public security etc.). Although many of the engineering issues associated with managing sensor network data are solved, managing effective access to this data remains a challenge. Semantic Technology provides, in particular ontologies, but also (stream) reasoning techniques are expected to provide new solutions to this challenge. In addition to sensor data from fixed sensors, modern smart phones and other mobile devices are making ubiquitous computing a reality. They interact directly with our physical environment, and are used in a personalized and contextualized setting. Semantic Technology can help mobile applications developers in the challenging task of managing rich, heterogeneous data about users, their interactions, movements, activities, etc. The correct interpretation and analysis of the raw numerical values provided by pervasive sensor networks and mobile devices now featuring several sensors requires proper semantics support and contextual knowledge; the following aspects seem particularly relevant: (a) identification of simple events or

event streams by joining sensor data with background knowledge, (b) identification of complex events composed from several atomic sensed events based on background knowledge, (c) filtering, management, and interpretation of sensor and mobile data using contextual models, (d) creation of actuators and applications based on sensor data and background knowledge

- **Machine Learning:** With the growing availability of Semantic Web Data, machine learning approaches - in particular inductive learning methods- are increasing in relevance. The prospect is that innovative approaches for (semi-) automatically building and enriching ontologies from information sources such as Linked Data, tagged data, social networks, and ontologies will increasingly support Semantic Web applications. Furthermore, inductive incremental learning techniques can perform reasoning at large scale beyond the limitations of deductive approaches. Finally, machine learning can deal with the intrinsic uncertainty in Web data containing incomplete and/or contradictory information

- **Semantic Technology in Use**: Bringing the research results down to exploitation by the final users as well as demonstrating the beneficial use of these results in real world settings is a major challenge. Semantic technologies are among transversal enabling technologies, and, hence, can be applied in various domains, ranging from eGovernment to manufacturing. The Semantic Web in Use track is particularly devoted to showcase implemented applications, learned best practices as well as assessments and evaluations of semantic technologies in real world settings. Submissions to this track should substantially contribute to the knowledge transfer from research labs into mainstream adoption.

Moreover, the conference includes (annually reviewed) special tracks, comprising special topics of focus interest. As an example, the ESWC2012 special tracks were:

- **Special track 2012: Digital Libraries and Cultural Heritage.** Digital Libraries (DL) are fast becoming significant resources for the world's knowledge. This is especially true in the Cultural Heritage (CH) sector, e.g., in Libraries, Archives and Museums, where large bodies of digital documents and metadata are being assembled and re-distributed through initiatives like Europeana.eu. But even though a lot content is already accessible via the visible Web, far more could be exploited, and better exploited using Semantic Web technology. Often, Digital Libraries focus on particular disciplinary and subject areas and constitute curated knowledge. Semantic Web techniques for digital libraries will therefore take advantage of much richer assumptions on domain-specific semantics, consistency and quality of content. Linked Data technology also offers unprecedented

opportunities for data sharing and re-using, within the cultural domain itself, and across a wider range of sectors.

- **Special track 2012: eGovernment: Using Semantics for Promoting Interoperability in the Public Sector**. Public administration is considered the heaviest service industry as well as the most important information provider even in countries with relatively small public sectors. It is also a highly distributed "business", with hundreds or even thousands of different entities providing services and data to other public agencies, businesses and citizens. In this environment, promoting interoperability amongst all these various actors is considered vital for improving responsiveness, efficiency and reducing costs. The European Interoperability Framework introduced four layers of interoperability: technical; semantic; organizational and legal. With the current advancement and the availability of off-the-shelf solutions for addressing technical interoperability issues, the focus has been shifted to semantic interoperability, a layer that has recently received much attention by both researchers and practitioners.

These areas and track are reviewed by the ESWC Steering Committee on an annual basis. Major revisions in this respect require approval by the STI President. Complementary to the International Semantic Web Conference (ISWC), ESWC covers areas beyond the Semantic Web as a truly Semantic *Technology* conference. To express this character we previously use the term '*Extended*' within the conference title. For historical reasons we do not use 'Semantic Technology' in order to distinguish the conference from existing industrially oriented events in this area. Given the reaction to this name change we now brand the conference solely as 'ESWC'. ESWC has close ties with sister communities in the areas of Artificial Intelligence, Web technology, Data/Text/Web Mining, Natural Language Processing and Very Large Databases. Cooperation and collocation with events in these areas is both desired and encouraged.

