

How to organize ECOOP conferences

AITO is the Association Internationale pour les Technologies Objets, a non-profit association. The purpose of the Association is to promote the advancement of research in object-oriented technology, primarily in Europe, in particular through the organization of the annual European Conference on Object-Oriented Programming (ECOOP).

[from the AITO Handbook]



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1 Introduction

1.1 About this document

The purpose of this booklet is to provide future ECOOP Organizing Chairs (OC's) with as much information as possible in order to make their work somehow easier.

The information presented in this document has been gathered by previous ECOOP OC's. It is our hope that the information proves useful, and that future OC's will give us their feedback in order to improve this booklet for yet future OC's.

This is the second version of the document. The original booklet was prepared by Jørgen Lindskov Knudsen, using as a base an extensive ECOOP'96 handbook prepared for ECOOP'96 by Gerti Kappel. We would like to thank Gerti for supplying the very detailed accounts from the running of ECOOP'96, and Jørgen for producing a very detailed and complete document in 1998 that has greatly helped ECOOP OC's since then. Information contained in this document has also been obtained from some of the final reports of past ECOOP's, as prepared by their OC's. Our gratitude should go to them too. Thanks also to Ana Moreira, Juan Hernandez, Jose M. Álvarez and Jørgen Lindskov Knudsen for their comments on earlier drafts of this document.

More precisely, the detailed revision history of this document is as follows:

Version	Date	Author	Obs.
V0.0		Gerti Kappel	Original document
V1.0	15/12/1998	Jørgen Lindskov Knudsen	Major revision
V2.0	15/09/2003	Antonio Vallecillo	Major revision

Please use this document as a guideline only. Virtually nothing in this book are rules that cannot be changed. We acknowledge that each ECOOP is different, and that local variations can be numerous. We suggest you adapt to the local conditions to make your ECOOP as successful as possible. Everybody is mostly interested in exciting conferences, not in guidelines being adapted "to the letter". ECOOP is a continuing series of conferences, but continuity does not mean strict uniformity, so local identity and costumes should also be taken into account.

This document should not be read in isolation, but together with the "AITO Handbook" (<http://www.ecoop.org/handbook.html>), which states the bylaws of AITO (www.aito.org), and describes some general guidelines and FAQs for the operation of ECOOP conferences.

If you miss some information, or just want some advise, please feel free to contact AITO or directly any of the previous ECOOP OC's. They have been in your situation before, and thus they will be willing to help you.

1.2 The role of the OC

In general, the OC is the responsible for all the non-scientific, operational aspects of organizing an ECOOP conference. Tasks of the OC include preparing the bid for hosting the event, establishing the members of local Organizing Committee (LOC), dealing with all the organizational aspects of the conference (rooms for workshops, tutorials, and main

conference, lunches and meals, transportation and accommodation, social program and entertainment, publicity, etc.), and dealing with the financial issues (controlling the ECOOP budget, finding sponsorship, reporting to AITO, etc.).

The OC will work closely with the other two chairs, the Conference chair (CC) and the Program chair (PC). Briefly, the first one is the overall responsible for the conference, but not from an executive point of view. The second one, the PC, is responsible for all the scientific aspects of the conference, but not for any of the organizational issues.

The “interfaces” between the chairs are fairly light. The CC is sometimes involved in the selection of invited speakers, possibly in the selection of the Banquet speaker, and in other scientific invitations, but does virtually not deal with the actual operation the conference. There are usually more interactions between the PC and the OC. The PC, as entirely responsible for the scientific contents of the conference, controls the Program Committee and the technical paper submission process, organizes the PC meeting(s) (although their costs are part of the ECOOP budget), contacts the publisher (in cooperation with the OC), decides the session chairs, etc.

The OC is fully responsible for all public relations in connection with the conference, all pre-conference arrangements, all local arrangements during the conference, and all post-conference arrangements. The OC is also economically responsible towards AITO, i.e., should supply budgets, and make a final satisfactory account for the economical results of the conference.

The OC should (as a general principle) delegate as much as possible to designated local chairs. However, in order to be the controlling “officer”, all public communications must be sent out through the OC (or at least be explicitly authorized by the OC).

Experience also shows that a proper working of the entire local organization is facilitated by a very open leadership: the OC should be open to everybody at all times, and especially should the OC explicitly tell the local staff that it is never a negative act to raise a problem (if raised as early as it could have been anticipated). The real problems in the running of a conference often originate from issues that have been realized by somebody, but never made explicit.

The OC (and the entire local organization) should also be prepared to “manage by exception”, since during the actual running of the conference this will prove itself to be the rule. It is important that a major part of the senior staff involved in the local arrangements have sufficient controlling power to make these decisions – otherwise the OC will get “swamped” by urgent decisions during the conference. (However, the OC should always be informed about these problems – sometimes just “after the fact”.)

1.3 Outline of the document

This document is structured in 12 sections, each one dealing with an aspect of the organization for an ECOOP conference. In addition, Annex A shows an example of the list of deadlines for an ECOOP OC, Annex B describes the set of issues that any session chair should consider, and Annex C collects some figures about past ECOOP’s, such as number of registered participants, their main affiliations, number of workshops and tutorials held, etc. Finally, Annex D contains an example of ECOOP questionnaire.

2 General organizational principles

2.1 Generalities

Organizing an ECOOP conference is, above all, a team effort (and definitely a team-building experience). It is very important for the OC to count with a core team of three to five senior people with whom the OC can discuss all the important issues, and who also maintain a complete picture of the conference. Usually, these people are also chairs with strong responsibilities in the conference (such as Workshops, Tutorials, or Registration chairs).

In addition, around 20 people are needed for the different activities that have to be carried out for the preparation of the event. No matter whether the tasks are performed by the local organizing committee (LOC), or delegated to an external agent, there should always be a person from the LOC responsible for them.

The OC should maintain all deadlines, including those delegated to others and make sure that they are met by calling, e-mailing, etc. Please bear in mind that the responsibilities delegated should not imply a *carte blanche* (e.g., do you want to allow a tutorial chair to give a tutorial himself?).

As a general rule, any contract (e.g. for tutorials, rooms, equipment, etc.) should be signed by the OC.

2.2 Distribution of tasks

The distribution of tasks is a critical issue, right from the beginning. The organizing handbook should be distributed to all people involved in organizing ECOOP, and everyone in the organization should not only know his/her own tasks but also the responsibilities of all others.

A possibility to consider for the internal organization of the organizing team is to set up an internal schema of chairs for dealing with the local issues, in addition to (i.e., complementing) the traditional ECOOP schema of chairs.

Usually, the “traditional” ECOOP schema consists of the following chairs: Tutorials, Workshops, Demos, Posters, Panel, Exhibits, Sponsorship, Registration, and Web&Publicity. Of course, they are responsible for all issues involved in these matters, but they do not cover all the (local) organizational needs. Then, you may also wish to consider the following chairs:

- Local Facilities: for dealing with room assignments, lunches, coffee breaks, transportation, etc.
- Social Program: everything related with the receptions, welcome parties, and the social program.
- Publications: responsible for the logo, all artworks and designs, the program booklet, all printing and mailing issues, etc.
- Electronic Devices: including the ECOOP server, the Internet room, the beamers, microphones and AV equipment, etc.

- BOFs and other events: BOFs, symposium, and other events that may also happen during the conference.
- Student Volunteers.
- Treasurer/Financial chair.

The assignment of people to roles has to be done right at the beginning, trying to balance the workload of the different chairs, the level of involvement of each individual person, and also the total number of people with responsibilities (too many people at the top level are difficult to manage). As an example, chairs with very heavy workload (such as Workshops, Tutorials, Registrations, and Web) may concentrate only on their tasks, while those with initially less heavy tasks (Demos, Panels, Exhibits) may take over the local organizational chairs. Of course, one person may be chair of different activities, although the workload involved should be carefully balanced.

It is also important to have a list of the activities, and the nominated chair that is responsible for each one. Then, each chair can “refine” such list into very detailed tasks that will provide the overall list of activities to be carried out. This list should be distributed within the LOC, so everybody knows who is responsible for what.

It is always difficult to foresee all the required activities for the conference, and therefore the OC should be ready to assign the unforeseen tasks to the appropriate chair as soon as they appear, or to define rules of thumbs for assigning them. Examples of such rules are: “Anything with a plug should be responsibility of the Electronic Devices chair, while the rest of the items required in the rooms (such as flip charts, pens, erasers, etc.) should be responsibility of the Local Facilities chair”. Or “if it has to be printed somehow, it is responsibility of the Publications chair” (this covers labels, tickets, badges, ...). Then, the rest of the people at the local organizing team can be assigned to work under each chair depending on his/her expected workload, as defined by each chair’s list of activities.

Defining an organization with clear interfaces and well-defined functionality greatly simplifies the task of managing all the issues and tasks involved in a large event such as ECOOP, since at any moment everybody knows who is responsible for what. In addition, periodical follow-up meetings need to be arranged in order to report on the progress of each task, and to re-visit deadlines for the tasks.

There is also an important decision to make for each task: whether it should be carried out by somebody in the LOC or delegated to an external agent. There are some tasks for which hiring an external agent is usually required, such as dealing with the actual registration process (which involves credit card payments) and with the hotel bookings. Other tasks (such as preparing the delegates’ packages, printing the badges, etc.) may or may not be delegated, depending on the OC criteria. Nowadays there are many professional conference organizers that can take care of almost everything. There are of course the issues of cost (they are not usually cheap) and trust (will they perform at the level required for a high-standard international conference such as ECOOP?). No matter whether a task is finally delegated or not, it is very important that the OC closely controls its execution (usually through one of his local chairs), since the OC is the person finally responsible for all tasks.

2.3 Deadlines

There are (externally) visible and invisible deadlines. An important invisible deadline is having ready all the information for the preparation of the proceedings (including not only the technical papers but also the logos of the sponsors, etc.), making sure that the material is at the printer's when required, and that the proceedings are at the conference site before the conference starts.

Visible deadlines include the dates for reception and acceptance of the tutorials and workshops proposals, reception and acceptance of all kind of papers (for the conference, for the workshops, posters, etc.), the early registration date, etc.

