



# Call for Applications to Host International Data Week 2021 or 2023

This landmark event is organised by the Committee on Data (CODATA) and the World Data System (WDS) of the International Science Council (ISC), and the Research Data Alliance (RDA). It brings together data scientists, researchers, industry leaders, entrepreneurs, policymakers and data stewards from disciplines across the globe to explore how best to exploit the data revolution to improve science and society through data-driven discovery and innovation. IDW combines the RDA Plenary Meeting, the biannual meeting of this international member organisation working to develop and support global infrastructure facilitating data sharing and reuse, and SciDataCon, the scientific conference addressing the frontiers of data in research organised by CODATA and WDS. Two editions have taken place to date:

1. IDW 2016, 11–17 September 2016, Denver, Colorado, USA; attended by 840 data professionals and researchers from all disciplines and from across the globe.
2. IDW 2018, 5–8 November 2018, Gaborone, Botswana; attended by more than 850 international data professionals and researchers.

The founding organisations wish for International Data Week to become a biennial meeting place for the global data community. We are therefore inviting proposals to host the third and fourth editions of this exciting event in September/October/November 2021 and 2023 respectively.

The primary objective of the conference is to bring together a large and representative part of the global data community. IDW 2016 and 2018 were huge successes and we want to continue that trajectory and increase impact. These are important times in the world of data and we seek local partners and a venue that will help us communicate that buzz.

International Data Week is a global and inclusive event. The organisers are keen to engage with cities and countries where we have not held an IDW or related meeting before. The organisers encourage proposals from the global South; proposals from the global North should show how they will work with the organisers to maximise participation from LMICs. Wherever the proposal comes from it will be important to demonstrate how the partnership will advance to missions of the founding organisations, ensure the impact of IDW and enhance membership and engagement with the three organisations.

Applications should demonstrate that local hosts have access to a suitable venue; strong support from local organisations and government; good connections to universities, industry, and research organisations in the country and region; and solid financial support.

We envision IDW 2021 and 2023 as four-day events that integrate the activities of a SciDataCon international conference and an RDA Plenary Meeting. Each IDW is expected to include both research sessions and focused working meetings, as well as broad plenary sessions of general interest. The days



before and after each event will be set aside for the business and governance meetings of CODATA, RDA, and WDS, and potentially other co-located meetings.

### ***Application Deadline***

**Applications should be sent by email to all of the IDW founding organisation representatives listed below no later than 30 September 2019 in electronic format based on the details and template available in the IDW Guidelines document (annexed herein).**

**Applications should be addressed to:**

- **Simon Hodson, CODATA Executive Director at [simon\[at\]codata.org](mailto:simon@codata.org)**
- **Hilary Hanahoe, RDA Secretary General, at [hilary.hanahoe\[at\]rda-foudation.org](mailto:hilary.hanahoe@rda-foudation.org)**
- **Rorie Edmunds, WDS Acting Executive Director, at [rorie.edmunds\[at\]icsu-wds.org](mailto:rorie.edmunds@icsu-wds.org)**



# International Data Week (IDW) Meeting Guidelines

[www.internationaldataweek.org](http://www.internationaldataweek.org)

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<sup>1</sup> The founding organisers



## 1 Meeting Overview

Hosting an International Data Week Meeting is a possibility for any country/region/organisation, and selection of a region and venue is based on a bidding procedure. The meetings are every two years, usually in the second half of the calendar year, and they cover a four-day core programme, with additional days for side event before and after the conference proper (Section 6.2).

## 2 Dates

IDW is typically organised in September–October–November every two years. It is important to try to avoid local public, as well as religious, holidays as much as possible.

## 3 Tender Submission Procedure

Tenders are invited from organisations, agencies, and countries worldwide. Bids, where relevant and feasible, should be prepared in agreement with regional representatives of founding organisers, and have support from leading organisations and government in the region together with demonstrated connection with one or more of the founding IDW organisers (CODATA, RDA, and WDS).

## 4 Global and Inclusive

International Data Week is a global and inclusive event. The founding organisations believe very strongly in equal gender representation for panels and keynotes and to ensure diversity of participation. Economically reasonable steps will be taken to facilitate participation from the Global South. A good practice code of conduct will be prepared by the organisers.

## 5 Meeting Organisational Structure

### 5.1 Meeting Committees

The following committees will be set up by the founding organisers, and at least one representative from each of the founding and local organisers must be included in these committees.

1. Programme Committee (PC). Responsible for the design, planning, and management of the programme. Provision of financial oversight and advice. The PC has the ultimate decision on the choice of dates and venue.
2. Organising Committee (OC). Responsible for the overall logistic and organisational aspects including, but not limited to, venue, suppliers, and so on. Responsible for the design, management, and implementation of the global and local communications plan.
3. Local Organising Committee (LOC). Responsible for interaction and management of local suppliers and staff.