3   Structure of the Conference

Here we define the overall structure and elements of a single ESWC event. The transfer of knowledge from one organizing committee to the next is important to ensure the smooth and efficient running of the conference. To support this for each organizational committee role and for each track the associated chairs (i.e. the Organisational Committee and the Track Chairs) should create a document outlining: a) a quick 'how to' guide on what tasks are required for the particular activity including any tips, b) lessons learnt from the current year, and c) recommendations. This should be completed within 3 months of the end of the conference and sent to the STI President.

3.1   *Conference Chair*

Each conference has a *Conference Chair* to oversee *all* activities of a specific ESWC event. He or she **must** be a senior researcher with an outstanding scientific track record and an appropriate level of organizational skills. The Chair has overall responsibility for all conference matters. As such, the Conference Chair reports directly to the Steering Committee through its Chair or designate on the planning, progress, operation and final results of the Conference.

A *preliminary conference report* should be issued and verbally presented to the Steering Committee during its meeting at the Conference. In this report, the Conference Chair should give a synopsis of the attendance, program quality, organization, and explain significant variations with respect to the plans and expectations. A preliminary written financial report must be provided. The Conference Chair or his/her designate must submit a *written final conference report* to the Steering Committee within three (3) months after the Conference has been held. It should cover the previously mentioned categories and report on all experiences and recommendations useful for organizers of future conferences. The conference report is published on the ESWC web site.

When selecting the Organisational Committee and the Track Chairs the Conference Chair should consider the overall gender balance.

He/she is selected by the Steering Committee. In the last few years the Chair has been selected from the Program Committee Chairs of the former conference. This has proved to aid in the continuity of smooth operation and the transfer of conference specific knowledge.

3.2 Program Committee Chairs

The *major scientific track* of the conference is prepared by the *Program Committee Chairs* and the *Track Chairs with the help of the Program Committee Members (organized by areas)*.

Given the nature of the topic there should be minimally two *Program Committee Chairs* covering the different scientific threads deemed relevant for the current event. The Program Committee Chairs organize the Call for Papers for the conference and provide governance for the overall review process of the papers in the different areas. They approve the PC Members proposed by the Track Chairs. Program Committee Chairs should be senior researchers with outstanding scientific track records.

The Program Committee Chairs along with the Conference Chair are responsible for ensuring that the conference proceedings are openly accessible (i.e. the full contents of papers can be downloaded for free). As well as being simply good scientific practice openly accessibility supports our 'dogfood' process'. We currently have an agreement with Springer to ensure open accessibility.

There may be benefit in having the research paper deadline in January for the May event.

The Program Committee Chairs are selected by the Conference Chair in conjunction with the Steering Committee.

3.3 Track Chairs

Each *area* is represented by 1-2 *Track Chairs*. Track Chairs propose PC members to review the papers submitted to their area. Track Chairs design individual calls for papers and actively promote the possibility to publish and participate in ESWC. Track Chairs organize the reviewing process for the papers submitted to their area under the governance of the general Program Committee Chairs. They organize the relevant sessions during the conference and acquire the final copies of the papers published in the proceedings. Track Chairs should be researchers with a significant scientific track record in their respective areas.

Track Chairs should be strongly encouraged to attend the conference and should Chair their respective tracks.

The Track Chairs are proposed by the Program Committee Chairs and approved by the Conference Chair.

3.4 PC members

PC Members (PCMs) should have a significant scientific track record in their respective areas and be willing and committed to carefully and fairly evaluate the scientific quality and potential impact of the submitted papers. *PC Members (PCMs)* are proposed by Track Chairs and approved by the Program Committee Chairs.

Program Committee Chairs should provide information about the ***mission of the conference*** (e.g., broadening, thematic focus), policies of paper evaluation, the scheduling of PC work (especially the dates for papers to be available for reviewing and completing reviews, for rebuttals, timeframe for e-mail or Web-based discussion of controversial or otherwise specific papers, and the PC meeting date), and other operational procedures (e.g., handling of PC papers) to PC candidates together with the invitation for serving on the PC.