Annex A of this document provides an example of a list of deadlines that need to be taken into consideration by the OC, based on the ones used for ECOOP 2002. Of course, this list does not pretend to be exhaustive. Furthermore, it should be customized to the particular dates and characteristics of each ECOOP. However, it can be useful as a starting point.

2.4 During the conference

It is important to make a detailed schedule of who has to do what during the conference. This should be done in advance, and thoroughly discussed with all the people involved. The schedule includes everything from crowd-control to room-microphones, registration desk, lunches and coffee breaks, technical support, student volunteers, etc. Make sure there are backups!

Especially important are the people handling exceptions and unforeseen circumstances, since problems and exceptions are common during the event. As a matter of fact, during the 5 days of the conference you have to manage almost 500 people (which is about the size of a small village) living in a foreign country, and many things do happen during that time (people may get sick, other may get lost, etc.). Hence, it is important to count always with 2 or 3 people dedicated to go and buy things that you forgot or that suddenly break, taking VIP people to the airport or collecting them, etc.

When the conference is running, everybody should be able to concentrate *mostly* on her/his own part. "Management by exception" should *mostly* remain for the OC. Of course, there will be specific tasks where the OC is needed, but it is also possible to off-load some things (e.g., representative duties) to the other two conference chairpersons (in stereo or alternative voice).

3 Preparing the bid

AITO establishes in its Handbook a procedure for bidding hosting ECOOP conferences. Any member of the OO community may submit a bid to AITO for organizing an upcoming event. It is recommended that a notification of the intention to bid is sent first to the AITO Board, in order to get a first impression about the adequacy of the bid, together with some initial recommendations.

As stated in the AITO Handbook, the bid will contain at least the following information:

1. Description of the venue and facilities (number and size of the rooms for hosting the tutorials, workshops, main conference, exhibitions, and other ECOOP events), geographical location, travel and accommodation costs, etc.
2. Planned budget with costs for fees given various levels of participation, and breakeven points for different scenarios.
3. A specification of who will be the OC, the CC and, if possible, other members of the Organizing Committee.
4. A statement by the candidate CC and OC that they understand and will abide by the AITO Guidelines for the ECOOP.
5. Indications about previous experience in organizing conferences.

A bid may also contain a proposal for a PC chair. However, appointing the OC is a solely responsibility of the AITO Board, which will of course consider the proposal, but other considerations may have precedence. The AITO Board may ask the bidders to provide additional or more detailed information about the PC chair proposal before a decision is taken.

As a general recommendation, before submitting a bid you may wish to consider the following questions:

- Can you count with a (local) team with the right size for achieving all the tasks involved in the preparation and actual running of the conference?
- Do you have enough local support from your University/Organization?
- Can you hire a good travel agent/conference organizer to deal with all registrations, hotel bookings, etc?
- Will be you able to dedicate the time and effort required to manage the event and all its preparations?
- Can you get some financial support or sponsorship from the national/local industry?
- Do you count with access to premises large enough to host the main conference and all associated events (workshops, tutorials, etc.)?

If you are able to answer affirmatively to (most of) these questions, then you are a right candidate for organizing an ECOOP conference. When considering the bid, do not only think in the effort required. Please bear also in mind all the benefits that it may convey to your department and your University/Organization, and the positive impact to your local environment, local industry, etc.

The format of the actual bid is not pre-determined. It is the contents of the bid what is really important. Please make sure that all the information requested above is provided, and that an initial (and credible) plan on how the conference could be held is clearly explained, including a preliminary budget (an ECOOP budget template is available from <http://www.ecoop.org>), potential external agents and contractors, sources for subsidies and sponsorships, internal organization, etc.

In any case, please feel free to contact the AITO Board should you require any further information or have some doubts on how to prepare your bid for hosting an ECOOP conference.

4 Structure of ECOOP conferences

Basically, all ECOOP conferences follow a similar scheme. Tutorials and Workshops are held during Monday and Tuesday, while the main conference runs from Wednesday to Friday. Registration is usually opened on Sunday afternoon, to allow early-comers to discover the way to the conference site, meet each other, etc. In several occasions a guided tour to the city or a small excursion has also been organized on Sunday afternoon to entertain early-comers (Town Halls are usually keen to organize such tours).

An example of a conference program is summarized in Table 1. The rest of the sections describe the activities during those days with more detail.

	Mon 10/6	Tue 11/6	Wed 12/6	Thu 13/6	Fri 14/6
Early morning	Workshops & Tutorials	Workshops & Tutorials	Welcome	Panel	Invited Talk 2
			Invited Talk 1		
Coffee break					
Late morning	Workshops & Tutorials	Workshops & Tutorials	Technical Session 1	Technical Session 4	Technical Session 7
Lunch					
Early afternoon	Workshops & Tutorials	Workshops & Tutorials	Technical Session 2	Technical Session 5	Technical Session 8
Coffee break					
Late afternoon	Workshops & Tutorials	Workshops & Tutorials	Technical Session 3	Technical Session 6	Farewell (&) drinks
Evening	Tutorials & Workshops Reception	Exhibitors' Reception	Welcome Reception	BOFs and other activities	
				Conference Banquet Dinner (& Keynote Speech?)	

Table 1. An example of an ECOOP Conference Program

4.1 Workshops

Workshops are one of the major assets of ECOOP conferences. Between 20 and 25 workshops are organized in conjunction with ECOOP, some of them already “traditional” workshops (such as PhD, WCOP, QAOOSE, etc.).

The main tasks of the Workshops chair(s) are the following:

- Decide the official deadlines:
 - Workshop proposal submissions.
 - Notification of acceptance/merge/rejection of workshops.
 - For each workshop (deadlines should be common to all workshops):
 - Call for Contributions.
 - Position paper submissions.
 - Notification of acceptance/rejection.
 - Workshop Report ready (for the ECOOP Workshop Reader)
- Prepare the “Call for Workshop Proposals” (see below).
- Prepare the “Guidelines for Workshop Proposals” (see below).
- Define the submission and review process for workshops (including an on-line system, if required).

- Prepare all the contents and information to be displayed at the ECOOP Web site about the workshops.
- Prepare all the contents and information to be included in the ECOOP programme booklet about the workshops.
- Decide the Selection Committee for workshops.
- Allocate rooms, resources and student volunteers to the accepted workshops.
- Support all workshops with the organizational details.
- Make sure all workshop organizers request their participants to register at the event.
- Arrange for Workshop Reader to be published by Springer-Verlag (as it has been the case since ECOOP'97).

The “Call for workshop proposals” should be advertised in the Web site, with all the information about deadlines, members of the workshop selection committee, a link to the “Guidelines for workshop proposals”, and a clear description of the submission process. Information about the Workshop Reader should also be included.

The main aim of the “Guidelines for workshop proposals” is to provide a clear definition of the concept and goals of an ECOOP workshop, describing what ECOOP workshops should be: a place to meet and discuss ideas that are the most topical and innovative in object-oriented technology, in an atmosphere that fosters interaction, exchange, and problem solving. Furthermore, the guidelines should clearly advertise the process for proposing workshops and the information to be provided (for the proposal, and also in case the workshop is accepted). Examples of such guidelines are available at the web pages of the previous ECOOP conferences.

Usually, acceptance of a workshop proposal should be primarily based on an evaluation of the workshop potential for generating useful results, relevance and expected level of interest in the topic, as well as the organizers’ ability to lead a successful workshop.

The duration of workshops is just one day, apart from some very special cases that require two days (such as the traditional PhD Workshop).

Workshops are really resource consuming, since many of them happen simultaneously. For instance, the equipment and room needs for the ECOOP 2002 workshops is summarized in Table 2. (Focus groups are required in some of the workshops, that wish to split their participants into such “focus” groups so specific topics can be discussed and analysed in reduced groups.)

	Monday	Tuesday
No. of Workshops	9	11
OHPs	9 + 8	11 + 6
Beamers	9	11
No. rooms used	9 + 8 (for focus groups)	11 + 6 (for focus groups)
No. student volunteers needed	9	11
Flipchart or blackboards	9 + 8 for focus groups	11 + 6 (focus groups)

Table 2. Summary of ECOOP 2002 Workshop requirements.

There are several additional issues worth pointing out regarding the ECOOP workshops.

- It is very important to have a selection committee that helps the Workshop chairs select the workshops, and avoids problems derived from potential merges and rejection

decisions. It is recommended that the workshop selection committee is formed at least 10 days before the call for “Workshop Proposals”.

- It is desirable to have as a Workshop co-chair a person who has already been Workshop chair in a previous ECOOP conference. The experience of that person usually makes things much easier: he/she knows the steps to perform, when and how, and the potential problems—before they actually happen, so they can be prevented.
- Dealing with mails from workshop organizers should be properly managed. Workshop chairs need to handle hundreds of messages during the whole process. Thus, it is useful to use message filters, such as [WS#] at the beginning of the subject of the e-mail messages from organizers. This also helps Workshop chairs to have some control about the messages exchanged with the workshop organizers.
- It is also important to have the final decision about acceptance, rejections and potential merges of workshops at least one month before organizers start advertising their workshops, giving workshop proponents time enough for enhancing their proposals according to the suggestions of the workshop selection committee.
- Having common deadlines for all the workshops is also important, since it allows workshop chairs to have time enough to react in case on unexpected problems. The idea is that workshop organizers agree to adhere to the same deadlines:
 - Deadline 1: position papers due.
 - Deadline 2: notification of acceptance.
 - Deadline 3: early registration date.

The key reference to calculate these dates is the early registration date. The rest of the deadlines can be scheduled according to it: allow 3 weeks for organizers to review the papers, and notify acceptance to the authors about one week before the end of the early registration period. This will also allow Workshop chairs to deal with potential cancellation of workshop due to lack of received papers, and to re-work some of the initial plans that need to be changed (e.g., room allocation) once the final numbers of accepted papers for each workshop are known.