## 5.2 IDW Founding Organiser Coordination Group involvement

Each of the three founding organisations (CODATA, RDA, and WDS) will be represented by at least one designee.

We strongly recommend that an event management company or similar (e.g., the in-house team of a congress centre) is engaged to ensure delivery of key aspects of the organisation for the event.

## 5.3 Programme and Scheduling

The meeting programme, while the responsibility of the PC, should include a series of organisational presentations and should be circulated to the founding organisations for feedback and discussion with their executive boards<sup>2</sup> before being made public. Each day should have at least one plenary session for a duration of 90–120 minutes, and scheduling should allow for different plenary presentations, including but not limited to:

- Welcome addresses by local, regional and/or national dignitaries, government representatives, or local hosts. Each address should last a maximum of 10 minutes in duration.
- Plenary keynote sessions, across the conference, with scientific or socio-economic focus of relevance to IDW (approximately two–four across the conference) and each lasting at the very most 45 minutes in total, including a Q&A session.
- Moderated panel sessions with scientific or socio-economic focus of relevance to IDW.
- RDA Business and Outputs plenary session. Recommendation, output, and adoption highlights/demonstrations (the number and duration based on recommendations being showcased at the time of the plenary in question), and an RDA Business report to members from Secretariat, Technical Advisory Board (TAB), and Organisational Advisory Board (OAB), and Council (90 minutes).
- CODATA and WDS plenary sessions (90 minutes each; sometimes organised together). Highlighting key initiatives, ISC activities, presentation of awards and short presentations by CODATA Prize winners and WDS Data Stewardship Award winners.
- Future meeting announcements (including biannual RDA plenary meetings) and closing remarks in a final plenary session.

## 5.4 Meeting Structure

Local organisers are encouraged to propose new and innovative structures for IDW meetings; the results from the previous meeting's survey should be analysed to understand if there were any specific requests from the participants.

### 5.4.1 RDA Plenary Meeting Structure

RDA Plenary Meetings are working meetings in which the RDA community advances the work and deliverables of Working and Interest Groups (WGs and IGs), as well as proposes new group ideas through Birds of a Feather (BoF) sessions. Additionally, RDA encourages its groups to organise joint sessions involving two or more existing WGs or IGs to explore synergies and cross-fertilisation. The RDA Plenary

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<sup>2</sup> CODATA Executive Committee, RDA Council, WDS Scientific Committee



Meeting component of IDW is managed directly by the RDA governance bodies; particularly, the RDA Secretariat, TAB, and OAB. RDA breakout session applications are managed directly via the RDA web platform, and the scheduling is directly managed by the Secretariat. Details on the number of sessions and the room requirements are outlined in Section 6.2.

#### **5.4.2 SciDataCon Conference Structure**

The SciDataCon part of IDW, organised by CODATA and WDS, is a research conference on a wide range of data issues. Session formats vary, covering research papers, practice papers, lightning talks, panels, and interactive sessions. All proposals are peer-reviewed. Participants are invited to submit papers to the CODATA Data Science Journal after the conference.

### **5.5 Poster Areas**

Poster sessions for both SciDataCon and RDA (either joint or separate) should be organised within the IDW agenda. At least 100 poster spaces should be made available throughout the event and must be located in a central area; for example, either in a thoroughfare or where catering is served to ensure visibility. The founding organisations strongly encourage the local hosts to incorporate the poster session into a social/networking event organised at the conference venue and during the course of IDW.

### **5.6 Exhibition/Demonstration Stands**

Facilities for exhibition and/or demonstration stands are welcomed, and can be offered as a benefit to sponsoring organisations or opened up as a call to IDW attendees. Stands should be in a central location at the event, and financial remuneration to cover the cost of the setup and facilities may be charged by the local organisers.

### **5.7 Networking Opportunities**

Opportunities for participants to network in informal and social surroundings must be included in the planning of the event. This includes pre-dinner cocktails, entertainment, dinners, and breakfast meetings, in addition to the tea/coffee and lunch breaks.

### **5.8 Participant Communication**

IDW will set up a moderated mailing list to communicate with the confirmed (registered and paid) participants in advance of the event. The list is managed by the IDW OC ([IDW20xx-participants@internationaldataweek.org](mailto:IDW20xx-participants@internationaldataweek.org)).

## **6 Venue and Facilities**

### **6.1 Venue**

The IDW venue should normally have a capacity of between 800 and 1000 participants, be in an accessible location that is well-connected to the local transport system, and have an international airport within a short distance and that has excellent global connections.

