



conference

Availability • Reliability • Security

ARES 2023 Workshops

Guidelines, Rules and Regulations



Starting with 2023 ARES Conference Management is introducing ARES Workshop guidelines, rules and regulations. **Each accepted workshop needs to send a signed copy of these guidelines to the ARES Conference Management Team**, signature of one workshop chair is sufficient.

Signed copy must be sent together with workshop proposal.

The ARES Conference Management will organize 2 Zoom Meetings in February for all workshop chairs where an overview of all new guidelines and regulations is given, additionally there will be time for a Q&A session.

Important dates 2023

- Submission deadline: set by each workshop
- Author notification: set by each workshop, **latest possible date: June 14, 2023**
- Proceedings version: **June 28, 2023** - hard deadline which cannot be changed!
- ARES EU Symposium: August 29, 2023
- Conference: August 29 – September 01, 2023

Organizational deadlines

- Call for Paper sent to ARES Team: February 28, 2023
- Workshop chair details sent to ARES Team: February 28, 2023
- Signed Workshop Guidelines, Rules and Regulations sent to ARES Team: February 28, 2023
- PC added to EasyChair: March 20, 2023
- Deadline program proposal (incl. paper order, number of sessions, planned keynote/talks/panel): June 19, 2023
- Final session approval (by ARES Team): June 28, 2023
- Workshop chair registration deadline: June 28, 2023
- Special technical equipment request deadline: June 30, 2023
- Final program incl. all details sent to ARES Team: July 10, 2023



Guidelines

Communication

The ARES Conference Management can be contacted at ares@sba-research.org

Workshop chairs will receive all relevant information via email, please make sure to read them carefully. Information that concerns all workshops will be sent per email to all workshop chairs of all workshops, this means email addresses will be visible to all workshop chairs. If somebody does not want their information shared please contact the ARES Conference Management.

EasyChair

ARES uses EasyChair as submission system. The ARES Conference Management will set up the submission site for each workshop and add the Workshop Chairs. Workshop Chairs have to add the PC and are responsible for the review process. If a workshop has already taken place previously it is possible to import the PC from the past year (can be done by the ARES Conference Management).

Website

Each accepted workshop will be listed on the ARES conference website, including its Call for Papers. The website will be set up by the ARES Conference Management, information for the website needs to be provided by the Workshop Chairs. Workshop Chairs are responsible to keep the information up to date, if changes need to be made, please contact the ARES Conference Management at ares@sba-research.org.

Call for Paper distribution

Each workshop is responsible to distribute the Call for Papers and attract submissions. In addition, the ARES Conference Management will send out 3 calls for workshop papers that states all ARES & ARES EU-Project Symposium Workshops. A list of mailing lists and conference calendars where call for papers can be distributed can be inquired at ares@sba-research.org.

Proceedings

Paper accepted at workshops will be published as part of the conference proceedings. This will be coordinated by the ARES Conference Management directly with the authors.

Author rules

The following rules have been applied for authors:

- Contact author must provide the following information at the ARES conference system: paper title, authors names, affiliations, postal address, phone and e-mail address of the author(s)
- All authors of the the paper must be added to the paper in EasyChair already during the initial submission!
- References need to start with a new page



Rules and Regulations

It is necessary that each workshop adheres to the rules and regulations to ensure a smooth organization and to further increase the quality of the conference.

Workshop requirements

ARES Workshops need to fulfill the following requirements:

- Minimum of 4 accepted papers
- Acceptance rate needs to be 50% or lower
- All submitted papers need to be reviewed by at least 3 reviewers

If a workshop does not fulfill the requirements, we allow the workshop organizers to merge their event with another workshop, but all involved parties must agree with the merger. Otherwise, it might get cancelled by ARES.

Date and Sessions

The number of sessions allocated for each workshop depends on the number of accepted papers or the proposed program (for EU-Project Symposium Workshops) and will be approved by the organizers in June 2023; each session lasts 1,5 hours.

Each workshop needs to send a program proposal incl. paper order, number of sessions, planned talks to ares@sba-research.org until June 19, 2023.

EU project Symposium workshops without paper submissions additionally need to send an overview of the planned program (overview of talks, panel,..) with their workshop proposal until February 28, 2023.

Regular workshops

Workshops will be held simultaneously with the ARES main and CD-MAKE sessions. Please note that we cannot guarantee a certain date for your workshop. If you already are aware of time constraints, please let the ARES conference management know.