- It is also a good idea to contact workshop organizers 5 or 6 days after the paper submission deadline, requesting them some information such as the number of position papers received and the expected number of participants, evaluating thus the resources needed and some of the potential problems that may occur (potential cancellations or merges of workshops, etc.).
- One thing we also want to stress is the importance of notifying authors the results of the evaluation of their position papers before the early registration date. Informing an author later than this date may contribute to have one less participant in the conference.
- ECOOP Workshops are very popular, and participation is normally high. Although in theory participation is by invitation by the workshop organizers only, usually about 20% of the participants decide to show-up in the last minute. This figure is important from the point of view of the local organization, since it means that room capacity and resources should be calculated taking into account an extra 30% at least. Better to have a big room than having to squeeze too many people into a too small room.
- It is also worth noticing that the number of registered participants before the early deadline is about 60% of the total, a figure that has been repeating for the last ECOOP’s, and which therefore allows the local organizers to have a rough estimation of the total expected number of workshop participants after the early registration date.

Finally, some remarks about the ECOOP Workshop Reader:

- The ECOOP Workshop Reader (WR) format was changed in 1999, when Springer-Verlag decided not to publish the WR as a collection of position papers. Instead, they explicitly required one report for each workshop, where each report should provide a summary of the workshop with the major issues discussed, the current research being carried out in the area and open research directions on the workshop topics, and the conclusions of the working groups (if applicable). The current WR format supposes an extra work for WS organizers, since they have to write the WR chapters. They should be aware of the amount of work they need to undergo once the workshop is over. This fact, together with the format of the WR should be made clear both in the Call for Workshops and the Guidelines for Workshops proposals.
- Contact the WR publisher at least one week before the workshop proposal submission deadline, informing the publisher about the WR format and the workshop selection committee (if applicable).
- Once the different workshop proposals have been accepted, and Springer has already confirmed the publication, ask the organizers to add in their CfP statements such as:
 - Springer-Verlag will publish the ECOOP 200X Workshop Reader as an LNCS volume.
 - This volume will include a report for each workshop; this cannot simply contain a collection of the position papers presented at the workshop.
 - The organizers will write the report, in collaboration with the participants of the workshop.

The idea is to make clear to the participants that their papers will not appear in the WR as such. With this in mind, some workshops usually decide to publish their papers as a separate publication (e.g., a technical report) in order for participants to have a reference to their papers.

4.2 Tutorials

Together with the workshops and the technical program, tutorials are one of the strongest assets of the ECOOP conferences. Tutorials are scheduled in parallel with the workshops, during the first two days of the conference.

Tutorials are “sold” in tutorial units, each unit accounting for half a day, which is the normal duration of ECOOP tutorials. However, there are usually three to four tutorials every year that run for a whole day (and therefore are worth two units) due to the specific nature of the topic they deal with, or the approach used by the speaker.

The main tasks of the Tutorials chair(s) are the following:

- Decide the official deadlines:
 - Deadline for tutorial proposal submissions.
 - Deadline for notification of acceptance/rejection.
 - Deadline for camera-ready notes.
- Prepare the “Guidelines for Tutorials” (see below).

- Define the submission and review process for tutorials (including an on-line system, if required).
- Prepare all the contents and information to be displayed at the ECOOP Web site about the tutorials.
- Prepare all the contents and information to be included in the ECOOP programme booklet about the tutorials.
- Decide the evaluation criteria for tutorials.
- Allocate rooms, resources and student volunteers to the accepted tutorials.
- Support all tutorial speakers with organizational details.
- Define the information that each Tutorial speaker should provide about its workshop:
 - Level.
 - Intended kind of audience (who should attend).
 - Tutorial outline.
 - Duration.
- Decide exact prices for tutorial units.
- Decide when to cancel a tutorial.
- Put together the sets of handouts of all tutorials, and make the copies for the participants registered for each one (allow some extra copies that usually are sold to people that could not register – but please ask the tutorial speaker for consent about selling them, some of the speakers are very reluctant to it).
- Prepare a “Tutorial Questionnaire” for tutorial participants to reflect their impressions and comments about each of the tutorials they have attended, their speakers, and also suggestions for future editions.

Usually, between 40 and 50 high-quality and attractive tutorial proposals are received (accounting for 44 to 60 tutorial units), and between 20 to 25 tutorials are organized – the exact numbers may change from one conference to another. So far there has been no explicit tutorial selection committee, the decision about the acceptance/rejection of the tutorial has been up to the Tutorial chairs, helped by the OC. Maybe a selection committee could also be considered due to the high number of submissions, although the final decision about the tutorials to be accepted or rejected should correspond to the Tutorial chairs.

The “Guidelines for Tutorial proposals” should be advertised in the Web site, providing clear definitions of the concept and goals of an ECOOP tutorial, and the kind of tutorials expected. In addition, the guidelines should clearly advertise the process for proposing tutorials, and the conditions for tutorial speakers (the amount of their reimbursement, what kind of support is provided to cover their trip and accommodation costs, etc.), and the information to be provided (for the proposal, and also in case the tutorial is accepted). Examples of such guidelines can be found at the web pages of the latest ECOOP conferences.

As it happens with workshops, it is very important to count with an experienced Tutorials co-chair, nominated by AITO from some of the tutorial chairs of previous ECOOP or OOPSLA conferences. This co-chair can help selecting those tutorials with a good acceptance in past editions, he/she may know about the (good or bad) performance of some of the proposed tutorial speakers, and may also help inviting some speakers for some particular topics.

Tutorials chairs face three critical processes: (a) selecting the tutorials amongst the proposals received, (b) cancelling those tutorials with a low number of registered participants, and (c) managing the tutorials themselves.

Acceptance/rejection of a tutorial is usually a difficult task. The following list of aspects should (at least) be considered when setting up the tutorials program:

- Topic coverage (most interesting/hot topics are covered).
- Minimum occurrence of overlaps (between the topics covered by all the tutorials).
- Relevance of the topic.
- “Name” and experience of the speaker.
- Performance records as tutorial speaker, if this is the case (the tutorial co-chair nominated by AITO can greatly help with that).

As soon as the “Call for Tutorials” is issued, the Tutorials co-chairs may wish to consider inviting some well-known experts in specific fields, or those tutorial speakers that performed well in previous ECOOP or OOPSLA conferences, to submit a proposal. Similarly, if the received proposals do not cover any specific issue that the Tutorials co-chairs consider interesting to be offered, inviting a well-known person in the field could be advisable.

Cancellation of a tutorial rarely happens, but it is a very delicate issue indeed. In principle, the cost of running a tutorial should be covered by its income, which comes directly from the people registered for it. The costs of a tutorial is not the same as of a workshop, since the tutorial speaker gets some compensation for it, as should be clearly stated in the “Call for Tutorials” (usually it covers parts of his/her trip and accommodation expenses, and some honorarium – see any of the Tutorial Guidelines of past ECOOP conferences for examples of such reimbursements). However, the OC and the Tutorials co-chairs should foresee some kind of mechanism for cancelling those tutorials that do not cover costs. In past ECOOP editions, the Guidelines for Tutorial Proposals clearly advertised that “tutorials with less than 6 registered participants by the early registration date could be cancelled, with no reimbursement to the speaker”. This figure was obtained by first calculating the average number of participants for which a break-even point was reached for an average tutorial (10 in this example), and then use the assumption that 60% of the total participants register by the early registration date. This may work sometimes, but please bear in mind that cancelling a tutorial projects a very poor image. If the overall balance for the tutorials is not a red figure, try avoiding cancellation. Therefore, other alternatives could be considered, such as:

- cancelling those tutorials with 0 or 1 early registered participants, and notify the speakers of tutorials with 2 to 5 about this fact, offering the possibility of going ahead with their tutorial, although without getting any reimbursement if less than 6 people finally register for it;
- trying to get sponsorship from any company/organization to cover the costs for local students, and use them for complementing the number of registered participants. This is a very interesting offer, since in this way local students can really benefit from attending tutorials given by THE experts in these topics.

4.3 Opening of the conference

The official opening of the conference usually happens on Wednesday morning. There are speeches by:

- the CC, welcoming everybody,
- local VIP(s), e.g., a University representative (the President of the University and/or the Faculty Dean),
- the PC,
- the OC, and
- the CC, declaring the conference open, and “in the hands” of the PC.

This is a good moment for press coverage, in case it has been arranged.

4.4 Technical program

Technical sessions are responsibility of the Program Chair. The local organization has to concentrate just on the logistic issues, the conference hall, and the PA system.

There are several issues worth pointing out regarding the technical program.

- Some “senior” person (e.g. any of the local chairs) should be always in the main theatre (in addition to the 2-3 student volunteers in charge of handing the microphones to the participants, and the one in charge of the beamer and PA system). This senior person should deal with the very many issues that do happen during the technical sessions: microphones that do not work, beamers that break down, speakers that cannot download their presentation to the computer, incompatibilities between the speakers’ laptops and the beamer, etc. Student volunteers are very good for doing what they are told to do, but tend to freeze when unforeseen circumstances or problems occur. The senior person should react in these cases, taking the initiative.
- Have backups for everything, specially the computer, the beamer, and some of the microphones. They tend to break often, especially when heavily used (and this is the case).
- It is important to count with a “speakers’ room” with an exact replica of the system used in the main theatre (computer/beamer/connections). This can be used for speakers prior to their presentation, in order to eliminate some of the common interoperability problems that usually happen (e.g., the fonts used in the PowerPoint presentations are not available in the computer, incompatibilities between the presenter’s laptop and the beamer, etc.). Moreover, in case of any major breakdown of both the system in the theatre and its backup, this system can act as a second backup and be operational easily and quickly.
- It is also recommended that the PC prepare some notes for Session chairs, with some indications for them. These notes should be mailed to all session chairs in advance, and also given to them before the session. An example of such notes is given in Annex B of this document.

4.5 Invited talks

Invited talks are responsibility of the CC and the PC. Good candidates include local or national well-known people in the OO community, experts in the field with a strong relationship with the local organizers, big names in OO, experts that have recently made a

relevant contribution to the field, and/or controversial experts that can foster the discussions among the participants and provide some provocative food-for-thought.

Speakers should be invited well in advance because they tend to be very busy people with tight schedules. They usually get free access to all events, travel and accommodation paid, and an honorarium (about US\$500, although the precise amount must be decided by the OC).

They need to provide, at least, the title and abstract of the talk, which need to be included in the Call for Participation, advertised in the web site, and printed in the program booklet. Please, try to also encourage invited speakers to write papers to be included in the proceedings.