PC members must agree that they will do their best to implement the conference mission and policies. PC members must also agree that they do not serve on any other conference Program Committee Chairs whose critical timeframe between beginning of reviewing and the PC meeting overlaps with the critical timeframe of ESWC.

Program Committee Chairs should select the members of their PCMs based on personal knowledge or strong recommendations on the candidates':

- technical competence on the important areas to be covered,
- ability to handle papers beyond their core areas of expertise,
- performance in terms of responsiveness and thoroughness, and
- ethical integrity with regard to dedicating time to the conference, keeping the refereeing process confidential, fairness, etc.

Program Committee Chairs should proactively communicate with previous Program Committee Chairs of recent ESWC conferences on experiences with tentative PC members before sending invitations to serve on the PC. Under exceptional circumstances (e.g., an unexpectedly high number of submissions on a specific topic), the PC chairs may "dynamically" extend the PC by a very small number of additional PC members after the submission deadline.

The following recommendations are made regarding the selection of PC members (not in order of priority):

- select people who are not over-committed and who are capable and willing to perform a high quality reviewing job on time;
- try to achieve a good geographical distribution. PC members are excellent channels to advertise the conference and to solicit papers;
- select people who have a good research record and an international recognition in the semantic technology area and/or related areas;
- try to involve "new faces". One of the reasons for the success of the ESWC conference series is its explicit policy to always try to bring new capable persons into the community;
- try to involve people who are in a position to solicit submitted papers on high quality research work, and who have the organizational machinery needed for a wide dissemination of calls for papers and calls for attendance.

Track Chairs work independently – this is important to maintain the overall coherence and stability of each area. For convenience Conference and PC Chairs may wish to use a common pool of PC members to draw upon to avoid unnecessary competition (between the Track Chairs) and undue complexity.

3.5 Invited speakers

The main scientific track of the conference should include 2-4 keynote talks by invited speakers. There should additionally be a slot for a keynote from the Head of Unit of a related unit of DG CONNECT (formerly DG INFSO). Historically, the unit which oversees Objective ICT-2011.4.4 Intelligent Information Management now called Data Value Chain (under Challenge 4 Technologies for Digital Content and Languages) has been associated with ESWC, but this may change with the Horizon 2020 Programme. The invited speakers are chosen by the Conference and PC chairs.

3.6 Event chairs

Besides the main program, complementary events form part of the overall conference. These events are:

- *Demos,*

- *Panels,*

- *Ph.D. Symposium,*

- *Posters,*

- *Tutorials,*

- *Workshops,*

- *Industrial event*

- *Project collaboration event*

Chairs for these events (one or two per event) are selected by the Chair of the conference. The *Project Collaboration Event Chair* organizes a session during the conference for EU projects to come together to share results, common issues and best practices. Effort will be required here to inform, motivate and engage busy project leaders to attend.

The *Panel Chair* defines the topic(s) of the panel(s), selects the panel moderator and optionally the participants; however, this task may also be carried out directly by the Conference Chair. A Panel Chair must again be a senior researcher that has an appropriate strategic view and/or openness to new and/or controversial topics. This chair is selected by the Conference Chair of the conference. Panel discussions may substantially contribute to the conference by creating interesting and enlightened discussions on novel or controversial topics. Too often, however, panel discussions have been boring and contributed little. If the Conference Chair and Program Committee Chairs are considering panel discussions, they must be fully aware of the need to prepare the discussions well, and to select good topics as well as stimulating, engaging and knowledgeable discussants. Preparations for a panel should not be carried out at the last minute, but rather well in advance — at the latest, at the time of the final program committee meeting. The recommendations here are:

- The Conference Chair and Program Committee Chairs should solicit proposals for panel discussions before the deadline of paper submissions.

- All panelists should have at least one written page stating their views and their position.

- The Program Committee Chairs should review the proposals of the panels, including the views and statements of the panelists. The program committees may, of course, generate their own panel discussion proposals as well.

- The final decision of which panels, if any, to include in the conference program is up to the Conference Chair.