## 6.2 Facilities

### 6.2.1 Room Stock

As a minimum, the venue should offer facilities for:

- A large plenary (800–1000 participants).
- No fewer than 12 parallel breakout meeting rooms of varied sizes (35–50 and 50–150 participants per meeting).
- 3–4 board rooms for 15–25 people.
- A registration area, poster and exhibition/demonstration areas, and catering/networking facilities (as described above). Where possible, venues with central networking areas are strongly preferred since they offer participants an opportunity to meet and interact.
- 3–4 meeting rooms with different capacities (one should host 150 participants) available for 1–2 days before<sup>3</sup> and after the event for the IDW founders to host their management meetings.

Each room should have audio–visual equipment as detailed in Section 6.3.

### 6.2.2 CODATA Pre- and Post-IDW Meeting Rooms

CODATA will generally organise a membership meeting and a thematic event. A half-day meeting for the Executive Committee; a meeting of the Data Policy Committee; and an event for early career researchers (ECRs), alumni/helpers/instructors of training events, and data schools are also envisaged.

Meeting	Duration	Approx # of participants	Catering required	Pre-/Post-IDW
<b>CODATA Membership Meeting</b>	One-day	50–70	Morning and afternoon tea/coffee breaks, and lunch; reception	Pre- or post-IDW
<b>CODATA Thematic Meeting</b>	One-day	100	Morning and afternoon tea/coffee breaks, and lunch	Pre- or post-IDW
<b>CODATA ExComm Meeting</b>	Half-day	15	Morning or afternoon tea/coffee as appropriate, and lunch	Preferably post-IDW
<b>Training Activity and Data Schools Meeting</b>	Half-day	30–50	Morning or afternoon tea/coffee as appropriate, and lunch	Pre- or post-IDW
<b>Data Policy Committee</b>	Half-day	10–20	Morning or afternoon tea/coffee as appropriate, and lunch	Pre- or post-IDW

### 6.2.3 RDA Pre- and Post-IDW Meeting Rooms

As part of their bid, the local organisers should include the costs for rooms and catering services to cover the following RDA meetings, which are organised before or after IDW. Any other RDA ‘business’ meetings are an integral part of the breakout session programme and are managed by the Secretariat and TAB.

<sup>3</sup> Dependent on when is the first day of IDW. For example, Monday and Tuesday for a Wednesday start.

Meeting	Duration	Approx # of participants	Catering required	Pre-/Post-IDW
<b>RDA Council</b>	Up to 1 full day	20–25	Tea/coffee and lunch	Pre-IDW
<b>RDA Funders Forum</b>	4–5 hours	50	Tea/coffee and lunch/reception	Pre-IDW
<b>RDA Secretariat</b>	1 full day	15	Tea/coffee and lunch	Pre- or post-IDW
<b>RDA TAB and WG/IG Chairs</b>	4 hours	100+	Tea/coffee	Pre-IDW
<b>RDA for Newcomers</b>	2–3 hours	100–200	Tea/coffee or cocktail (if feasible)	Pre-IDW
<b>RDA OA and OAB Meeting</b>	2–3 hours	65	Tea/coffee	Post-IDW (usually in the afternoon, directly after the event finishes)
<b>RDA TAB Debrief</b>	4 hours	20	Lunch and tea/coffee	Post-IDW (usually in the afternoon, directly after the event finishes)

#### 6.2.4 WDS Pre- and Post-IDW Meeting Rooms

As part of their bid, the local organisers should include the costs for rooms and facilities to cover the below meetings. It is hoped, but not a prerequisite, that catering be covered for them both. In particular, WDS may cover the catering costs for its Scientific Committee Meeting.

WDS expects to also organise an ECR Social Event during IDW. Again, the room and facilities costs for this event should be covered by the local hosts. However, the catering costs could potentially be borne by WDS.

Meeting	Duration	Approx # of participants	Catering required	Pre-/Post-IDW
<b>WDS International Data Repositories Day</b>	Up to one full day	100	Morning and afternoon tea/coffee breaks, and lunch	Ideally pre-IDW.
<b>WDS Scientific Committee Meeting</b>	Two full days	20	Morning and afternoon tea/coffee breaks, and lunch	Ideally post-IDW (it should be opposite to Data Repositories Day)

#### 6.2.5 Third Party Co-located Events

In addition to side events convened by the founding organisations, third-party co-located events are an important feature of IDW and are valued by the community and partner organisations. Co-located events should be of direct relevance to IDW, and all co-located events should be discussed and approved by the PC before official acceptance. Priority will be given to relevant applications from plenary host organisations, and to founding organisations and affiliates. Such events are not core to this proposal, but should be facilitated by the venue and local organisers as financially and organisationally separate activities with their own independent budget. They should occur before and after, but not during IDW.



