

International Conference on Biomedical Ontology (ICBO) guide

This guide aims at providing useful information to those individual and organizations wishing to host an ICBO conference.

1. The ICBO series

1.1 Goal

The ICBO conference series brings together representatives of all major communities involved in the development and application of ontologies in biomedicine and related areas. Together, they address issues pertaining to coordinated development of ontological resources, as well as their optimal use in applications.

1.2 History

The first International Conference on Biomedical ontology was held in Buffalo, US, in July 2009. It was subsequently organized in 2011, and then adopted a yearly schedule with the 2012 event taking place in Graz, Austria. ICBO 2013 is part of the Semantic Trilogy event held in Montreal, Canada.

2. Practical organization

2.1. Format

An ICBO conference typically includes a main event (plenary scientific sessions spanning 2 days) as well as satellite tutorials and workshops, usually spanning the 2 days before the main session. Other associated events include software demonstrations, posters presentation as well as early career symposium. In 2012, the ICBO is co-located with the Formal Ontology in Information Systems (FOIS) conference and is a part of Semantic Trilogy event in 2013 (along with Data Integration in Life Science - DILS, and Canadian Semantic Web Symposium - CSWS) and a hackathon.

2.2 Location

While the first 2 ICBO conferences took place in the US (Buffalo), starting in 2012 the aim is to at least alternate between Americas and Europe. The ICBO-steering committee will consider applications from other regions provided that the application clearly demonstrates sustainability of the event in this context.

2.3 Conference hosting requirements

The hosting organization should have facilities to hold plenary sessions for up to 200 delegates, as well as smaller rooms for the organization of satellite events. The conference venue should be easily accessible (close to a major international hub, good local transit). Travel requirements (visas etc.) should be clearly stated. Enough accommodation options should be available either on-site or nearby. In the latter case transit time to and from the venue should be reasonable and detailed. Accommodation options should span a range of price/services to accommodate all type of delegates. Special attention will be paid to availability of low-cost options for students.

3. ICBO organizers

It is expected that the application provide details of the individuals who will be in charge of the various roles. At a minimum, the application should designate a Local organizer and a General chair. It may also include names of chairs for each satellite event.

3.1 Local organizer

The ICBO local organizer (LO) is responsible for all local arrangements. The LO will organize room bookings, catering, and manage the website dedicated to the event. They will also be in charge of the registration process and managing funds. They are expected to coordinate local sponsorship and advertising, and may be solicited to co organize social events.

3.2 General chair

The ICBO general chair (GC) is responsible for the scientific content of the sessions. They oversee the constitution of the various committees, and address all issues pertaining to call for papers, scheduling, and proceedings publications. The GC is expected to advertise the event internationally, and help secure funds from sponsors. The LO and GC roles can be assumed by one or several persons, but individual responsibilities should be clearly stated.

4. Applying to host ICBO 2014

The ICBO steering committee will assess applications from all geographical zones, but as per 2.2 above preference will be given to Europe. The event should be held around July-August 2014, unless a specific case can be made as to why other dates would be preferable.

Individuals and organizations can apply by sending a letter of intent to Robert Stevens (robert.stevens@cs.manchester.ac.uk) and Ronald Cornet (r.cornet@amc.uva.nl) by June 3rd 2013. Selected applicants will be notified by June 8th, and invited to submit a complete proposal by June 24th. The ICBO steering committee will make its final decision before the 2013 ICBO conference, and the selected individual/organization will be announced during the ICBO 2013 plenary sessions.

Important dates

June 3rd	Letters of intent due
June 8th	Short-listed applicants notified
June 24th	Full proposal due
July 2nd	Final decision by ICBO steering committee
July 9th	ICBO 2014 location announced