- Panel Chair statements, as well as panel member position statements, should be published in the conference Proceedings.

- Panel discussions should be mainly discussions and not a series of paper presentations with little time left for panel-audience interaction.

- The Panel Chair should avoid panelists not prepared to make a strong commitment to show up at the conference and to prepare him/herself for the discussion.

- The Panel Chair should select panel members, known to have differing views of the panel topic.

Special attention has to be drawn to the *Workshop Chair(s)*. Workshops can support existing areas and communities providing space and opportunity for more fruitful and interactive discussions than the main scientific program of the conference. Workshops especially also should be a ***means to detect new and promising trends*** in the research areas with the potential of becoming eventually a new major area of ESWC. Therefore, a senior person that has a certain strategic view and/or openness to new topics must be chosen as one of or as the Workshop Chair. Rather than rigorously filtering proposals a ***supportive attitude for new and arising issues*** is required. We have found in the past that workshops that were nearly rejected or generated significant discussion were the most popular and interesting. The choice of the Workshop Chairs requires approval by the Steering Committee.

Both the Workshop Chair and the Tutorial Chair should use a Senior Scientific Committee to support the selection of workshops and tutorials. This committee will ensure that the selection is based on a broad perspective and should be advertised in the calls. The Workshop Chair and the PC Chairs may liaise to include the best workshop papers in the Springer proceedings. The PC Chairs may want to include the best Workshop papers as selected by the Workshop Organisers to be presented in the main conference.

We recommend to have a single Workshop Chair and a single Tutorial Chair who should work closely together to align their activities.

The Workshop Chair should inform Workshop Organisers on how many registrations they have as soon as known.

The agenda for workshops should be made publicly available so that attendees can swap between Workshop Keynotes if they wish. This should be available both on the Web and on onsite screens. SW technology could be used to support this.

All reasonable posters and demos should be accepted for the event. As in general we will not have space restrictions and posters and demos encourage conference participation and engagement.

PhD posters (from the PhD Symposium) should be aligned with standard posters session to promote interaction between the PhD Symposium students and the main conference attendees. When evaluating the submissions for the PhD Symposium it is very useful to know the start and end date for the associated PhD.

3.7 Further chairs

A *Finance Chair* establishes together with the Local Chair (in case he/she exists) and the Conference Chair the *conference budget*. He/she is appointed by the President of STI International.

There may be a *Local Chair* that together with the CEO of STI International and the Conference Chair establishes the local arrangements for the conference. The selection process for this is outlined in section 5.8 "Conference Location".

A *Proceedings Chair* provides support to the Program Committee Chairs in finalizing the proceedings of the conference. This chair is selected by the Program Committee Chairs. This role should be created early so that all camera ready dates can be aligned as required.

A *Semantic Technology Chair* ensures the use of Semantic Technology during the event and supports dissemination channels such as the conference web site. The aim here is to use the conference as a convincing proof of Semantic Technology – to "eat our own dog-food". The Semantic Technology Chair should have a profound technical knowledge of the state-of-the-art of semantic technology. He/she is selected by the Conference Chair.

A *Video Chair* organizes the video recording of the conference which should include online webcast, and publishing of the recording materials to one of the content distribution channels (like VideoLectures.NET, YouTube, iTunes). This chair should organize the overall activity around video-recording including contact with a video recording team, arranging signing copyright forms, setting up a cost plan, and taking care

for the deployment of recorded materials on the Web. He/she is selected by the Conference Chair.

A *Sponsor Chair* seeks sponsorship for the conference. It is very important that the selected Sponsor Chair begins the sponsor acquisition process as early as possible. He/she is selected by the Conference Chair and approved by the financial chair.

A *Publicity Chair* promotes the conference and produces info material in cooperation with the STi2 office. He/she is selected by the Conference Chair and approved by the financial chair. It is important that the Publicity Chair uses Web 2.0 technology in a highly pro-active way.

It is a good idea to have the main conference proceedings published separately from the other tracks as this means that the other events incur less time pressure and can be post-published.

4 ESWC Steering Committee

The *ESWC Steering Committee* acts as an advisory board for the ESWC conference.