### 6.2.6 Catering

The hosts should, as a minimum requirement, factor in morning and afternoon tea/coffee breaks, lunches for each day of IDW, and at least one social event (cocktail or dinner according to budget possibilities). Desirable additional catering services are: breakfast, all-day tea/coffee and water stations, and further networking options (cocktails, dinners, parties, etc.).

Participants will be invited during registration to indicate any special dietary requirements (e.g., vegetarian, vegan, gluten-free, lactose-free, nut allergies, etc.), and local caterers will be provided with a list of these dietary requirements. A method for managing the catering is essential to ensure those making clear their requirements are served correctly. It is recommended that special dietary requirement stations or distribution points during the catering should be set up. Ideally, all ingredients should be clearly listed beside the food being served. At a minimum, it should be listed as to whether catering options are suitable for specific diets.

### 6.2.7 Social Dinner and Networking Reception

Local organisers should arrange the social ‘dinner’ and reception, and both events must be able to accommodate all participants. Fees to subsidise the cost of organising the social events may be charged in addition to the registration fee (Section 11.1.5). Where possible, the social ‘dinner’ should be a networking event during which people can mingle. In this regard, a buffet or semi-seated setup is encouraged.

### 6.2.8 Accessibility

All venues should cater for participants with reduced mobility; especially, those requiring wheelchair access. Any eventual caveats to smooth accessibility (use of different access points, limitation on meeting room access, etc.) should be communicated to the IDW OC in order to facilitate access to participants with reduced mobility.

## 6.3 Audio–visual, Streaming, and Remote Participation

### 6.3.1 Audio–visual Equipment

The plenary room must be equipped with a projector, large screens, a sound system for up to eight speakers on a panel, a lectern equipped with microphone, a laptop and laser pointer, and wireless microphones. Parallel breakout rooms must be equipped with projectors, screens, and sound systems as needed and according to the size of the room.

### 6.3.2 Live Streaming Specifications

Local organisers must arrange live-streaming and recording facilities for all the main plenary sessions. The organisation providing the streaming should guarantee a high-quality audio and video stream, post-event recording in mp4, and preferably edited videos—specifically, they should cut the recordings by presentation since no one can store or look at a whole session/block of greater than one hour.

The live streaming should be configured in such a way that it does not interfere with the IDW event WiFi network (Section 6.4).

An online chat feature that enables people following the streaming to post questions to the speakers should be foreseen. This can be one-way only, whereby watchers ask the questions and there are no live interactions. A **picture-in-picture** view is always easier to follow remotely; namely, when slides are being shown, viewers see the slides and a small insert of the speaker in the corner of the frame, and if no slides are shown, viewer see a full screenshot of the speaker with intermittent views of the audience.

From an audio viewpoint, streamed sessions should be linked directly to the audio system such that the quality is clear. All speakers and participants should be asked to use the microphone when they speak.

### 6.3.3 Remote Participation Specifications

Local organisers should investigate and facilitate the remote participation of attendees to the parallel IDW sessions. The founding organisers can provide an online meeting system, with the local organisers taking into consideration that the following prerequisites should be met to provide user-friendly remote participation:

- A laptop/personal computer from which the session can be broadcast.
- An audio–visual system to which the broadcasting laptop/personal computer can be connected and offering good audio quality.
- Hands-free microphones for speakers and participants to use at all times.
- A well-positioned video camera that captures the meeting room and the participants.

## 6.4 WiFi

A stable, reliable, and robust Internet service is required. It should have multiple access points, be able to support at least two devices per participant, and coverage should be throughout **all** conference facilities/venues.

### 6.4.1 Basic technical assumptions<sup>4</sup>

The number of attendees/participants at IDW is estimated to be 800–1000. It is very common nowadays that the number of wireless devices is not one-to-one; that is, one wireless device for one individual. In most cases, there are three wireless devices per participant: one primary device, such as netbook or laptop; one tablet; and one smartphone (iPhone, Android-based, Windows OS, etc.).

It is anticipated that not all participants will carry three devices, but the majority will carry at least two. These assumptions raise the number of distinct wireless devices distinguished by different MAC addressed to approximately 3000 devices (i.e., 1000 x 3). Out of this potential number of 3000 wireless devices, 70%–80% of users are estimated to have their WiFi switched on, and no more than 50% of these devices will be active at the same time (smartphones usually have a timeout for their wireless after which they shutdown). Therefore:

1000 attendees \* 3 Wireless Devices/attendee = 3000 \* 0.75 = 2250 \* 0.5 = c.1125 concurrent devices.

