

# Invitation for Organizing MIR'05

## Important Dates

Deadline for proposals: *October 29th, 2004*

Notification: *November 12th, 2004*

## Introduction

MIR has been evolving and growing rapidly and is already the largest dedicated ACM meeting in this research area. We expect roughly one hundred paper submissions which implies handling about 300 reviews in a relatively short period. In addition as a 2 day meeting, there is more room for special sessions and other ways to improve communication within our community. We suggest that the organizing committee be setup in a similar way as most standard conferences to handle the important tasks. In general, we are looking at prior experience of organizing scientific meetings, connection or experience with previous MIR workshops, and the visibility of the proposers in the community.

## Responsibilities, Timing and Location

MIR is typically held in conjunction with the ACM Multimedia Conference. ACM Multimedia normally handles the registrations, catering, room, and presentation facilities. The workshop organizers are responsible for the call for papers, publicity, paper selection, setting up the workshop program including special sessions, and also working with ACM Press in the editing process.

## Web site

Proposers are expected to set up, organize and maintain a web site for the conference, providing all necessary information for contributors and potential delegates.

## Program and Call for Papers

A draft program for the conference which covers the main and special sessions and a draft call for papers with tentative deadlines should be included. More detail is better in general.

## Proposal Checklist

- Names, contact info, affiliations, and relevant experience of the organizers
- Call for Papers
- Draft Program

Email proposals with subject line "MIR Proposal" to Michael Lew, *[mlew@liacs.nl](mailto:mlew@liacs.nl)*

Best regards,  
ACM MIR Steering Committee