4.1 Tasks of the Steering Committee

For each conference the Steering Committee:

1. Selects the next General Chairs,

2. With the general Chair selects the PC Chairs,

3. Approves the Workshop Chair(s),

4. Reviews the current ESWC event in general,

5. Reviews the areas of the conference series, and

6. Discusses strategic conclusions to be drawn for future events.

4.2 Work Format of the Steering Committee

The format of the work of the Steering Committee is defined as following:

- A phone conference 3 months before the conference to select the Conference Chair for the following year (Task 1).

- A phone conference 2 months before the conference to select and approve the PC chairs and the Workshop Chair (Task 2 and Task 3).

- A f2f meeting during the conference discussing Task 4-6;[1]

- followed by a working dinner.

4.3   Members of the Steering Committee

The ESWC Steering committee consists of:

- The Conference Chairs of each of the last four ESWC events.

- One PC for each of the last four ESWC events.[2]

- A *Chair* who is either the President of STI International or a leading researcher selected by him/her.

- The STI President is invited as a guest in case s/he is not the Chair.

- The Conference and PC Chairs of the current event are invited as a guest without voting rights for the f2f meeting at the conference and the working dinner.

- The Track, Event, and Further Chairs may be invited as guests without voting rights for the f2f meeting at the conference and the working dinner.

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[1] A *preliminary conference report* will be verbally presented by the Conference Chair.

[2] These PC chairs are selected by the steering committee. In case a PC Chair has been chosen as Conference Chair, the remaining PC Chair should become member of the Steering Committee.

Currently the members are:

1. John Domingue (Chair), The Open University, UK, and STI International, Austria; as STI president.

2. Lora Aroyo, VU University Amsterdam, NL; as Chair of ESWC 2010.

3. Eero Hyvönen, Helsinki University of Technology, FI; as PC Chair of ESWC 2010.

4. Grigoris Antoniou, FORTH, GR; as Chair of ESWC 2011.

5. Marko Grobelnik, Jožef Stefan Institute, SL; as PC Chair of ESWC 2011.

6. Elena Simperl, KIT, DE; as Chair of ESWC 2012.

7. Axel Polleres, Seimens, AT; as PC Chair of ESWC 2012.

8. Philipp Cimiano, Bielefeld, DE; as Chair of ESWC 2013.

9. Oscar Corcho, UPM, ES; as PC Chair of ESWC 2013.

Former members of the Steering Committee are:

1. Dieter Fensel STI Innsbruck, AT; as co-Chair of ESWS (the event was initially named the European Semantic Web Symposium) 2004 and as STI President in 2004.
2. Rudi Studer, KIT, DE; as co-Chair of ESWS 2004.
3. Jérôme Euzenat, INRIA, FR; as Chair of ESWC 2005.
4. Asunción Gómez Pérez, UPM, SP; as PC Chair of ESWC 2005.
5. York Sure, University of Koblenz-Landau, DE; as PC Chair of ESWC 2006.
6. Enrico Franconi, Free University of Bozen-Bolzano, IT; as Chair of ESWC 2007.
7. Michael Kifer, Stony Brook, US; as PC Chair of ESWC 2007.
8. Manfred Hauswirth, DERI National University of Ireland Galway; as Chair of ESWC 2008.
9. Sean Bechhofer, University of Manchester, UK; as PC Chair of ESWC 2008.
10. Fabio Ciravegna, University of Sheffield, UK; as Chair of ESWC 2009.
11. Guus Schreiber, University of Amsterdam.

4.4 Decision Procedure of the Steering Committee

Decisions are taken with majority of all votes that are not abstentions. The Chair of the Steering Committee only votes in cases of a stalemate.

4.5 Chair of the Steering Committee

The Chair of the ESWC steering committee:

- Leads the agenda of the f2f meetings during the conference,

- Organizes and chairs phone conferences,

- Represents the steering committee with regards to external requests,

- Will optionally select a local chair if required, and

- Invites external expert to participate as a guest in discussions with the Steering Committee (without voting rights).

5 Operational Aspects

Here we specify further important details of running the ESWC conference series professionally.

