

GUIDELINES FOR ORGANISING AND BIDDING TO HOST THE TC10 / TC11 SUMMER SCHOOL

1 OVERVIEW

Part of the mission of TC11 and TC10 is to promote high quality educational activities related to Reading Systems and Graphics Recognition. The "TC10/TC11 Summer School" is intended to become the prime educational activity of IAPR TC11 (Reading Systems) and TC10 (Graphics Recognition). The Summer School is meant to be *a training activity where participants are exposed to the latest trends and techniques of Reading Systems and Graphics Recognition.*

The aim of the TC10/TC11 Summer School is to provide both an objective and clear overview and an in-depth analysis of the state-of-the-art research in selected topics of Reading Systems and Graphics Recognition. The Summer School should aim to provide a stimulating opportunity for young researchers and Ph.D. students in the field.

Any consortium (see below) interested in making a proposal to host the TC10/TC11 Summer School must proceed according to the rules outlined below. It is expected that Proposers familiarise themselves with the guidelines for organising the Summer School first, to fully plan their bid. The submission of a bid implies full agreement with the rules and procedures for organising the Summer School.

TC10/TC11 Summer Schools will be organised in a bi-annual basis on even years, interleaved with ICDAR conferences which are organised on odd years. A call for bids to host the TC10 / TC11 Summer School (from now on referred to as *"the School"*) will be distributed by TC10 and TC11 about six months before the ICDAR conference of the year before the School should take place.

2 GENERAL INFORMATION

2.1 TIMING AND LOCATION

The School is held every two years in even-numbered years, thus interleaving with the ICDAR conference. Preferably, the School should follow a rotation covering different continents each time it is organized.

There is no strict time of the year for the organization of the School.

School organizers shall ensure that the proposed dates have minimum overlapping with other IAPR activities and are not in conflict with the academic schedules of the target audience and lecturers.

The School can, but does not have to be, a satellite activity to another TC10/TC11 event. The TC10/TC11 recommendation is for the School to be organised as an independent activity and not a satellite activity to another TC10/TC11 event.

If you intend to organize a school as a satellite event to another IAPR activity, take into special consideration any additional scheduling restrictions. If you propose to organise a school as a satellite event, explain in detail how the school complements and avoids duplicating existing training activities of the event (e.g. tutorials), and what, if any, organisational issues will be shared with the main event.

2.2 HOSTS

The School shall be hosted by a consortium of researchers that in its most basic form will include a School Chair(s) and a Local Organising Committee. The hosts are responsible for all local arrangements and must be well connected to the location of the proposed School. The Local Organising Committee must consist of a suitable number of individuals at the proposed location. Participation of PhD students in the Local Organising Committee is welcome.

2.3 FINANCIAL RESPONSIBILITY

The hosts are responsible for all financial arrangements and associated risks. As the School is a TC10/TC11 endorsed training activity there is possibility to request funding from the IAPR (see section 3.2).

2.4 TC10/TC11 SUMMER SCHOOL STEERING COMMITTEE

Hosts must closely work together with the TC10/TC11 Summer School Steering Committee, providing regular brief progress reports and responding to requests for information.

2.4.1 CONSTITUTION

The TC10/TC11 Summer School Steering Committee has three members. These are two ex officio members (the Education Officers of TC10 & and TC11), plus one experienced member of the scientific community. The latter member is nominated by the TC10 and TC11 Chairs and is expected to be the Chair of a previous School. The term of membership is two years, and the renewal of the Steering Committee takes place after each School organisation. Past members can be nominated again by the TC Chairs.

2.4.2 ROLE

The role of the TC10/TC11 Summer School Steering Committee is to:

- Readily provide information and support with any organisational aspect of the School
- Ensure continuity and oversee/ensure progress during the preparatory organisation process
- Assist with any possible problems
- Propose School activities and lecturers on the request of the hosts
- Solicit and assess bids for hosting the TC10/TC11 Summer School

3 TC10 / TC11 SCHOOL ORGANISATION

3.1 BUDGET AND OTHER FINANCIAL MATTERS

When presenting the budget, the following points must be addressed.

Income

- Registration fees (IAPR member/non-member fees, student fees)
- Expected grants, loans (including expected IAPR financial support)
- Sponsorships

Expenditure

- Venue infrastructure hire
- Insurance and security
- Production of teaching material
- Coffee and lunch breaks
- Social activities (e.g. School banquet)
- Costs of invited lecturers speakers
- Awards (if applicable)
- Travel grants or fee waivers (typical use of sponsorships)

The discount on registration fee for IAPR members should be at least 5%.