ARES EU Projects Symposium workshops

The ARES EU Projects Symposium will be held on the first day (August 29, 2023) of the ARES Conference 2023. Accepted workshops can hold **up to four sessions** (two morning and two afternoon sessions, 1,5 hours each).



Required information by workshops:

The following information needs to be provided by each workshop, latest at the stated deadline:

- Call for Papers
 - Deadline February 28, 2023
- Workshop chair details:
 - Name, affiliation, country, and email address of each workshop chair
 - Note who the main contact person is
 - Phone number of the main contact person
 - Note who should be contacted with information emails
 - Deadline February 28, 2023
- PC added to EasyChair
 - Deadline: March 20, 2023
- Program proposal
 - Needs to include paper order, number of sessions, planned talks, panel,...
 - Deadline: June 19, 2023
 - Needs to be approved by the ARES Conference Management
- Final program details:
 - Session chair for each session (full name, affiliation, country & email address)
 - Keynote/ invited talk details (title, abstract, short bio and picture)
 - Deadline: July 10, 2023

Deadlines

Workshop chairs are responsible that the deadlines of their workshop (that are set with the acceptance) and the organizational deadlines are met.

- Submission deadline can be set by the workshop, please allocate time for a deadline extension
- Deadline extensions need to be communicated at least 1 working day prior to the existing deadline
- There should be at least 2 weeks between the final submission deadline and the author notification
- Author notification cannot be later than June 14th, 2023
- Proceedings deadline is June 28, 2023: this deadline cannot be changed!

Review Process

the following rules apply to the review process:

- 3 reviews per paper needed
- Double blind
- PC member and workshop chairs need to declare conflicts of interest, workshop chairs should check if all conflicts of interest are stated correctly before assigning reviews.



Notification

Author notification incl. reviews needs to be sent out via EasyChair on the specified deadline. Workshop chairs will receive a template that states detailed information for the authors, this information needs to be included in the notification.

Workshop chairs need to contact the ARES Conference Management as soon as the notification has been sent.

Technical equipment

Each room will be equipped with a pc and beamer/display as well as the possibility to connect via VGA or HDMI. A presenter will be provided as well. Wi-Fi will be provided at the venue.

Additional technical equipment (camera, mic, ...) needs to be requested until **June 30, 2023**, availability cannot be guaranteed.

Registration

- At least 1 workshop chair needs to physically attend the conference during their workshop
 - Workshop chair registration deadline: June 28, 2023
- Workshops are welcome to invite keynote speakers for their workshop (travel and accommodation costs will not be covered by the ARES Conference)
- (At least) one author of each accepted paper has to pay the regular registration by June 20, 2023 (this rule applies also for papers published in an ARES EU Project Symposium Workshop).
- Each person that attends the ARES EU Projects Symposium (non-authors, invited speakers, workshop organizers,..) has to pay either the ARES EU Projects Symposium 1-Day* ticket or the regular registration fee** for attending the whole conference.

*(includes the entrance to all symposium and ARES sessions, coffee breaks, lunch and the Welcome Reception on Tuesday)

** (includes the entrance to all symposium and ARES sessions, coffee breaks and lunch from Tuesday – Friday as well as all social events)



Workshop Benefit Program

ARES offers workshops a benefit program. Each workshop will receive financial benefits in the form of free registrations.

Regular workshops and ARES EU Symposium workshops with paper submissions will receive **1 free registration for every 4 accepted paper a workshop** (8 accepted paper = 2 free registrations)

ARES EU Symposium workshops without paper submissions will receive **1 free ARES EU Projects Symposium 1-Day registration for every 4 attendees registering for their workshop** (e.g.: 4 speaker + 4 attendees = 2 free ARES EU Projects Symposium 1-Day registration)

- Free registrations are only valid at the current conference and cannot be used in the following year.
- Free registrations do not have to be used by the workshop chairs, it can also be used by invited speakers or other attendees.
- It is not possible to pay out the financial benefits in cash or otherwise.
- Workshops can “convert” their free registrations to ARES vouchers in the same amount (net amount of the early-bird registration fee) to alternatively pay for tickets of another category: (ARES EU Projects Symposium 1-Day ticket, student ticket, additional social event tickets, co-author tickets) or additional paper fees
- In exceptional cases we can alternatively refund hotel costs in the same amount (net amount of the early-bird registration fee), if it is not possible to use the provided free registrations.