5.1 Email lists

The STi2 office will provide the following email lists for each ESWC conference:

- ESWC20XXchairs@sti2.org
- ESCW20XXPCchairs@sti2.org
- ESWC20XXTrackchairs@sti2.org
- ESWC20XXPC@sti2.org
- ESWC20XXEventchairs@sti2.org
- ESWC20XXFurtherchairs@sti2.org
- ESWC20XXall@sti2.org

The rules for running the mailing lists are defined by the Conference Chair.

STi2 also runs ESWCSteeringCommittee@sti2.org. The rules for running the mailing list are defined by the Chair of the Steering Committee.

5.2   Phone conferences

As mentioned earlier the conference calls are arranged by the Chair of the Steering Committee. If desired support for this can be provided by the STI International office (office@sti2.org).
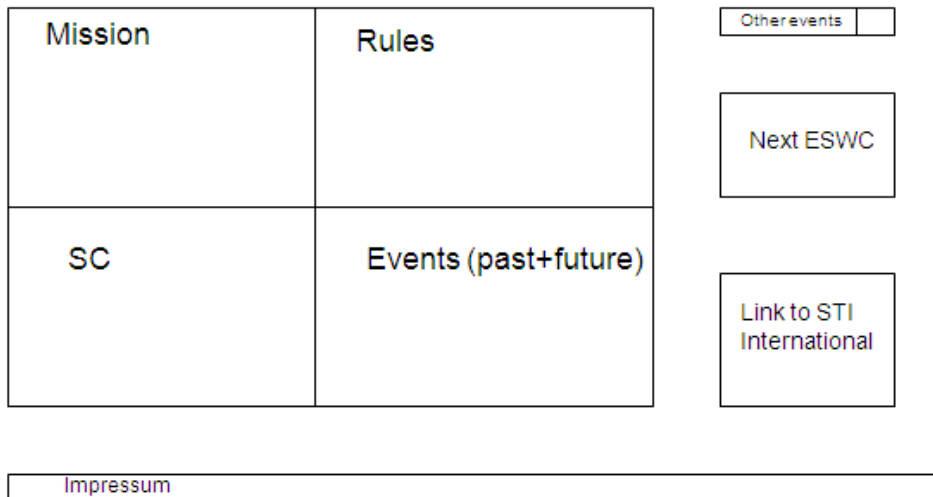
5.3   Web Sites

The STi2 office will run the following web sites: a general web site on the conference series and one web site per specific ESWC event.

The structure of the Conference Series web site should be as follows:

Enriched Semantic Web Conference (ESWC)

… running text …

Mission	Rules
SC	Events (past+future)

Other events

Next ESWC

Link to STI International

Impressum

The structure of a specific Conference web site looks as following:

8th Enriched Semantic Web Conference (ESWC) 2011
Barcelona, date

Logo

… running text …

Programm Key notes Main program PhD symposium Tutorials Workshops Demos EU Projects EU Panel Collocated Events	Join in Contact Registration Venue Accomodation Travel	Other events
Who we are Committees	Calls and dates Calls Important dates Submission	Link to ESWC General web page
Sponsors	Community Twitter Photos RFID ...	Link to STI International

Impressum

5.4 Paper review process

Except for invited papers of invited speakers, ***each paper must be refereed normally by at least three (3) program committee members***. Papers should be selected primarily on the basis of quality, although a balance of different topics should be taken into consideration as well. Reviews may use a standard or double-blind process (the reviewers do not know the names or organisations of the paper authors). Also, the review process may include a rebuttal phase where authors are given the chance to respond to initial reviewer-feedback. The definition of the exact review process is at the discretion of the programme chairs and should follow and incorporate good practices and experiences from the previous years with the goal of continuous improvement. If a rebuttal phase is included the PC Chairs may wish to consider having a limit (of say 500 words per

statement) to limit the interaction and to ensure that reviewers engage fully in the process acknowledging the rebuttals. The rebuttal phase should be mentioned when PC Members are invited.

Acceptance quotas are set by the areas based on the number of submitted papers and historical acceptance rates. There are hard quotas for a limited number of "unconditionally accepted" papers, and a soft quota for "may be accepted" papers. Acceptance of papers submitted by program committee members is permitted.