4.6 Banquet speech

The banquet speech is optional. Some ECOOP had no banquet speakers. However, a good banquet speech may become one of the major attractions of the conference depending on the relevance of the keynote speaker.

Selecting the banquet speaker is a responsibility of the CC and the PC. Recent recipients of awards and/or very distinguished and influential persons are ideal candidates for delivering the keynote speech during the banquet dinner.

4.7 Panels

Panels should present only few challenges to the local organisers. It is the duty of each panel moderator to keep the panellists to the agreed time limits so that the audience has sufficient time to present their views and questions. Stress this point to the moderators.

It is recommended that the position papers of the panels should be submitted early enough to be included in the proceedings. This has not been the usage at ECOOP, but certainly at some other conferences. In any case, they should be prepared with enough anticipation so the positions of the panellists can be copied and distributed at the conference.

Panel try to debate hot and controversial topics and issues within the OO community. Having well-known people in the panel with radically different or conflicting visions of the topic of the panel can be really attractive. Although there is usually a Panels chair nominated by the local organization, he/she usually deals just with the organizational aspects of the panels. It is probably the PC the one that can better help selecting the topic, pointing out the moderator, and inviting the panellists, based on the topics of the submitted papers to the conference, and his knowledge about the people that can be the best panellists for such topic.

4.8 Exhibits

ECOOP exhibits are usually between Tuesday and Thursday to give both workshops-only participants and conference participants a chance to visit the exhibits.

Potential candidate for exhibits include former ECOOP/OOPSLA exhibitors, local industry, and publishers and local bookstores (very popular amongst participants). The

advantage of inviting the latter is that they are allowed actually to sell books during the conference.

With regard to the booths, some exhibitors insist on bringing their own booth equipment, while others expect the organization to provide everything. In any case, you should be able to supply booth equipment (walls, tables, etc.) for all exhibitors. This can be easily dealt with through one of the many local commercial organizations that hire booths and all their related equipment.

Electricity should be provided at each booth for connecting machines. You may also wish considering providing phones and/or Internet access.

The ECOOP organization should also provide some kind of security in the exhibition hall, especially during off-hours (e.g., at night). Alternatively, there needs to be some means for storing expensive equipment in some secured rooms during off-exhibit hours.

Each exhibitor is requested some amount of money, that needs to be settled before the “Call for Exhibits” is sent out. Please bear in mind that the amount should cover all expenses (including the attendance of one exhibitor to the conference, his lunches, etc.) plus a reasonable overhead to act as buffer for unexpected expenses. In general, the amount collected from exhibitors should not give excessive overhead to the conference. The reason is that ECOOP is not usually a too attractive conference for commercial partners. Therefore, we better have low prices, giving us the possibility to attract more exhibitors in the future.

In ECOOP there is usually an “Exhibitors’ Welcome Party”, paid with part of the money collected from the exhibitors. Each exhibitor is given the chance to present his company by delivering a short presentation during that Welcome party. In addition, exhibitors should be offered the possibility to make a commercial presentation in some large room at scheduled hours during the conference, and all exhibitors should be offered an electronic version of the list of final participants.

Finally, some exhibitors (specially editorials and bookstores) prefer to pay with books and other special (non-monetary) items such as pens, instead of paying cash. Bear this in mid when negotiating with them.

4.9 Posters

ECOOP posters usually fall into three main categories: ongoing work, work presented at other conferences (such as OOPSLA), and extensions to the work presented at the ECOOP main conference.

Posters need to be displayed in a handy and visible place. Sometimes poster authors have been given the possibility of presenting their posters during 5 minutes in a session specially scheduled for them during the conference. People needs to be encouraged to attend such presentations, since if very few people attend then poster authors will be disappointed, and in addition, a poor image will be projected. Other alternatives include attaching a notebook and a pen to every poster, allowing participants to write down their comments in case the poster author is not present. The initiative has resulted successful in some occasions and it has also been welcome by authors.

It is recommended that a preliminary design of the poster is requested to be sent along with the poster proposal. This forces authors to carefully design their posters, improving the overall quality of the results. This also forces organizers to decide in advance the size and format (portrait or landscape) of posters, which should be published in the “Call for Poster Proposals”.

4.10 Demos

There are two main kinds of demonstrations:

- Commercial demonstrations: exhibitors making demos of a product shown at the exhibits.
- Non-commercial demonstrations: research and development results of general interest, which are usually connected to results also shown as a poster, or prototypes of tools developed by research teams.

Possible candidates for demonstrations include sponsors, exhibitors, research organizations and labs, conference contributors, and EU or national research projects.

Demos should be scheduled during the main conference, in parallel with the technical sessions (but avoiding collisions with the invited talks). It is recommended that each presentation is scheduled twice, with approximately 1 hour slot each.

4.11 BOFs

“Birds-of-a-feather” (BOF) meetings provide an easy and informal means for letting people interested in a given topic join and discuss it.

There are two kinds of BOFs: previously scheduled, and spontaneous. There should be a “Call for BOFs” announcing the possibility of organizing such events. The LOC should try to provide BOF organizers with the entire infrastructure required for the BOF meeting.

The local organization should also allow for some BOFs to be organized on the fly, as it happens when a few people decide to gather to discuss about a particular topic, and invite whoever from the ECOOP participants is interested in this topic join the BOF. A place in the “Notice Board” at the registration desk should be reserved for advertising such BOFs, and some rooms should be booked for hosting them.

Due to the special nature of scheduled BOFs, it is better if they do not coincide in time with any other major event in the technical or social programs.

4.12 Closing of the conference

The official closing of the conference usually happens on Friday afternoon, right after the end of the technical program. There are speeches by:

- the OC,
- the PC,
- the new OC, presenting the forthcoming ECOOP
- the OC, saying a warm farewell, and inviting everybody to the farewell party.

5 Finances

5.1 General

This Section outlines a few issues related to financing the ECOOP conferences together with AITO. The general rule is that the local organization is responsible for all economical transactions in relation to the specific ECOOP conference, including any losses that might arise.

AITO usually makes a small loan available for the local organization to help taking care of the start-up costs until the first registrations start arriving.

The PC chair is usually also given a loan directly from AITO to cover the PC meeting expenses, postage, etc., related to running the Program Committee. Formally, this loan is given to the OC, and all accounting relating to the use of these money (including receipts, etc.), plus possible surplus of that loan, is transferred from the PC chair to the OC, and these figures are thereafter part of the official Conference accounting.

In case of profit, the conference surplus is split between AITO and the local organization (50% each). Although in principle the conference deficits are responsibility of the local organization, AITO loans will unofficially not be required to be paid back to AITO in case of losses (this has never been the case, though).

5.2 Banking & Accounting

The local organization needs to set up proper procedures to ensure safe management of the funds. This can be dealt with through the local University in some cases – in other cases this is done by special bank accounts, etc.

The local organization is responsible for conducting all transactions in accordance with the local laws and regulations. In that sense, it is advisable to contact local legal help in finding out the best possible way to do this in each case (it differs from country to country).

Please be aware of the local rules relating to VAT. These differ from country to country, but in most countries, conference organizations do not have to make special VAT accounting (i.e. the organization pays VAT of all expenditures).

Finally, if you are directly dealing with the registration payments (i.e., not using the services of a local travel agent or a professional conference organizer), please contact local banking organizations for establishing ways to accept credit card payments (Master Card/VISA, AMEX, etc.).

5.3 Income

Income to the conference comes from several chapters, namely registrations to the conference, the tutorials, the banquet, sponsorship and donations, exhibits, and others (e.g., sale of conference proceedings, tutorial notes, T-shirts, etc.).

5.3.1 Registration fees and structure

Table 3 shows a typical ECOOP registration fees structure, with several categories.

Registration Fees		Conference	WS/Only	1 Tut.	2 Tut.	3 Tut.	4 Tut.	Banquet
Regular	Early							
	Late							
	On-site							
Student	Early							
	Late							
	On-site							
Accompanying	Early			N/A	N/A	N/A	N/A	
	Late			N/A	N/A	N/A	N/A	
	On-site			N/A	N/A	N/A	N/A	

Table 3: Example of ECOOP registration fees structure

First, column “Conference” refers to those participants that register for the whole conference, including the workshops (but not the tutorials). “WS/Only” participants will only attend the workshops during the first two days, but they will not attend the main conference, neither they will get a copy of the proceedings (see Section 6.2 “Who gets what” for a detailed description of the activities and items each category is entitled to). Columns “1 Tut.” to “4 Tut.” describe the fees for the tutorial units (1 to 4 tutorial units) that need to be bought independently of the “Conference” or “WS/Only” registration. The more tutorial units a participant buys, the cheaper individual unit becomes. The maximum is 4 tutorial units, since each unit accounts for half a day, and tutorials only happen during the first two days.

Some people also ask for buying the tutorial notes of those tutorials they cannot attend (either because the tutorial overlaps in time with other tutorial they are also interested in, or because they are interested in more than 4 tutorials). Tutorial notes are usually sold at every ECOOP, provided the Tutorials chairs and the respective speakers have agreed so.

It is also common that some people request to register just for some of the tutorials (i.e., do not want to register neither to the conference nor the WS/Only, but still want to attend some tutorials). Although this is not usually advertised in order to encourage people to register either at the main conference or at the workshops, the OC may decide on a case-by-case basis what to do. These people are usually from the local industry, that do not incur in other costs (such as lunches, receptions, etc.) so the fee of the tutorial unit(s) they pay will normally cover their costs.

In some conferences the banquet was included in the fee for the main conference, while in others this was not the case. This is a decision left to the OC.

If we look now at the rows of Table 3, we can see that people may register as “Regular” or as “Student” (provided they can provide some kind of proof of being students). There is also a small fee for “Accompanying persons”, which covers the costs of the receptions and the social program they are allowed to participate in. For each of those categories, the amount of the fee depends on whether they register in advance (“Early” – usually 6 weeks before the conference) or not (“Late”). The fees also increase for those participants that register in the last minute or once the conference has started (“On-site”). Usually the normal registration process ends two or three days before the conference starts in order to

have time to prepare the badges, certificates, lists of participants, etc. Registering after that date causes many inconveniences to the local organization that has to process these registrations following a different (usually manual) procedure.