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<sup>4</sup> Source: GRNET S.A.

The requirement for the Minimum Acceptable per Connection Bandwidth (BW) is 1 Mbps per device; therefore, 1.125 Gbps will be the total bandwidth consumed if all connected devices are consuming the bandwidth simultaneously. In addition to this bandwidth, we should add an extra 100 Mbps of traffic generated by specific exhibitors that will be sharing hidden SSID(s). In general, the wireless devices will be ‘scattered’ in the venue.

Assuming a mixed pattern of 802.11g and 802.11a clients, a cell yields an aggregate throughput of 25 Mbps of bandwidth per radio approximately. As each of the Access Points used will support dual radios, a number of 40 devices per AP will be supported for the average aggregate 1 Mbps per client throughput. Taking under consideration the fact that frequency reuse will be active, the number of concurrent devices in a given location will be multiplied by the number of APs deployed in the specific location.

For each WiFi cell that will be created, the following stands true:

- All cells will be mixed service cells, as they will be servicing both 11n clients and legacy 11a/g clients. This mixture is not optimal, but it is the only way to serve both legacy devices and 11n devices together.
- In the same way, 11b client devices will not be supported since the throughput will suffer significantly with the presence of old 11b clients.
- For 11n clients, the channel bandwidth will be kept to 20 MHz instead of 40 MHz in order to be able to reuse more WiFi channels in both the 2.4 GHz and the 5 GHz band.

## 6.5 Power

Multiple power points and charging stations should be available in all meeting rooms, networking areas, and plenary session facilities. Provision of power boards and extension leads is highly recommended.

## 7 Branding, Communications, and Media

All communication relating to the event should give primary visibility to the IDW brand, with the *support of* and *co-organisation by* other organisations. Communications should clearly indicate all organisers and supporters. Communications about IDW must include the IDW logo; the founding organisation logos (CODATA, RDA, and WDS); and links to the IDW, SciDataCon, and RDA websites.

### 7.1 Branded Material

IDW co-branded material (banners, signage, etc.) should be included as part of the meeting budget.

RDA, CODATA, and WDS will each supply their own branded material (pop-up/roll-up banners, flyers, posters, etc.) to be used at the event. Support and contributions on the promotional texts, articles, and news pieces will be provided by the respective secretariats.

### 7.2 Event Branding

The founding organisations will support the local organisers in defining a brand image for each IDW to be used in all promotional materials leading up to and during the event. This includes a logo, PowerPoint



template, flyer, and poster design. The design should be included on the badges, programme, and any other material produced for distribution at the event.

### 7.3 Delegate Packs

Local organisers should cover the costs of documentation for delegates, including badges, lanyards, and hand-outs. To keep paper to a minimum, IDW events provide a badge, holder, lanyard, and printed programme outline (supplied in the badge) to each delegate, and the costs for these should be covered in the budget. Local organisers are free to provide delegate bags, notepads, pens, USB keys, and other items that are sponsored directly or paid for from surplus budget. The cost of these items should not be included in the event budget.

### 7.4 Other Documents

Documents for the chairs of the plenary sessions—including the speaker line-up, presentation details, bios, and other relevant information—should be prepared and distributed to the plenary chairs prior to the event in electronic form and at the start of the event in paper form.

### 7.5 Signage

Posters, logos, lectern signs, parallel session room signs, name plates for plenary speakers, daily programme signs, posters, and so on, should be produced by the local organizers. All signage should be of adequate size and visibility in the venue.

### 7.6 Press and Media Partnerships

Local organisers are encouraged to arrange partnerships with local, national, and international press and media to cover the event. Press packs and press conferences can be organised in close collaboration with the IDW PC. Press briefings and releases are prepared by the PC.

### 7.7 Social Media

Dynamic and innovative ways of leveraging on social media coverage of the event is encouraged; for example Twitter walls, slideshare presentations, and social media curation. Engagement with local universities or colleges having Social Media study programmes is a good way to identify volunteers to work on this activity as part of their course work.

- IDW social media accounts will be managed by the IDW PC and communications staff.
- CODATA, RDA, and WDS have their own social media accounts that are managed directly by their respective communications staff.

### 7.8 Communications

A detailed communication plan should be designed and managed by the OC, and presented to and approved by the PC. The communication plan should include both global and local actions to ensure broad dissemination and coverage of the event and its goals.

## 8 Registration Process and Finances

Registration, where possible, should be managed via the IDW website, which has all the facilities needed to manage registrations except the payment gateway (Section 8.3).

The local organisers accept complete financial responsibility for the event costs. Costs are offset by partnerships with pertinent local organisations, registration fees, and by sponsorship. IDW founding organisers will provide organisational support, mainly through their PC and OC representatives. For the purposes of tracking, analysis, and future planning, the founding organisations should have access to the overall budget file and the final version should be provided post-IDW for their records.

### 8.1 IDW Registration Database

To facilitate the management of the event and of registration fee tracking, the founding organisers of IDW must abide to certain data privacy conditions under the General Data Protection Regulation. When people register to the event, the use and management of their contact details must be clear and respect EU<sup>5</sup> and local legislation. Therefore, IDW committees must agree to **not**

- Reuse circulated contact details for any other activity.
- Share the database with others.

The participant list—including names, surnames, organisations, and countries—is published on the IDW website once 100+ registrations is reached, and can be used as a reference for providing information on participants.

### 8.2 Registration Fees

Conference costs should be covered by a combination of registration fees, sponsorship, and support from the local organisations, government, and so on. It is a significant responsibility of the local organiser and partners to obtain governmental and sponsorship support.

Registration fees should be set at a rate that the market can bear and that is appropriate for the community. The founding organisations suggest that a base registration fee in the range of 500–800 EUR is appropriate. There should be a reduction for participants from Low and Middle Income Countries (LMICs) and for students (Sections 8.2.1 and 8.2.2). A late registration fee (no earlier than four weeks before the event) increase of up to 25% of the Early Bird rate, and an onsite registration fee increase of up to 60% of the Early Bird rate, may be charged to cover extra administrative costs.

A cancellation policy should be clearly defined and implemented when registration is launched, with the terms of the policy agreed upon in advance with the founding organisations. Local organisers may, if deemed suitable, charge an extra fee to cover the social reception/dinner costs (Section 8.2.7).

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<sup>5</sup> IDW website content and contact details are stored in data centres located in Europe.

### 8.2.1 Eventual LMIC Registration Fees

Local organisers are encouraged to offer reduced registration fees for LMIC participants where possible. The reference for LMICs is World Bank Data<sup>6</sup>.

### 8.2.2 Eventual Student Registration Fees

Criteria for student fee eligibility should be defined, and the relevant documentation should be described and requested upon registration to ensure valid applications.

### 8.2.3 Eventual Remote Participation Fee

Given the different locations of IDW events, as well as the financial limitations on many potential attendees, facilitation of remote participation is important. The technical requirements outlined in Section 6.3 could be subsidised by charging a remote participation fee. Some suggestions on costs are outlined below.

Remote Participation	Flat Rate
One session	30.00 EUR
Two sessions	50.00 EUR
Three or more sessions	75.00 EUR

### 8.2.4 Special Fee Participants

The founding organisations have agreements with some of their members and funders for discounted and advantageous registration fees. These agreements will be recognised, and the cost for discounts and waivers taken into account in the IDW budget.

RDA Organisational Members<sup>7</sup> are entitled to pay the Early Bird registration fee up to and including onsite registration. CODATA has agreements with Institutional Members and funders for advantageous or waived conference fees.

### 8.2.5 Non-paying Participants

All participants, including all organisers, are expected to pay the registration fee. A series of non-paying participants (i.e., having free registration and dinner) should be factored in, and can include:

- European Commission and other governmental staff.
- Dignitaries and keynote presenters for plenary sessions.
- Press and media representatives; only upon a clear agreement about the media coverage of the event and tangible outputs.
- Student and other volunteers supporting onsite logistics.
- Other participants at the discretion of the local organisers.

<sup>6</sup> <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>

<sup>7</sup> <https://www.rd-alliance.org/get-involved/organisational-membership/rda-organisational-affiliate-members>

### 8.2.6 Liaising on Registration Fees

Before their definition and publication, registration fees and deadlines should be clearly transmitted to the IDW PC and OC, who will interface directly for any eventual negotiation and will provide a final agreement in writing.

### 8.2.7 Social Event Financial Contribution

A further financial contribution to the cost of attending the social event (dinner) can be requested to avoid no-shows and waste (i.e., food and drink not consumed). This fee may be increased for those registering onsite to cover additional administrative costs. Local organisers should identify a process for validating and checking social dinner guests and should clearly indicate on event signage (dinner tickets, guest list, etc.) how the validation process will take place. The table below gives a suggestion on possible social dinner costs.

Social Dinner contribution	Online fee	Onsite Fee
<b>Participants</b>	35.00 EUR	70.00 EUR
<b>Accompanying guests</b>	45.00 EUR	80.00 EUR

## 8.3 Registration Fee Payment Gateways

Local organisers should set up appropriate and secure online payment channels linked to the IDW registration form and website. Participants should be made aware that they need to register on this (or any other external) site separately, but that it provides a secure payment system. Participants should be able to pay by **bank transfer, credit card, and paypal**. Note that the local organisers should clearly define the commission costs for online fee payment and either factor them in to the overall registration fee or **clearly** indicate them on the registration page **before** payment. A currency converter link should be included to facilitate participants' understanding of the costs in their own currency.