Papers may indicate more than one track where they may fit or may be submitted to the "wrong" track. In this case the PC chair tries to find an optimal assignment of these papers per track.

There should be a *f2f meeting* of the Conference Chair, the PC Chairs, and the Track chairs where the final acceptance of papers is decided. The date and location of this meeting is communicated when Track chairs are invited to serve for the conference.

The *acceptance rate* of papers should be between 20-25%. Therefore, the number of accepted technical papers is normally about 65. We do not wish to formulate any particular recommendation about the detailed conference structure here. A problem may arise in the rare case where there are more than 65 papers with excellent reviews. The policy rule in this case is to "*never reject a good paper*". The Conference and PC chairs have a free hand to structure the conference program to conform to this rule.

Papers should not be judged harshly on English style and grammar. Papers should not be rejected purely because the English is not good, unless the understanding the papers is severely impaired. When possible, personnel should be assigned to improve this type of paper to whatever extent possible.

Submissions should be accompanied by a *disclosure of prior publication or submission for publication* elsewhere, or intent to do so. In general, papers that are published in another conference or in a journal are not acceptable. However, if a paper is published only in a local conference or journal, it can still be accepted, provided the circulation of that publication is very limited.

Invited papers should be used very sparingly and in consultation with the Conference Chair. They are accepted without going through the normal refereeing process. However, to assure the technical quality of an invited paper, at least one program committee member should read it and suggest modifications if needed. Invited speakers should be informed that this will be done and that they are expected to cooperate. When an invited paper is low in quality, it is the Program Committee Chairs responsibility to assure that the quality be improved or the paper will not be accepted. This should occur in extremely rare cases.

It is recommended to use and pay for the premium version of Easy Chair as the *paper submission system.*

Given the fact that ESWC has multiple independent tracks it is important to emphasise that the paper submission process should be as easy as possible for paper authors and also allow for papers that may:

- be suitable for more than one track, and

- not fit easily into any given track – we want to avoid the situation that the conference is closed to ideas which do not fit into our current conceptualisation.

To satisfy the above we recommend that papers are submitted to a single place and which allows for authors to tag with relevant tracks (as opposed to having separate submission points for each track).

5.5 Best papers and 7-years-award

The conference should select *best papers*, include a session on best papers, and *organize a special edition of a journal* with extended versions of these best papers.

The Program Committee Chairs and the track chairs should select a small number (e.g., five) of high-quality papers from the conference as candidates for a "best of ESWC conference" special issue of a Journal on semantic technology. The authors of the selected papers should be invited to prepare extended versions of their papers, with at least 30 percent value-added technical material.

The Program Committee Chairs, in collaboration with the track chairs and possibly further PC members, should select a paper from the ESWC conference 7 years ago for the *"7-years award"*. The main criterion for this award is to what extent the paper has made an impact on the research community, by having fostered further high-quality work, or on industry, by having influenced standards, products, or other software that is widely used. The authors of the awarded paper should be invited to give a plenary presentation at the conference.

5.6 Conference Proceedings

Editors of the Conference proceedings are the Conference Chair and the PC Chairs. Track chairs should provide a section describing their area and the published papers in their tracks. The Conference Proceedings should be published with Springer. The full content of individual papers should be made available on the web site of the conference.

5.7   Conference Material

The Conference has a *booklet* with standardized formats and standardized responsibilities. The following table specifies this structure:

Name	Contents	Responsibility
Cover page	Name of the conference Name of Conference and PC chairs STi2 and ESWC logos URI of the conference	STi2 office
Table of contents	Table of contents	STi2 office
Organization committee	Conference Chair PC Chairs Track Chairs PC members Event Chairs Further Chairs Steering Committee Administration	STi2 office
Introduction	Introduction	Conference Chair
Sponsors	After a site with a structured presentation of all loges a more detailed description of each sponsor.	Sponsor Chair and Financial Chair
Keynotes	1-2 pages per Keynote providing: • Title • Name • Affiliation • Short CV • Photo • Abstract	PC chairs
Program overview	A schematic representation for each day of the conference	STi2 office
Detailed Program	• For each day (***and in this chronological order***) elements of the program are provided in	STi2 office plus all Event, Track, PC, and Conference Chairs

	significant details. • Days are separated by a cover page • For each day the same logic is used to sequentially report items such as: main scientific track, additional events (they are always ordered in the same sequence).	
Venue	• Graphical and textual description of the conference venue. • Info on location and opening times for registration (conference boot), lunch time, coffee brakes, diary issues, etc.	STi2 office plus all Event, Track, PC, and Conference Chairs.

