



conference

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**ARES 2024 EU Symposium Workshop
Guidelines, Rules and Regulations**

November 2023



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 a Zoom Meeting 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 2024

- Submission deadline: set by each workshop, latest **possible date: May 12, 2024**
- Author notification: set by each workshop, **latest possible date: May 29, 2024**
- Proceedings version: **June 18, 2024** - hard deadline which cannot be changed!
- ARES EU Symposium: July 30, 2024
- Conference: July 30 – August 02, 2024

Organizational deadlines – Important for Workshop Chairs

- Call for Paper sent to ARES Team: February 15, 2024
- Workshop chair details sent to ARES Team: February 22, 2024
- Signed Workshop Guidelines, Rules and Regulations sent to ARES Team: February 22, 2024
- PC added to EasyChair: March 22, 2024
- Deadline program proposal (incl. paper order, number of sessions, planned keynote/talks/panel): June 07, 2024
- Final session approval (by ARES Team): June 14, 2024
- Workshop chair registration deadline: June 14, 2024
- Special technical equipment request deadline: June 21, 2024
- Final program incl. all details sent to ARES Team: June 27, 2024



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 paper 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.

Distribution - Call for Papers

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 (for workshops with paper submissions)

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 paper must be added to the paper in EasyChair already during the initial submission!
- References need to start with a new page
- Proceedings:
 - all accepted papers have to upload their paper to TAPS until June 11, 2024 to see if there are any technical issues
 - updates are possible until June 18th, 2024
 - all accepted papers need to be uploaded and approved (by the authors) in TAPS latest June 18, 2024



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 for workshops with paper submissions

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, additional content such as talks (without accepted papers), keynotes, panels, demos needs to be provided, otherwise the workshop can be merged with another workshop or might get cancelled by ARES.

If the acceptance rate is above 50%* the workshop benefit program will not apply.

**does not apply in the first year a workshop takes place at ARES*

Date and Sessions

The ARES EU Projects Symposium will be held on the first day (July 30, 2024) of the ARES Conference 2024. Accepted workshops can hold **up to four sessions** (two morning and two afternoon sessions, 1,5h each). The final number of sessions for each workshop depends on the proposed program and number of accepted papers and will be approved by the organizers by June 14, 2024.

Each workshop needs to send a program proposal incl. paper order, number of sessions, planned talks to ares@sba-research.org until **June 14, 2024**.

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 15, 2024.



Required information by workshops

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

- Call for Papers (*for workshops with paper submission*)
 - **Deadline February 15, 2024**
- 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 22, 2024**
- PC added to EasyChair (*for workshops with paper submission*)
 - **Deadline: March 22, 2024**
- Program proposal
 - Needs to include paper order, number of sessions, planned talks, panel,...
 - **Deadline: June 07, 2024**
 - 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: June 27, 2024**

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 21, 2024**, availability cannot be guaranteed.



The following rules apply only to workshops with paper submission

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, the final submission deadline (including extensions **cannot be later than May 12, 2024**)
- Deadline extensions need to be communicated to the ARES team (ares@sba-research.org) 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 May 29, 2024**
- Proceedings deadline is June 18, 2024: this deadline cannot be changed!

Review Process

the following rules apply to the review process:

- 3 reviews per paper needed
- Double blind
- All PC members that will review papers need to be added to EasyChair by March 22, 2024
 - Subreviewers may be used
- All PC members and workshop chairs need to state their full name, affiliation and country in EasyChair, this is a requirement for conflict management
 - If all workshop Chairs have a conflict of interest declared against them please contact ares@sba-research.org, in these cases the ARES workshop chair or another suitable person will allocate the reviews of the affected paper.
- PC members 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.



Registration (applies to all EU Symposium workshops)

- At least 1 workshop chair needs to physically attend the conference during their workshop
 - Workshop chair registration deadline: June 14, 2024
- 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 (this rule applies also for papers published in an ARES EU Project Symposium Workshop).
Deadlines for author registration :
 - ARES main authors May 17, 2024
 - Workshop authors June 12, 2024
 - Payment needs to be completed latest by July 22, 2024
- 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.
- Each workshop speaker/ keynote needs to be registered by June 14, 2024, except authors of accepted papers.

*(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 (applies to all EU Symposium workshops)

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

ARES EU Symposium workshops with paper submissions will receive **1 free registration for every 4 accepted papers a workshop** (8 accepted papers = 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 speakers + 4 attendees = 2 free ARES EU Projects Symposium 1-Day registration)

- Not included in free registrations is the fee of an accepted paper.
 - If someone wishes to use a free registration for their accepted paper, the “additional paper fee” still needs to be paid.
- 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.