The actual fees for the last conferences are available at their web sites, or can be obtained from the AITO Treasurer.

In addition, some people are usually granted free registration: Organizing Committee and Program Committee members, invited speakers, sponsors, exhibitors, and student volunteers. Tutorial speakers are granted free registration for the first two days.

5.3.2 Sponsoring

The other two main lines of income are donations (i.e. sponsorship), and exhibition fees. We have already discussed Exhibitors in Section 4.8. Here we will discuss sponsorship.

Seeking sponsorships for the conference is highly encouraged. This helps reduce the fees for the conference, and it also gives the OC a chance to make some “extras” during the conference (since the expenditures are taken care of by the sponsors).

It is a good motivation for the sponsors if they are more than “just” general sponsors. Sponsors often like to sponsor particular events or items. Examples of such include the conference bags, the Welcome reception, the Banquet, the Farewell party or a particular BOF, helping students attend tutorials, etc.

In general, be sure that sponsors get appropriate acknowledgement (e.g. their logo on the proceedings and in the conference bag, mentioned briefly in the opening of the conference and in the social event, etc.). However, be alert towards excessive promotion by a sponsor: sponsors should not be dominant in any way. This implies that small logos at the sponsored item, or their name being mentioned in the welcome speech at the social event they are sponsoring is all right. And for major sponsors, it is also all right that discrete logos are placed sparsely in the conference venue.

Be also sure that all official sponsors are mentioned in the final program and, in case the sponsorship is given earlier, also in the preliminary call for participations and programs.

Sponsors usually get a copy of the participation list for future mailings, and are allowed to include some brochures or publicity material into the delegates’ packages.

It is recommended that a senior person from the local organization is appointed as “Sponsorship” chair, dealing with all these money-raising issues. First, he will have to concentrate just on this task, which usually requires a lot of time, effort, and dedication. And second, please remember that there is always a lot of paperwork involved in getting donations – especially in case of public funding (grants for different Ministries, Town Halls, etc.). Dedicating one person to concentrate just on this is strongly advised. This chair should also decide about the policies for becoming ECOOP sponsors, the kind of support required (maybe it is not only money, but also machines, rentals of rooms, mobile phones, printers, beamers, ...).

Potential sponsors to consider include:

- Country. In some cases, there are National funds and organizations that are willing to sponsor.
- City. At most ECOOP's, the City have actually been inviting the conference to host the Welcome reception at the Town Hall (or something similar).
- University. In some Universities, there is a tradition to sponsor conferences being held at their premises. Often this sponsorship is in the form of free conference rooms, secretary assistance to the OC, etc, i.e., usually not in the form of direct money. However, this form of sponsorship is greatly valuable for the conference, and should be acknowledged appropriately.
- Industry. It is a good idea to approach both local and National IT industry for possible sponsorships. In many cases this have proven successful – especially if you have some contacts there.
- International companies. Big companies such as IBM, Microsoft Research or Sun have donated good money for some events. It mainly depends on whether the company finds attractive and interesting sponsoring a given event (such a particular BOF, or some student volunteers), gets enough visibility for a product or initiative they are launching to the OO technical community (demos may help with that), etc.

5.4 Expenses

ECOOP expenses do not differ much from one edition to the other, and follow quite closely the standard template as prepared by AITO. This template is the one used for preparing the bid for hosting the ECOOP, which also serves as a final financial statement towards AITO.

Apart from the organizational costs (which include printing and publicity, running the conference, workshops and tutorials, etc.), there are some expenses worth mentioning.

- Invited speakers that get free travel and accommodation costs, and some honorarium.
- External agents usually get commission, depending on the number of registrations.
- Different credit card organizations charge for payments done through them (VISA charges 2%, AMEX 4%, etc.).
- Two special arrangements are included in the ECOOP budget, which are not directly “controlled” by the OC, namely the PC meeting costs, and the cost of the services that manage the electronic submission system and the tool supporting the operations of the Program Committee. Both are part of the ECOOP expenses.

For a summary of the global financial statements of the latest conferences (including their expenses), please consult the AITO Treasurer.

6 Registration

The registration process is defined and managed by the Registrations chair, in close cooperation with the Finances chair and the OC.

6.1 Main tasks of the Registration chair

a) Prior to the celebration of the conference ECOOP

- Definition of registration Categories (regular, student, ...).
- Definition of how participants can be entitled to register in each category (e.g. in order to register as a student, the participant should send by fax or mail a certificate that “proves” his status....).
- Help setting up the registration fees for each category (together with the OC and the financial chair).
- Definition of “who gets what” (see 6.2).
- Definition of the detailed registration process (in conjunction with the OC, the Travel Agent and the Webmaster).
- Creation of the Registration Form (both on-line and text-based).
- Definition of the "Registration Database", with the information of the registered participants.

b) During the on-line registration phase (early and late)

- Monitor the registration process.
- Provide accurate periodic reports to the OC, the financial chair, and the rest of the chairs.
- Monitor the performance of the travel agent in charge of the registration process (including their average response time, participants’ level of satisfaction, number of complaints, etc.).
- Answer queries and problems of participants (including those that need invitation letters, etc.).
- Define the process of producing the delegates’ packages, and how the registration process should be conducted.

c) During the on-site registration phase

- Definition of the composition of the registration desk (number of people each day).
- Definition of the tasks of each person in the registration desk.
- Running the on-site registration desk.
- Deal with the on-site registrations.
- Handle changes and last-minute registration problems.
- Deal with the cash.

6.2 “Who gets what”

Apart from the normal participants, there are other collectives that may be exempt of the registration fees, or pay reduced fees. These include the people from the local organization committee, members of the program committee, tutorial speakers, etc.

In general, it is up to the OC and the Registration chair to determine the exhaustive list of such collectives, the policies for determining who is eligible as a member for them, the kind of activities in which they are entitled to participate, and the kind of compensations they are entitled to receive.

As an example, the following table shows the list of different registration categories defined for ECOOP 2002, and the kind of activities/items/compensations they were allowed to. Cells in **yellow** mean that the participants had to pay according to the defined registration fees in order to have access to them. Cells in **blue** indicate the items/compensations they were allowed to have, or the activities they could participate in. Finally, cells in white indicate that the participants cannot have access to these activities/items/compensations.

Kind of registration	Grant access/rights to:										
	WS&Tut entrance	Main conf entrance	Lunches M T W T F	Banquet on Thu	Procee- dings	Trip	Accom.	Hono- rarium	Booth	Aito Dinner	VIP Gifts
General											
Student (should apply)											
WS-only											
WS-only Student (should apply)											
Tutorial only	#		# #								
Student Volunteer							cheap+				
Invited Speaker											
Tutorial Speaker (1 person each)		Reduced^					limited*	limited*			
Exhibitor (1 person each)											
Sponsor (1 person each)											
Org. Committee (local)											
Org. Committee (from AITO)											
Aito members											
Program Committee											

NOTES:

- (+) Student volunteers were offered cheap accommodation in one University residence, which was not offered to other participants (due to the small number of rooms available).
- (^) Tutorial speakers were granted free access to the workshops and tutorials, but not to the main conference. If a tutorial speaker wanted to attend the conference, then he/she had to register for it, although the “student” fee was applied in this case.
- (*) Trip and accommodation of tutorial speakers was covered up to a maximum, as stipulated by the policies determined by the Tutorials co-chairs, and clearly advertised in the “Call for Tutorials”.
- (#) People that only paid for tutorials only had access to the lunches and coffee breaks during the day in which the tutorials they had registered for were held.

Again, these were the rules for ECOOP 2002. Each OC/Registration chair should define her/his own rules.

6.3 Delegates’ package

During the registration process participants should receive a *bag*, an *envelope*, and the conference *proceedings* (these only if registered for the main conference). *Tutorial notes* should also be handed to those participants registered for the corresponding tutorials.

Possible contents of the **bag** are:

- Conference final program.
- Conference poster.

- Commercial brochures and leaflets from other conferences.
- Materials from sponsors (commercial and non-commercial materials).
- Tourist information/City map.
- Paper (or notebook) and pen or pencil.
- Free-bees and other promotional material (T-shirt, cap, ...).
- Preliminary Call for Contributions for next ECOOP.

The **envelope** should contain:

- Certificate of attendance to the conference.
- Certificate of attendance to tutorials (those you have registered for).
- Receipt of your payments.
- List of ECOOP participants.
- Timetable of ECOOP buses: to/from hotels to the conference venue.
- Free ticket for public transportation (bus/metro/...).
- Badge.
- Tickets for lunches.
- Invitation card to the Welcome Reception on Wednesday (for participants registered to the main conference only).
- Banquet invitation card (as many as you requested in your registration form).
- Accompanying persons' tickets for social activities (if applicable).
- ECOOP Questionnaire.
- This list, so the participant can check that he/she got everything.

Sometimes a *VIP package* has also been prepared for some special participants, such as registered PC or AITO members, session chairs, invited speakers, sponsors, BOF organizers, etc. The contents of this package may include small presents (e.g., local handcrafts, a T-shirt, a bottle of local wine, etc.).

The actual bag is a controversial issue, since many participants prefer not to receive “yet another” conference bag — they already have too many —, and perceive this as a waste of money. Therefore, alternatives to the bag may be considered.

6.4 Registration Desk

There should be a main registration desk, dealing with all on-site and manual registrations, and several (secondary) registration desks for attending pre-paid registrations.

Do not forget to have the following list of items in the main registration desk:

- Ballpoint pens.
- Scribbling blocks.
- Maps of the city.
- Maps of conference venue.
- Small safe with change.
- Credit card machine.
- Table with exchange rates of foreign currencies taken.
- Calculator.
- PC with registration software.
- Printer for badges and receipts.

- Phone and fax.
- Phone books.
- List of most used telephone numbers (Taxi, hospital, emergency, etc.).
- Photo camera.

6.5 Registration desks' behavioural description

In addition to the Main Registration desk (**MR**) at least 3 desks should be set up for pre-paid persons (identified, e.g. "A-H", "I-Q", "R-Z") with student volunteers, and equipped with the following items:

- A list with the corresponding pre-paid delegates.
- The (individual) badges of these delegates.
- The (individual) envelopes of these delegates.
- A set of bags.
- A set of proceedings.
- A set of VIP packages.