The overall responsibility for this flyer is with the Conference Chair. We note here that mistakes and typos within the flyer do not create a good impression.

Parts of this information and/or abstracted presentations may be used to generate additional flyers.

Each participant should receive a *name tag*. This name tag should contain the name in readable size on **both sides** of the tag. It should also contain an RFID chip or similar technology and *must* have a quick-release mechanism preventing accidental strangulation.

5.8 Conference Location

We have a dual-process model for setting the location of ESWC. Specifically we alternate on an annual basis between:

- Hosting the event in Crete where STI takes the financial responsibility for the conference, and

- Selecting a local host through an open call carried out two years before the event. The applications of the open call are evaluated by the STI Board. STI will negotiate with the local host as to who takes overall financial responsibility.

5.9 On-site organization

- Every day of the conference a small breakfast is provided starting 30 minutes before until 30 minutes after the conference. In addition, it should always be possible for participants to pick up some coffee at a place close to the reception area.

- The STi2 office should take care for the accommodation requirements of the Conference and Programme Chairs. The provided accommodation should reflect the importance of their role and work that they have carried out for a successful conference.

- The STi2 support staff consult with the Conference Chair on how to arrange the *Conference Dinner*. This includes deciding on whether there are reserved tables and who will sit there. In case there are these tables one should define a priority in food supply and the quality of wine. During the conference dinner there must be a *Conference Dinner Assistant* provided by STi2 that supports the conference chair in any issues popping up during this challenging social event. To ensure a smooth termination of the conference dinner some secret reserve of legal drugs and musical instruments (including people able to use them) should be maintained by the Conference Dinner Assistant. All attendees of the Conference Dinner are strongly encouraged to wear fancy dress (a costume or masquerade). The Conference Chair will give a *Dinner Speech* during the Conference Dinner. Alternatively, he/she can choose a replacement speaker or an alternative entertaining performer(s), however, he/she will still remain *personally liable* for the quality of this performance. The inclusion of local culturally based entertainment during the Conference Dinner can greatly enhance the social and cultural aspects of the conference. However, the Conference Chair and the Local Chairs should be sensitive to the make-up of conference attendees who will be diverse with respect to nationality, lifestyle and general viewpoint on what is and what is not acceptable. Although extremely obvious we wish to state that *STi2 categorically bans any event which causes any sort of harm to animals.*

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6 Liabilities

Conference officials should be aware that they may become individually liable in case of violation of copyright laws, claims of plagiarism, and claims of slander, errors-and-omissions, trip-and-fall accidents, selection of unsafe carriers, to name the major risks. The officials are strongly advised to minimize their risks by taking an aggressive problem-prevention policy. This includes shifting the burden to authors by requiring them to sign copyright statements and transfer agreements; to participants by signing disclaimers on registration; by employing external organizations for providing all services not directly connected to running the conference, such as hotel reservation agencies or travel agencies, have these organizations assume responsibility for all corresponding risks, and place a corresponding disclaimer in the conference announcements; by having the organization providing and running the conference venue assume the risks connected with the conference locale.

The following disclaimer should be included in all conference publications: "The Organizing Committee of an ESWC conference nor the Steering Committee of the ESWC conference series are not liable for any loss or damage arising from the activities of this particular conference as exercised by its agents: conference organizers, carriers, proceedings, publications and programme committee."

Officials must make sure that liability insurance is available to them to cover the remaining risks, and in particular to persons who are authorized to issue conference funds.

Acknowledgement. The VLDB conference series with their material[i] has been a very valuable resource for our guidelines and we confess plagiarism. A big thank to these people, especially when they will ever go beyond optimizing queries over tables which they seem to plan to do.

[i] http://www.vldb.org/