

# How to make a bid for the organization of GD



A proposal for organizing the International Graph Drawing Symposium should contain the following information:

## 1. Location

- a. State the proposed location (pictures are welcome).
- b. Explain how to reach the location (e.g. close airports, trains, buses, etc.)
- c. Include any budgetary information that you have available and plans for securing sponsorship to strengthen your application (conference fees, average hotel costs, local sponsors, and so on).

## 2. Organizers

- a. Include the names of the General Chair(s).
- b. Include a brief track record for each named person.

## 3. Proposed Dates

- a. Indicate the approximate dates of the conference. These dates only need to be indicative at this stage.

## 4. Contact Information

- a. Include the e-mail address for the proposed General Chair, who is assumed to be the main point of contact.

## 5. Any additional information that can make the bid particularly attractive.

### Remarks:

- The General Chair takes responsibility for the overall delivery of the conference, including the budget. The Steering Committee will work closely with the Chairs throughout the organizational process; the Steering Committee's role is to provide advice and guidance to the Chairs.
- Proposals for the organization of GD in the year 2000+k should be sent to the Steering Committee Chair before September 10 of the year 2000+k-2 (for example, a bid for GD 2020 should be received before September 10, 2018).
- Proposals are evaluated during the Steering Committee Meeting which takes place during the conference. Typically, the evaluated bids are about the organizations of the conference two years later than the year when the evaluation is made. The proposed General Chair will be notified of the outcome of the proposal by the Steering Committee Chair.
- The Program Committee Chair is appointed directly by the Steering Committee. The bid for organizing GD should not indicate the PC chair.