The way in which the pre-paid desks operate is as follows:

1. Delegates queue according to their surname's first letter.
2. Delegate (**D**) tells her/his name.
3. If (**D** wants to register as other person) { send **D** to **MR**; exit(1); }
4. Student volunteer (**SV**) looks up the badge of **D**.
5. if (badge does not exist or **D** has not pre-paid) { send **D** to **MR**; exit(2); }
6. **SV** marks **D** in his list and **D** gets his badge
7. **SV** checks spelling of name and affiliation of **D**!
8. if (spelling is wrong) {send **D** to **MR**; exit(3); }
9. **SV** gets bag for **D** (all bags contain the same contents).
10. **SV** gets envelope for **D** (contents of envelopes are individually prepared) and inserts it into **D**'s bag.
11. if (**D** is registered for the main conference) **SV** inserts *proceedings* into **D**'s bag.
12. if (**D** is registered for a tutorial) **SV** inserts corresponding *tutorial notes* into **D**'s bag.
13. if (**D** is VIP) **SV** insert corresponding VIP package into **D**'s bag.
14. **SV** farewells **D**: ("Have a nice conference!", "Enjoy your stay in ...!", "Have a nice time at the conference!", "I wish you a nice and interesting conference!", ...)
15. exit(0);

The Main registration desk will deal with the on-site registrations, all not pre-paid delegates, those with incorrect badges, etc.

In any case, it is important to follow the rule: "never register anybody who has not paid yet" (either pre-paid, or pays with cash or a credit card on-site). If you trust somebody you will never get that money.

6.6 Evaluation forms

At least two questionnaires/evaluation forms should be prepared for participants to make suggestions, comments or criticisms to the organization: one for the tutorials (prepared by

the Tutorial chairs) and one for the general conference (prepared by the OC). An example of the latter is shown in Annex D.

6.7 Ordering the Springer proceedings

One of the many difficult decisions of any OC is the number of proceedings that need to be ordered to Springer. Although all the material (papers, sponsors' logos, table of contents, etc.) should be sent to Springer three months before the ECOOP starts, the actual number of copies needed should be notified to Springer only 5 to 6 weeks prior to the conference, which is basically when the early registration ends.

This decision involves some kind of small risk, since if you order too many copies, you may waste a lot of money. However, if you order too few you may end up being unable to provide some of the participants with the proceedings, quite an undesirable situation.

It is always difficult to make a rough estimation on the number of copies to be ordered, although you may wish to consider that the percentage of early registered participants is usually between 60% and 70% of the total number of total participants. Moreover, the PC receives 50 volumes for free (as editor of the volume). You may ask the PC for some of them should you start getting more people registered than you expected. Another possibility is to negotiate with Springer other kind of arrangements or sponsorship, such as getting some more free volumes from them, or having the possibility of returning with no cost the volumes that you do not finally sell.

7 Local Arrangements

7.1 Signposts, posters, and plans

All rooms, events and local services should be clearly marked and indicated. This include:

a) Signs in the Conference buildings

- to “ECOOP Registration Desk” at (almost) every crossing.
- to “ECOOP Email-room” at least from the Registration area.
- to “Bus departures” .
- to “Welcome Reception”, “Banquet”, etc.
- to workshops and tutorials rooms.
- to cafeteria/coffee breaks/lunch area.
- to WCs and exits.

b) Signs at the rooms

- Name of the room in big letters.
- Name of the event happening that day in the room (to be changed every day).

c) Signs for Info board, Message board, Registration desk, etc.

- “What’s on today”, showing all the events happening that day:
 - Papers presented at the technical sessions,
 - Invited talks,
 - BOFs,
 - Social activity of the day (with instructions on when and where to meet),
 - etc.
- General announcements.
- Messages for participants.
- Food menu of the day.
- BOFs announcements.
- Pre-Paid Registration desks: “[A-H]”, “[I-Q]”, “[R-Z]”
- Registration Desk.

d) for the technical program (conference, panels, etc)

- Name signs (for participants in the Panel).
- Colourful Timeout Signs (5 min, 3 min, 1 min, “STOP NOW”) for session chairs.

You may also consider some signals outside the conference building (such at the exits of the metro, bus or train stops closer to the venue), or setting up a large and very visible “ECOOP” sign outside the building, for helping people easily locate the conference site.

7.2 Accommodation and transportation

An important task of the ECOOP Local Facilities chair is organizing the accommodation of the participants, and the transportation required to move them around. These two tasks could be delegated to one senior person, under the Local Facilities chair. For accommodation we suggest using the external services of the same travel agency or conference organizer that deals with the registrations of the participants.

In any case, the following consideration should be taken into account:

- Please make sure that several hotel categories are offered, covering a wide range of prices.
- Try to include University residences of youth hostels in the offer, for those students that cannot afford paying a hotel.
- Try to include the accommodation information in the ECOOP registration form, so participants can both register and book the hotel using a single form.

Transportation is a difficult issue, since moving around five hundred people is neither easy nor cheap. Therefore, the following considerations may apply to transportation:

- In general, the closer the hotels are to the conference venue, the better. (There is nothing more convenient than staying at the same hotel where the conference is held.)
- Make as much use of public transportation as possible (bus, metro, tram, etc.). Negotiating with (or buying from) the public transportation company some kind of free tickets for ECOOP participants is a good idea when this is available. It gives participants some freedom and independence, and also saves local organizers to hire buses to move participants around.
- If the ECOOP venue is far from the hotels, and there is no public transportation available, or it is slow or not reliable, please consider hiring shuttle buses to take participants to and from the hotels. In this case, distribute the timetables of the buses to all the hotels, so participants get them as soon as they check-in.

7.3 Room allocation plan

It is recommended that one senior person from the organization (e.g. under the Local Facilities chair) deal with all room allocations. Please ensure proper allocations, especially during the two first days where there is a need for many rooms, since workshops and tutorials happen in parallel. During conference please leave some free rooms for meetings and BOF.

The best way to deal with rooms is to ask the different chairs to request their needs to the Local Facilities chair, who will make all assignments. There is also need for some additional rooms, such as:

- Guard robe.
- Speakers' preparation room.
- Storage room and secure room for exhibitor's equipment during off-exhibition hours (if exhibit area not secured).
- A secured room/place for attendees that need to temporarily store their luggage on arrival, or the last day of the conference if they depart directly from the conference place.

7.4 Lunches, coffee breaks, etc.

It is strongly recommended that a senior person from the organization (reporting to the Local Facilities chair) is dedicated to controlling all coffee breaks and lunches, checking that the food and beverages are served in time, that their quality is OK, that no long queues of people are formed, that the vegetarian food is there and is visible, etc. That person should be able to sort out any problem found with the food and coffee breaks, or raise an alert if the problem escapes from his/her control.

7.4.1 Coffee breaks

There are two coffee breaks every day. Coffee breaks are usually self-service, standing up. Please provide garbage cans, and also some tables where the participants are able to temporarily put on their cups, notebooks, etc. It is usually a good idea to have the coffee breaks in a place close to the exhibition, so participants can use this time to visit the stands and talk to the exhibitors.

Coffee breaks are open to everyone who attends at least a tutorial, a workshop, or the conference. They are free also for accompanying persons and their children, student volunteers, and the people of the organization. Usually there is no access control to the coffee breaks.

As an indication, the following beverages and snacks are served during the coffee breaks: coffee, decaffeinated coffee, tea (hot water and tea bags), mineral water, juices (orange, apple, etc.), coke, sweeties, fruits, and cakes.

It is a good idea to have fresh water supply available at several places during the entire conference period.

7.4.2 Lunches

Lunches are open to those who attend the conference, or a tutorial or workshop (in these two cases, only during the appropriate dates). Access is usually controlled by lunch tickets, which are given to participants at registration time. Accompanying persons and their children have to buy lunch tickets at the registration desk. In general, these tickets are not so much for controlling the access (coloured badges could do as well), but for getting some precise figures on the number of participants that actually had lunch – which is useful when calculating the final amount to be paid to the catering company.

Local specialities, international and vegetarian food, and a salad bar are recommended.

Again, it is strongly recommended to have a senior person and several student volunteers controlling that everything runs smoothly during lunches.

7.4.3 Receptions

Receptions may happen either at the conference site (e.g. the Exhibitors' welcome reception, or the Farewell party) or outside the ECOOP premises (as it happens for those sponsored by the Town Hall or any other company or organization).

Receptions held at the ECOOP premises usually happen at the same place as coffee breaks, follow similar access control policies to them, and also consist of snacks and soft beverages. A microphone should be prepared so exhibitors, sponsors, or the OC can address the audience.

For receptions outside the conference venue, please provide shuttle buses or arrange some kind of transportation.

7.4.4 Banquet

The banquet dinner is a special event in all ECOOP's. Please prepare it carefully, provide shuttle buses or transportation to the participants (to and from the hotels), and be sure that the place and the food are excellent. Local cuisine is recommended.

7.4.5 Miscellaneous Events

Local organization party

Remember to host a party for the entire local organization as a great "Thanks" for all the long hours, and the extra efforts done by everybody. Student volunteers deserve special attention.

AITO General Assembly Meeting

This meeting takes place on Tuesday or Wednesday evening. Its costs are part of the ECOOP budget. Arrange for a dinner place that can have a computer or laptop, a beamer, and a slides overhead projector for presentations (and excellent food ☺).

7.5 Technical Equipment

There should be a senior person from the local organization (the "Equipment" chair) controlling all technical equipment required to run the conference.

7.5.1 Required equipment for meeting rooms

Rooms for Workshops, Tutorials, and Demonstrations should be provided with at least a backboard or a whiteboard, pens and markers, a PC, a beamer, and an overhead projector. The corresponding Workshops, Tutorials, and Demonstrations chairs should make sure that workshop organizers, tutorial speakers, and demo presenters know about these facilities in advance, and also inform the Equipment chair about any other (reasonable) technical requirements from any presenter.

Please be aware of the number of beamers needed, especially during the first two days of the conference, and that they break from time to time, so backups are a must. Hiring a professional company to have sufficient equipment may be considered.