The personal details requested on the payment gateway should be sufficient to match a participant's registration with their payment, but the main information on participation (events, contact details, etc.) must be on the IDW website for the reasons stated in Section 8.1.

## 8.4 Invoices/Receipts

Local organisers are required to provide individual invoices/receipts for registration fees.

## 8.5 Certification of Attendance

Local organisers are required to provide attendance certificates for participants. To minimise administrative overhead, these should be issued only upon direct request by the participant in question.

## 8.6 Profit and Loss

Careful financial planning is necessary to avoid profit-and-loss scenarios. Where possible, excess budget should be used to offer increased onsite services in terms of technical support, catering, social events, event giveaways, and so on. The IDW founding organisations and their affiliates do not take any financial responsibility for the IDW event organisation.



## 8.7 Sponsors

Sponsorship of IDW meetings is welcomed, but must be agreed with the PC in all cases, and **particularly in the case of commercial organisations**. Visibility at the event and in advance is allowed, but should be agreed with PC before publication. The sponsorship package developed by local organisers should outline distinct levels of visibility and corresponding financial (or other) contributions.

## 9 Local Staff Support

Many different types of 'on the ground' support are required at IDW:

- Registration staff. Local organisers should secure 3–4 staff to manage the registration desks at peak times (opening day and mornings).
- Parallel session staff. Manage door sign changes and parallel session participant lists, and support/interacting with sessions chairs.
- Social media coverage. Local social media students to write press articles, generate blogs, curate social media, and so on.
- Technical support. The venue should provide sufficient and seamless, on-demand technical and audio-visual support at the event.
- Internet/WiFi. An official representative of the Internet provider should be available onsite at all times during IDW, and in particular during the first day.

Local organisers are strongly encouraged to engage with local/national universities and institutions to seek student volunteers enrolled in relevant courses (data science, computer science, IT, etc.) to provide support during the event.

## 10 Other

### 10.1 Accommodation

All IDW meeting participants will pay their own travel and subsistence. Local organisers should facilitate the identification of accommodation close to, or within a reasonable distance of, the venue and should offer a range of different hotel categories. Local organisers may manage accommodation requests directly or through a local agency, the costs of which should not be included in the event budget.

### 10.2 Photographer

A photographer covering the dignitaries, plenary sessions, and networking events should be engaged and should provide digital copies of the photographs to the organisers. All organisers should have full access and usage rights to these photographs, clearly referencing the photographer in all cases.

### 10.3 Event Programme Application

Local organisers should consider using an existing smart device application/mobile conference assistant to provide online/real-time programme information to participants. The use of such technology provides important, up-to-date information in real time and saves considerable printing costs. One example that is





frequently used in Europe is Conference4Me (<http://conference4me.psnc.pl/>), which has been developed by the Poznan Supercomputing & Networking Center in Poland.

#### 10.4 Visibility Opportunities for Attendees

Opportunities such as poster sessions, material distribution, elevator pitches, and so on, should be organised as much as possible. Different types of participants (e.g., ECRs) should be offered visibility to showcase their activities to other attendees.

#### 10.5 Visa Applications

It is very important to outline on the event website clearly and in a timely manner, visa application details, links to the correct national bodies that provide official information and relevant forms, as well as expected timelines. Local organisers should identify which local, official organisation will issue visa invitation letters. A specific email address ([IDW20xx-visa@internationaldataweek.org](mailto:IDW20xx-visa@internationaldataweek.org)) will be setup to coordinate the visa application process.

### 11 Bid Submission

Bids, in electronic editable format and **not exceeding 12 pages**, should be provided by email to **all** of the IDW founding organisation representatives listed below:

- Simon Hodson, CODATA Executive Director at [simon@codata.org](mailto:simon@codata.org)
- Hilary Hanahoe, RDA Secretary General, at [hilary.hanahoe@rda-foudation.org](mailto:hilary.hanahoe@rda-foudation.org)
- Rorie Edmunds, WDS Acting Executive Director, at [rorie.edmunds@jicsu-wds.org](mailto:rorie.edmunds@jicsu-wds.org)

#### 11.1 Outline of Bid Structure

Bids should include the following sections and details.

##### 11.1.1 Host Organisation and Partnership Details

Names, affiliations, and email contact information for the main organisers. Please also describe the host organisation, the partnership supporting the bid, and the capacity of this partnership for hosting and promoting a major international event (including dedicated effort). It will be important to provide evidence of the support of stakeholders in the data community (research organisations, data stewardship and data science organisations, research policy and government, etc.). The bid should clearly describe and quantify the nature of government commitment to the event (and whether this is from city, regional or national bodies).

##### 11.1.2 Location and Dates

Details of the proposed location(s) and a set of suggested dates. The bid should make clear how the distinct attributes of the location will benefit the objectives of International Data Week and enhance the success of the event.

##### 11.1.3 Venue Facilities

A detailed description of the venue(s) proposed, outlining the facilities in terms of:

- Delegate capacity.
- Meeting rooms available.
- Plenary room capacity.
- Networking areas.
- WiFi capacity.
- Catering facilities.
- Audio–visual equipment.
- Accessibility (local transport, international airport connections, onsite reduced mobility access).
- Accommodation.

#### **11.1.4 Programme**

A draft outline of the schedule for the IDW event, including proposed dates, start and end times, plenary and parallel session timings, and proposed networking events. Hosts may already suggest names and candidates for the PC at this stage. Suggestions for distinctive plenary sessions, including local policymakers, researchers, industry or civil society organisations will be welcome.

#### **11.1.5 Financial Package and Support**

A draft budget, including eventual sponsorships; local, national, regional financial support; and the proposed registration fee and eventual excess cost estimates to be covered. Details on the payment gateway and any related costs should be outlined in this section. Bids must provide a clear statement to take ultimate financial responsibility for the event.

#### **11.1.6 Media Plan**

A brief outline of local, national, regional, and international plans for publicising the event.

#### **11.1.7 Impact and Legacy Plan**

The bid should include a compelling plan for impact and enduring legacy from the event. Indications of follow-up events and initiatives are encouraged. The proposal should make clear how this plan will contribute to the missions and objectives of the founding organisations (new or enhanced membership, engagement) and how data and Open Science issues in the host city/region/nation will benefit from hosting International Data Week.

### **11.2 Memorandum of Understanding and Financial Responsibility**

The local organisers behind the winning bid will be required to sign a Memorandum of Understanding (MoU) with the founding organisations. The MoU will specify that sole financial responsibility is taken by the local organisations for IDW. The founding organisations undertake to make all best efforts to raise sponsorship, assist in obtaining governmental support, and promote the event. However, they will not financially underwrite any shortfall in the event budget.

### **11.3 Criteria for Bid Evaluation**

Each bid will be evaluated by at least three evaluators, representing the founding organisations. Criteria are based on the following six categories and weighted according to the table below.

Category	Weight	Criteria considered
Host Organisation and Partnership	20%	<ul style="list-style-type: none"> <li>• Capacity for hosting and promoting a major international event.</li> <li>• Strong partnership of organisations.</li> <li>• Dedicated effort to the event.</li> <li>• Government commitment and means of engaging dignitaries.</li> </ul>
Location and Dates	10%	<ul style="list-style-type: none"> <li>• Proposed dates are feasible and within timeframe in call.</li> <li>• Location will benefit IDW and contribute to the success of the event.</li> </ul>
Venue and Facilities	20%	<ul style="list-style-type: none"> <li>• Capacity to host between 800–1000 delegates.</li> <li>• Availability of at least 12 breakout rooms, an auditorium for 800+ people or an alternative, and networking areas for posters and catering.</li> <li>• Provision of adequate wifi and technical support.</li> <li>• Venue accessibility: local transport, international airport connections, onsite reduced mobility access.</li> <li>• Accommodation options: reasonable hotels within a short distance.</li> </ul>
Programme	10%	<ul style="list-style-type: none"> <li>• Compelling programme.</li> <li>• Strong suggestions for Programme Committee.</li> <li>• Distinctive and exciting suggestions for plenary sessions or other activities.</li> </ul>
Financial Package and Support	20%	<ul style="list-style-type: none"> <li>• Clear statement of financial responsibility.</li> <li>• Reasonable overall costs and proposed registration fee.</li> <li>• Range of potential sponsors included; government and local host support.</li> </ul>
Media Plan	5%	<ul style="list-style-type: none"> <li>• Quality and reach of media plan.</li> <li>• Effective and innovative plan to promote the event.</li> </ul>
Impact and Legacy Plan	15%	<ul style="list-style-type: none"> <li>• Compelling plan for impact and ongoing legacy of the event.</li> <li>• Indication of concrete and feasible follow-up activities.</li> <li>• Potential to acquire new community members, to extend and reinforce the participating community and the reach of the founding organisations.</li> <li>• How the host city/region will benefit from the event; particularly in terms of data, Open Science, and related issues.</li> </ul>