

Request for Proposals to Host IJCAI-13

International Joint Conferences on Artificial Intelligence (IJCAI) hereby invites proposals to host the 23rd International Joint Conference on Artificial Intelligence (IJCAI-13), which will be held in **August 2013**. These proposals will be evaluated by the IJCAI Board of Trustees. A small number of finalists will be asked to prepare final proposals. The final selection of the IJCAI-13 site will be made at the IJCAI-09-Executive Committee Meeting at IJCAI-09 in Pasadena, California in July, 2009.

The IJCAI conferences are the premier international conferences in Artificial Intelligence, having been held in major world centers since 1969. The conferences are held every two years, usually in August. In the recent past, IJCAI-97 was held in Nagoya, Japan; IJCAI-99 was held in Stockholm, Sweden; IJCAI-01 was held in Seattle, Washington, USA; IJCAI-03 was held in Acapulco, Mexico, IJCAI-05 was held in Edinburgh, Scotland, IJCAI-07 was held in Hyderabad, India, IJCAI-09 will be held in Pasadena, California in July 2009, and IJCAI-11 will be held in Barcelona, Spain in July 2011. Please see <http://ijcai.org> for more information.

Because of the size and complexity of IJCAI conferences, it is necessary to plan some years ahead. Due to the multifaceted nature of the conference, it is important for cities that would like to host IJCAI-13 to submit draft proposals by **July 15, 2008**. A small number of finalists will be selected by the Trustees by the end of September 2008. The finalists will then prepare a very detailed proposal and submit to the IJCAI-13 Executive Committee on or before **June 15, 2009**.

The preliminary proposal should be short but provide sufficient details on the:

- Local AI organization, potential organizing committee and its Chair, and the primary contact person who will interact with IJCAI
- Budget estimates (including break-even figures) as a function of the expected number of participants
- Monetary support that the local committee expects to raise through various sponsorships
- Logistics (flights and local transportation, etc), weather, etc
- Potential conference venues, accommodations (hotels, student housing, etc) and their impact on the budget

A detailed list of required site information, a set of budget categories, and a list of selection criteria used to judge site proposals, are available from the Executive Secretary.

Proposals will be evaluated in relation to a number of site selection criteria:

1. National, regional, and local AI community support.
2. National, regional, and local government and industry support, especially financial.
3. Appropriateness of proposed dates.

4. Adequacy of conference and exhibit facilities for the anticipated number of registrants (currently around 1600 for North America; around 900-1200 elsewhere, depending on the location).
5. Adequacy of residence accommodations and food services in a range of price categories and proximity to the conference facilities.
6. Adequacy of budget projections.
7. Accessibility, attractiveness, and desirability of proposed site.
8. Balance with regard to the geographical distribution of previous conferences.

Draft proposals should be sent to the IJCAI Secretariat at s-t@ijcai.org by July 15, 2008. Communication by email is preferred. If necessary, proposals could be mailed to the addresses below.

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OR

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Please allow 24 hours for electronic receipt confirmation from the IJCAI Secretariat.