Having good microphones and loudspeakers at the conference theatre is very important. There has been some difficulty almost everywhere in providing microphones for questions from the audience. (This problem affects the discussions at paper sessions as well.) Cordless microphones brought quickly to each speaker in turn by the student volunteers

would probably be a better solution than microphones standing in the aisles – although it may depend a bit on the hall. Please have spare batteries for the micros.

7.5.2 Internet Access

Internet access is one of the services everybody expects to have in all conferences. Wireless networks are also becoming widely available, as well as laptops equipped with wireless connections. However, you should also plan for people that do not come with their laptops and want to have a look at their mails. Internet browsers are usually enough for these people.

For the people that use laptops with wireless connections and mail clients on them, it may also be very helpful enabling a smtp server so they can send messages from their laptops – with the appropriate security measures, of course.

7.6 Other services

If possible, please make other services available to ECOOP participants, such as faxing, photocopying, printing, etc. They are usually easy to get and cheap, and are very convenient to many of the participants.

Phones and directions for external services should also be provided at the registration desk. They may include taxis, dry-cleaning, tourist visits, etc.

Have also a phone always ready for people to make emergency or urgent calls, if no public phone box is available at the conference venue.

8 Student Volunteers

Student volunteers (SV) are a very important part of the organization of any ECOOP, and their job is usually highly appreciated by many participants.

Having a dedicated person from the OC to deal with all the issues related to SV is always a good idea. It is not only a matter of selecting them, answering their questions, and helping solve their problems (accommodation, ...) but also to serve as a single interface to the rest of the OC chairs that need the services of the SV's (for workshops, tutorials, registration desk, etc.).

A "Call for student volunteers" needs to be issued (and posted to the Web site) that clearly describes the required profile of SV's, their duties during the conference, and what is offered to them (examples of such calls can be found at the web sites of the latest conferences). This call is good for attracting non-local and foreign students. In addition, posters and leaflets should be distributed among local students. They may greatly benefit from being a ECOOP SV, specially the students from the final courses.

SV's are usually offered free entrance to all the conference events (in their free time), coffee breaks, lunches, and the possibility to get free or cheaper accommodation (at a University Residence, for instance). Academic credits can be given to local students to incentive them becoming SV's, so the experience can also count for their curricula.

The activities to be carried out by SV's do not require any special technical skills, so local students of foreign languages are also good candidates for SV's (students of French, Japanese, or even English in case of non-English speaking countries). They will not probably be interested in the technical contents of the conference, but they can practice with the conference participants. Although the free entrance to the conference may not be an incentive for them, some academic credits could be arranged with their corresponding Schools in order to motivate them.

Depending on the requirements of the different chairs, between 20 and 40 SV's are needed. They usually work 20 hours during the conference, the rest of the time they are free. In order to define their tasks, all chairs should be asked about their needs. As duty requirements are determined, SV can be assigned. Please take into account the SV's likings and personal preferences when assigning the different tasks. Working in a tutorial or workshop does not prevent the SV from attending it, so you can assign SV to the events they are interested in.

Prepare a schedule that shows the tasks of each SV hour-by-hour, day-by-day. Producing such a detailed schedule is very time-consuming but worthwhile indeed, since it enables a good organization of SV's, and also allows to easily responding to changes and unforeseen circumstances. Furthermore, it usually has a very positive and motivating effect on SV, since they know exactly what to do, and when, so they can also organize their free time. Of course, some iterations and re-arrangements are required until a final schedule is produced that satisfies everybody (both Organizing chairs and SV's).

The busiest days are Monday and Tuesday, with many events simultaneously happening. Helping in the registration desk during the peak times on Sunday, Monday morning and Wednesday morning are also demanding tasks. However, the rest of the time tends to be pretty much relaxed for most SV, so they can enjoy the conference.

Please allow for some training of the SV's, probably on Sunday before lunch or early afternoon. This training should include:

- General issues, such as orientation on the campus and important locations (airport, railway station, locations of social events, etc).
- Local organizers (specially the chairs).
- Schedule of the conference (session breaks, social events, ...).
- Registration process with regular cases and exceptions.
- How to behave.
- Their timetable and working hours.
- To whom they should report to.
- etc.

Examples of “Call for Student Volunteers” can be found at the Web sites of the latest ECOOP conferences, e.g., in <http://ecoop2002.lcc.uma.es/students.htm>

Finally, it is advisable that SV's wear distinct clothing (special T-shirts, hats, caps, etc.) to make them easily recognizable.

9 Publicity

We want to achieve two main goals with publicity. First, we want as many registered participants at the conference as possible, in order to increase the “income” chapter — usually, registrations account for a big percentage of all incomes. Secondly, we want to demonstrate that the local conference site is — at least for one week — the centre of the (European) OO-world, and that ECOOP is organized by the local Computer Science Department.

In order to achieve the first goal we need to make ECOOP public for the scientific community. Nowadays, electronic mail lists (such as SEWORLD, DBWORLD, or ecoop-info) are a good mechanism for announcing conferences. In addition, announcements in some journals and news sites should be considered.

Contact also Press centres, if available. Make use of the University Press Department if you are hosting ECOOP in a University. If not, you can contact local and national newspapers and trade magazines for publicity (articles, etc.), and ask for possibilities of (free) advertisement. Press people are granted free access to the conference.

Take also photographs, or better contract a professional photographer. It is also interesting to make some of the photos available at the web site of the conference.

The Publicity chair should also consider some “directed” publicity to the local industry or other collectives in order to incentive their participation. This is of especial importance for selling the tutorials to these collectives, for instance. A more aggressive publicity campaign is also recommended around the time of the early registration date, to encourage potential participants to register at the conference. The strong correlation between the publicity activities and the people that register around the dates in which these activities are carried out seems to suggest the importance and influence of the job of the Publicity chair.

10 Web site

Developing a good web site for the ECOOP conference is a critical issue. First, it provides the “image” of the conference and therefore helps selling it. And second, it is also a “working tool” (for uploading the proposals and the technical papers, for registering, for knowing about the program, the local information, how to get there, etc.). Developing it constitutes one of the major efforts the local organization has to do. “Usability” is therefore a must (www.useit.com).

As general recommendations, please consider the following points:

- Keep it simple and operational. Many people use many different (versions of different) browsers, and interoperability is critical. For instance, try to avoid JavaScript and other vendor-specific features that do not work across many platforms.
- Include a site map.
- Include a textual version of most critical parts and forms (e.g., registration) for those with old or uncommon browsers.
- Talk to AITO in order to get an “ecoop” URL (i.e., under www.ecoop.org).
- Plan in advance the security mechanisms and the backup plans. Your web site will definitely be constantly attacked, so you better be prepared to these attacks from the beginning.

The web site usually opens at the same time as previous ECOOP starts, basically with a welcome salutation and the preliminary Call for Contributions. Later, the complete web site for ECOOP usually becomes operational by October time, with the up-to-date information and its final structure. The site should also contain a history file with all the upgrades and new information added to it since then, for future references. It is important to have all submission programs (for technical papers, workshops and tutorial proposals, etc.) up and running when the corresponding submission periods start, and disable them when the submission periods end, respecting all deadlines.

11 Information to be prepared and distributed

11.1 The ECOOP Call for Contributions

One “preliminary CfC” to be distributed at the previous ECOOP, if possible, with the very basic information about program and organizing committees, official deadlines, etc.

One “Final CfC” should be issued by early October (latest), with all definitive information. It is important to coordinate the distribution of the CfC with the development and information contained in the Web site, since all relevant web pages should be ready when people receive the CfC.

11.2 The ECOOP Call for Participation

The ECOOP “CfP” is basically a marketing and sales document, whose goal is to “sell” the conference to potential participants, encouraging them to register at the conference.

The CfP should be sent out as soon as the technical program is ready, and never before than the on-line registration process is ready. If somebody receives the CfP and decides to register but he cannot, he will probably forget and you will lose one participant. It should be issued before the early registration, so that all potential participants can have the opportunity to register before that deadline and save some money.

You can also consider sending other items to act as “reminders”, such as a postcard, the conference poster or the conference program to participants of previous ECOOP’s, etc. Some E-mails to SEWORLD or ecoop-info mail lists may be helpful too for reminding some deadlines. In any case, it is always a good idea to send something “physical” (in addition to e-mails) because it usually has more effect on people, and it is also more difficult to forget or ignore.

11.3 The ECOOP Final Program booklet

The Final Program booklet should also be prepared. It will be the document in charge of providing participants with **all** the information they need to know about the ECOOP conference, including the detailed technical program (Workshops, Tutorials, Talks, Posters, Demos, BOFs, ...), the social program, plans of the ECOOP venue, useful-to-know information, etc.

Usually, the booklet is given to participants upon registration, although in some occasions it has also been posted to registered participants by surface mail so they can have it before the conference. However, an alternative solution is to make the Final Program available in PDF format at the ECOOP web site so participants can download it if required, and do not send it by post. A short version (the Survival Guide) can also be prepared and made available at the Web site for download, with just the information required for reaching the ECOOP venue, where participants will be given the Final Program booklet upon registration.

11.4 The “Survival Guide”

It is recommended that a small booklet (4-6 pages) is also prepared and made available in PDF for people to download from the ECOOP web site prior to travelling to the conference site, with information about how to get to the conference venue, and some other relevant details, such as:

- Exact location of the conference venue (including surface address and a photo).
- Information on how to get there (by bus, train, taxi, etc.).
- Timetable of the ECOOP registration office and conference schedule.
- Policies about badges, lunches.
- Weather and other local information (currency, insurance, ...).
- Useful telephone numbers (police and emergency numbers, hotels, etc.).

Of course, this guide should be a short and ready-to-print version of the Final Program, which should also contain the following items:

- Places to eat.
- Bars & Pubs.
- Dance/Live music.
- Exercise and sports centres.
- Pharmacies.
- Books and stationery.
- Banks.
- Public Transportation / Taxis.
- Shops.
- etc.

This information should also be provided in the ECOOP Web site.

12 Social Events

12.1 Social Program

In addition to the technical and scientific program, a nice social program has to be arranged during the conference. The Social Program includes all the Receptions already mentioned, the banquet dinner, and the welcome and farewell parties.

Socializing and meeting people in a relaxed atmosphere are one of the major advantages of any large conference. In particular, ECOOP has become THE annual forum for the European OO community, and usually gathers many people that come to ECOOP for meeting each other once a year.

