



20th IEEE International Conference on Business Informatics (IEEE CBI 2018)
July 11–14, 2018, Vienna, Austria

<https://cbi2018.big.tuwien.ac.at>
<http://www.cbi-series.org>

Call for Workshops

IEEE CBI is a well-established conference series on Business Informatics that has a long tradition of hosting workshops around topics related to the main themes of the conference. The CBI workshops provide ample room for discussion of recent business informatics developments, as well as new and emerging ideas. The organisers of CBI 2018, the 20th edition of the CBI series, invite proposals for workshops to be held in parallel with the conference.

Two kinds of workshop proposals are invited:

- **Paper-oriented workshops** concentrate on presentations of accepted papers with associated discussions.
- **Discussion-oriented** or “mini Dagstuhl” workshops have an emphasis on discussions. The discussions are facilitated by presentations from invited experts in the area of the workshop and they involve all the participants in some way.

Successful workshops are required to organise their own reviewing process and managing the content on the website, as well as coordinate the collection and delivery of camera ready material and copyright transfer, in line with their choice for proceedings (see below).

Workshop proposals should follow the guidelines below. They should be submitted to the **workshop chairs**:

- **Wided Guédria** (wided.guedria@list.lu)
- **Iván Razo-Zapata** (ivan.razo-zapata@list.lu)
- **Christophe Feltus** (christophe.feltus@list.lu)

Prior contact with the workshop chairs is encouraged.

Detailed Instructions for Workshop Proposals

The proposal (length up to 1'000 words) should cover the following topics:

- Workshop title, duration (1/2 day, 1 day or 2 days), and workshop type (paper-oriented or discussion-oriented).
- The organisers (PC chairs, additional organisers present at the workshop or are otherwise involved, including people responsible for web presence and communication). Please include names, addresses, affiliations, and indicate the main responsible person. The submission should include a one-paragraph (up to 10 lines) short CV for each organiser, describing relevant qualifications and experience.

Important Dates

Workshop proposal submission
→ February 11, 2018 (via email)

Notification of workshop acceptance
→ February 16, 2018

Accepted Workshop Deadlines

Shared Deadlines

1. **Workshop papers submission**
→ no later than April 27, 2018
2. **Notification to authors**
→ May 25, 2018
3. **Camera-ready version due**
→ June 1, 2018
4. **Author registration deadline**
→ June 1, 2018
5. **Summary by workshop chairs**
→ June 8, 2018

Notification of acceptance or rejection for the papers of the main conference is May 15, 2018. All workshops are expected to have a submission deadline no later than April 27, 2018.

Accepted workshops will be held between July 11 and 14, 2018.

- Purpose: What are the main goals of the workshop? Please list the workshop topics. How does the focus of the workshop differ from and complement the main conference?
- Organisation of the workshop: How do you plan to organise the workshop in terms of type of sessions, etc. Mention if you plan to have a keynote (please note that the conference organisation will not cover fees, travel expenses, accommodation nor registration cost). Please mention if you require any special requirement regarding infrastructure and room layout.
- Proceedings: If a workshop aims to have proceedings, there are two options:
 - a. Be part of the Workshop volume in the IEEE proceedings, which requires thorough reviewing from the workshops.
 - b. Be part of the CEUR on-line proceedings.

For the former, it is required that the workshops use the same date for the camera-ready version of accepted papers.

For the latter, the default is for CBI to have one integrated CEUR proceedings for workshops. We could imagine that workshop would prefer their own proceedings. However, as CEUR puts requirements on the minimum size of online proceedings, we can only allow this for a CBI workshop, if the “remaining” workshops (in the regular online proceedings) have enough volume by themselves.

In any case, the online proceedings will have to include an explicit reference (in the title) to the CBI conference.

- Tentative list of PC members.
- An estimation of the number of papers you are expecting to be submitted and the number of attendees at the workshop. If applicable, please provide information on previous editions of the workshop (this should include number of submission, number of accepted papers, number of attendance, etc.).
- Short information about your publicity plans for the workshop to increase submission and making it highly visible.
- Draft of the Call for Paper (1 page PDF as appendix to the above information).
- Indicate if the workshop wants to be considered as a target for rejected-but-not-too-bad papers from the main conference.
- The co-location with CBI 2018 must be made explicit in the title of the proceedings.
- Specify how the contributions will be published and how you make them available to attendees (especially if you require some support from the conference organisation).

Responsibilities of Workshop Organisers

The organiser(s) of approved workshops will be responsible

- for advertising their workshop,
- for eliciting high quality submissions,
- for organising and overseeing the reviewing process of workshop submissions,
- for the collection of the camera-ready copies of accepted papers,
- and to provide a summary of the event to the CBI 2018 organisers.

Organisers (including co-organisers) are expected to attend their workshop.

Workshop Registrations

All workshop participants are expected to register for the main conference. One free workshop registration will be granted if more than 10 people are registered for the workshop. Local organisation support (registration, badges, refreshments, beamers, screens, etc.) will be provided by the CBI 2018 organisers. A joint advertisement of workshops on the CBI 2018 website and in general e-mailings will be made by the CBI 2018 organisers.

Submission by Workshop Organisers

Paper-oriented workshop organisers should not submit to their own workshops. However, if there is more than one workshop organiser, at least one workshop organiser should not submit. This workshop organiser then should lead and guide the workshop paper review and selection process.

Cancellation and Merging of Workshops

If there are several workshop proposals focusing on similar topics, the workshop chair might suggest merging workshops. Accepted paper-oriented workshops with less than 10 submissions may be cancelled by the workshop chair, or the workshop chair might suggest to merge with another workshop to avoid a cancellation. The merge will be done (if at all) before the submitted papers are evaluated. If less than 6 papers are accepted for a paper-oriented workshop, the workshop could also be cancelled or requested to merge with another paper-oriented workshop to avoid cancellation. Also, please note that a workshop (paper-oriented or discussion-based) may be cancelled if the number of registrations is less than 5.