3.2 IAPR FINANCIAL SUPPORT

IAPR TCs are not able to provide financial support directly towards the organisation of the School. It is nevertheless understood that the acceptance of a bid for hosting the School is in effect an endorsement of the corresponding TCs, which enables the organisers to request IAPR funding directly through the corresponding IAPR ExCo initiative¹.

4 SCHOOL FORMAT AND EDUCATIONAL CONTENT

The School shall be named "*Nth IAPR TC10/TC11 Summer School*" and have a subtitle conveying the selected theme of the School.

The School should be structured as a 3-5 day full time activity.

The language and contents (presentations, notes) of the School shall be in English.

The proposed School theme should clearly relate to the theory and application of Reading Systems and Graphics Recognition.

School lectures should be delivered by world renowned experts in the theme of the school, from both academia and industry, and should cover both theoretical and practical aspects of the School's theme.

¹ see <http://www.iapr.org/committees/SummerSchoolTemplate.pdf>

The School should include a variety of activities (as necessary) apart from theoretical lectures. In particular, consider practical laboratory sessions, team work activities, case study presentations and panel discussions as possible activities. Ample time should be provided for interaction between the students and the lecturers.

It is strongly recommended that any educational contents related to the School are made available online to the TC10/TC11 membership. The TC10/TC11 would be happy to archive such material on their Web site. Hosts are particularly encouraged to record the School's lectures and make them publicly available.

5 BIDDING PROCESS

Bids to host the School should be submitted to the TC10/TC11 Summer School Steering Committee. The bid should include the following information.

- The specific theme of the School - an area of interest to TC10 and/or TC11
- The proposed dates and location
- The School's schedule, with
 - Lecturers identified (as many as possible, no need to have confirmation at the time of submitting a bid)
 - Any experimental or other investigative activities planned
 - Social activities
 - Student presentations sessions
- Details on the host team
- The expected number of participants
- If a maximum number of participants is set, explain how the selection process will take place
- If a minimum number of participants is required, explain what is the cut off date for attaining that and what the course of action would be if the minimum number of participants is not attained by that date
- Fees for the course
- Expected costs for accommodations and meals per participant
- How resource allocation decisions will be made (e.g., on what basis will the organizers decide which students receive support?)
- Declaration that participants from all IAPR Member Societies will be welcome without any restriction due to political, race, religion differences

The TC10/TC11 Summer School Steering Committee will exchange with the organizers as necessary to obtain clarifications and any missing information.

5.1 DECISION

In the case multiple valid bids are received, the final decision will be made by the TC10 / TC11 School Steering Committee.

Once a bid has been selected, the TC10 / TC11 School Steering Committee will communicate the formal endorsement of the activity to the hosts by email. From this point onwards, the logo of TC10 and TC11 should be displayed on the Web site of the School with the note: *Endorsed by IAPR TC11 - "Reading Systems" and TC10- "Graphics Recognition"*.

The endorsement of an activity by TC10 / TC11 does not constitute any implicit or explicit assessment over its financial viability.

The hosts of the selected bid will be invited to make a 5 minute presentation of their bid at the TC10/TC11 meeting during the TC10/TC11 meeting that takes place in the ICDAR conference the year before the organisation of the School.

6 RECOMMENDATIONS FOR SCHOOL ORGANISERS

Make sure the proposed School theme relates to the theory and application of Reading Systems and Graphics Recognition. See the Web site of TC10 and TC11 for a list of areas covered.

Try to include a variety of activities in the summer school, apart from theoretical lectures. Depending on the event, consider practical laboratory sessions, team work activities, case study presentations and panel discussions. Also make sure you have ample time for interaction between the students and the lecturers (coffee breaks, lunch breaks, and other social activities).

Justify well the selection of the venue for the event. Make sure you select an easily accessible venue (airport close by, reasonably priced flights to international airport hubs), with a reasonable selection of accommodation options.

Organizers are strongly encouraged to arrange for the online streaming and recording of any lectures or other activities. The TC11 would be happy to offer hosting for videos of activities recorded during the event on its Web site.

It is strongly advised to offer a minimum number of travel stipends for students, especially to support students of low financial status or students travelling from long distance destinations.