Apart from the Receptions, you may also wish to arrange some kind of guided tour for Sunday afternoon early-comers, and also offer some pre-arranged visits for those that want to contract them separately.

12.2 Accompanying Person's Program

Apart from being invited to the conference social program, some special activities for accompanying persons need to be arranged, such as some guided tour, or more additional sightseeing tours organized through any local travel agent or subcontractor. They can provide participants and their accompanying persons with the opportunity to visit some of the surrounding cities or monuments, do some outside activities or local excursions, etc.

Annex A: List of deadlines for the OC

The following is *an example* of a list of deadlines, week by week, which tries to provide a quick look at the deadlines required in a common ECOOP conference, from the OC perspective. It was prepared for ECOOP 2002 and thus it cannot be adopted “as is”, but has to be adapted to meet the particular requirements and deadlines for each ECOOP.

Please bear in mind that this list does not try to be exhaustive, and therefore many of the deadlines in your particular case may be missing. Besides, this list is for the OC only, and therefore does not contemplate other low level activities that need to be carried out by the different chairs in order to meet these (higher-level) activities and deadlines.

The table starts around March the year previous to the conference (X-1), and goes until the day ECOOP 200X starts. The activities indicated in each week are to be completed during that week, unless a concrete date is indicated in the “Date” column. (In the table, weeks start on Monday, and therefore Sundays are the last days of each week.)

Deadline	Date	Task description
March 200(X-1)		Decide initial logo
		Decide initial proposal for the people in the Organizing Committee
		Decide initial proposal for exact dates for contributions
		Contact local agents for detailed budgets (hotels, registrations, catering,...)
April 200(X-1)		Determine hotels and agree tentative prices
		Produce the preliminary Call for Contributions (CfC)
May 200(X-1)		Get copies of the brochures about the city, the venue...
		Produce detailed financial plan
June 200(X-1)		Print copies of the preliminary CfC
		Prepare the package for presentation at ECOOP'200(X-1): - financial plan (for presentation to AITO) - report on the state of preparations - copies of the preliminary Call for Contributions - copies of the publicity brochures - welcome speech to ECOOP'200X at your city
ECOOP 200(X-1) starts		ECOOP 200X Web site opens (just a welcome page & CFC)
July		Make changes according to AITO's comments during the AITO's General Assembly meeting and fix final dates and plans
		Sign contract with travel agent and other external service providers (e.g. Borbala)
		Determine hotels and start arranging social events
		Prepare the final CFC with the new dates
September		Get electronic mail addresses for distribution of CFC
		Start investigating public and private (sponsorship) funding
October	1/10	ECOOP 200X Web site fully operational
	4/10	Electronic distribution of CFC
		Electronic submission of technical papers starts
December	1/12	Electronic submission of technical papers closes
	1/12	Submission of workshops, tutorials, and panels close
		Call for student volunteers (web page, locally, mail distribution)

Deadline	Date	Task description
		Contact sponsors
Week –18		Contact providers of free-bees to give away as small gifts to participants
Week –17		Decide banquet place and fix menu and price
		Prepare a first version of the complete program and identify gaps and missing activities
		Fix social events
		Fix hotels, number of rooms, and prices
Week –16		Write letters booking the school rooms and facilities
		Fix the lunches and coffee breaks.
Week –15		The design of the postcard should be ready
		Send the postcard to the printer
		Fix the technical program and post it to the Web site
Week –14		Decide/fix invited & keynote speakers (with CC & PC)
		First version of the "on-line registration program" for initial testing
Week –13		Get surface addresses of ECOOP attendees for mailing the post card
		Decide additional sight-seeing tours and collect information for advertising them in the web site
		Design of the ECOOP 200X poster should be ready
		Send posters to the printer for production
		Publish information and logos about sponsors in the Web site
Week –12		Abstract of invited talks should be ready
	Mon	ON-LINE REGISTRATION STARTS
Week –11		Obtain invited talks' abstracts and sponsors' logos for the Proceedings
		Prepare labels with surface addresses and stamps. Mailing of postcard
Week –10		Send the Proceedings to Springer for production
		Contract gardens and flower arrangements (Venue surroundings, main theatre, etc.)
Week –9		Decide about the buses (both private and public).
		Send the poster by surface mail
Week –8		Arrange place for AITO General Assembly dinner
Week –7		Final booking of rooms, machines, beamers, etc.
		Assign student volunteers (and search for more if needed)
		Arrange accommodation for student volunteers
Week –6		Fix social program
	Sun	EARLY REGISTRATION ENDS
Week –5		Decide the panel and potential panellists
		Estimate numbers of participants, program booklets, bags, proceedings, etc.
		Decide the final content of delegates' packages
		Buy bags, plastic for badges, and all the stuff for the delegates' packages (pens, ...).
Week –4		Final program should be ready for printing
		Send the program booklet to the printer
		Fix the number of exhibits
		Contract the booths for the exhibits
		Arrange location of booths, and arrange electricity etc.

Deadline	Date	Task description	
Week -3		Deadline for receiving brochures, flyers and any other stuff from sponsors, exhibits, and "friend" conferences	
Week -2		Deadline for receiving the bags and their contents	
		Deadline for receiving the proceedings from Springer	
		Prepare delegates' packages	
Week -1	Thu	ON-LINE REGISTRATION ENDS (included)	
	Fri	Prepare the final list of participants. Make the copies.	
	Sat		Print badges and certificates (of attendance, of payment)
			Prepare personalized envelopes (with certificates, gifts, etc)
			Meeting with local student volunteers
			Install the ECOOP sign outside the venue site
			Prepare signs and posts all over the ECOOP venue site
			Install booths
			Check registration desk is ready
			Check Internet and mail room are ready
		Prepare detailed plan of activities/responsibilities for next week (who's where and when)	
	Sun	On-Site registration starts (~ 14:00)	
	Sun		Meeting with all student volunteers. Internal Quick-off
		People start to come and register	
"D" day	Mon	ECOOP 200X!	

Annex B: Notes for session chairs

In the interests of synchronization and fairness, please consider the following points concerning your session (most of them are routine):

- Contact each speaker in advance: determine how much of the allotted time is to be left for questions/discussion, and that you will give a signal five minutes before the end of the presentation. Signs saying “5 mins”, “1 mins”, and “0 mins” will be available in the lecture room.
- With inexperienced speakers, it may be useful to find out how many slides they are hoping to show!
- Please double-check in good time that the projector is working and focused, and that the blackboards are clean and equipped with chalk. The organization people will naturally do whatever they can to ensure that these things are OK, but just to be sure. In case of problems, please contact the person from the local organization in charge of the main hall.
- A couple of minutes before the scheduled starting time: announce that the session is about to commence, and ask the audience to take their places.
- Try to start and finish each talk punctually – but with due respect for particularly interesting questions and discussion.
- Introduce each talk by announcing the name of the speaker and the title of the talk.
- Remember to lead the audience in thanking the speaker after each talk.
- Make sure speakers speak loudly enough to be audible throughout the room.
- Ensure that the speaker does not block the view of the screen. Ask the speaker to point directly on the screen with the pointer provided, rather than on the projector, and to raise the slide when necessary.
- Also remember to have pre-made signs available for the session chairs (“5 min”, etc. as described above)
- Also instruct the microphone “holders” to be alert during the question periods. They should by themselves move towards the potential question “people” in advance, such that the entire question period is used efficiently (not hampered by waiting the microphone being passed around).
- Session chairs should also be instructed to make the audience aware of the exhibits and other events taking place in parallel to the paper sessions.

Annex C: Some figures from past ECOOP's

The following table shows some statistical data from previous ECOOP's, from 1997 onwards. Columns "Min" and "Max" show the minimum and maximum values obtained, while "Avg." shows the average for all the years considered.

	Min.	Max.	Avg.
REGISTRATION			
Number of registered participants (⊘)	440	700	533
% of registered participants from Europe	75	79	76
% of registered participants from USA+Can	14	15	15
% of registered participants from academia	75	82	77
% of registered participants from industry	18	25	23
% of students	27	48	35
% of registered participants – WS/Only	17	25	22
% of registered participants – Main Conf.	67	76	72
% of registered participants – Tut/Only	0	4	3
% of registered participants – Accomp.	3	4	4
% of "early" registrations	60	77	66
TECHNICAL PROGRAM			
Number of workshops offered	20	25	22
Number of workshops cancelled/merged	0	3	1
Number of tutorials offered	21	25	24
Number of tutorial cancelled	0	4	3
Number of tutorial units sold	127	370	254
Number of papers submitted	88	183	116
Number of papers accepted	18	24	21
Number of technical sessions	6	8	7
Number of invited speakers	2	3	3
Number of banquet speakers	0	1	1
Number of demos	5	13	8
Number of posters	8	17	11
Number of exhibits	5	7	6
Number of BOFs	0	4	1
Number of panels	0	2	1

(⊘) Including accompanying persons, organizing team, student volunteers, etc.

Annex D: Example of ECOOP Questionnaire

Please fill in this questionnaire to help us improve future ECOOP conferences. Once filled in, the questionnaire can be deposited into the designated boxes at the registration desk. Thank you!

a) Your profile:

Sex: Male Female

Age: ≤ 30 30-39 40-49 50-59 ≥ 60

Job: Manager Teacher Researcher Programme Analyst Student

Other

Years of experience with OO: ≤ 1 3-5 6-9 ≥ 10

Are you a regular ECOOP participant: Yes No

Are you a first time ECOOP participant: Yes No

Do you plan to attend next year ECOOP: Yes No

b) Please rate the following activities at ECOOP 200X:

Technical Sessions	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Invited Talks	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Tutorials	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Workshops	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Posters	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Demos	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Exhibits	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
BOFs	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Web site	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Registration (Travel Agent)	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Registration (local office)	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Coffee breaks	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Lunches	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Banquet dinner	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Social program	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Organization	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
_____	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
_____	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>
Overall rating	Very good <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> very bad	N/A <input type="checkbox"/>

c) What did you like most about ECOOP 200X?

d) What did you dislike most about ECOOP 200X?

e) What additional topics would you like to see?

f) Additional comments and suggestions: