



*The Society for the Study of Artificial Intelligence
and the Simulation of Behaviour (AISB)*

Hosting AISB workshops

Since 2012 the AISB has hosted a series of workshops across the country, covering a wide range of themes pertinent to the aims of the AISB. If you are interested in hosting one of these events, you will find below information on what you will need to do.

Information about previous workshops can be found here:

<http://www.aisb.org.uk/events/members-workshop-series>

Application

In order to propose a workshop, you will need to complete a brief application with the following details:

1. Workshop title
2. Workshop abstract (200-400 words approx)
3. Organiser(s) and main contact (include details of expertise in proposed topic)
4. Host Institution details (name, address)
5. Planned dates and deadlines for the following:
 - i. Abstract Submission
 - ii. Notification of Decision
 - iii. Registration
 - iv. Workshop
6. Possible speakers (e.g. do you plan to invite speakers?)
7. Where you would advertise (e.g. could you create a page on your institution website?)

Costs and refreshments

These events are abstract-only and free for AISB members. Current non-members would be able to attend for the cost of AISB membership, which they will be asked to arrange and pay for in advance by submitting a completed application form to the Executive Office. They would then be eligible to a year's membership of the Society. This applies to speakers and audience alike. The only exception is for some colleagues from the host institution who may attend

free of charge. This is with the proviso however that paying members are given priority for seats.

Costs need to be kept as low as possible, and the process should be manageable for all. As such our approach is to select specific institutional hosts for each workshop, according to

- (1) low costs for use of facilities etc.;
- (2) where hosts have some reputation/acclaim etc. in their respective fields;
- (3) ease of access to the workshop (e.g. central locations, with good transport links are preferable).

Refreshments (coffee and teas) are funded by the AISB, but note that there will only be a maximum amount available to each workshop, and preference is to minimise costs as much as possible.

We recommend that hosts try and get sponsorship for any further costs, including for inviting top speakers.

Before, during and after the event

1. **Publicity:** Before the event, and in order to ensure maximum impact, organisers should publicise events on lists, posters, and circulars. Extended abstracts should be requested from each speaker, collated into a single document and published online (or circulated to attendees) in advance of the workshop. You might consider the use of EasyChair to collate submissions and communicate with authors.
2. **Participant details:** You will need to have a list of participants in advance of the event. This should be sent to the AISB Workshop Series Organiser not later than 10 days before the event, or at the close of registration if that is later. You will also need this list to check registration on the morning of the workshop. This list should include details regarding AISB membership status. These events are organised for members, and for the recruitment of new members, so it is very important that all participants fit into one of these categories, including speakers (though with the proviso for host colleagues, as noted above). It will be your responsibility as organisers to ensure that this happens. It would be helpful if the list of attendees could be divided into existing members, and those who join in order to attend the workshop, but we can assist in this.
3. **Workshop material:** Please prepare in advance nametags for participants, organisers and speakers. As well as facilitating discussion and networking, this will also enable you to identify who has indeed registered for the event. You should also circulate maps for visitors, a programme for the day, publicity about the AISB, and the book of abstracts (as above).
4. **Refreshments:** Ensure you have organised sufficient refreshments in advance for some or all of the following times:
 - Before registration
 - mid-morning break
 - afternoon break

Note that the AISB will fund costs for light refreshments only (tea, coffee, biscuits). We will not pay for drinks receptions, lunches or dinners. Participants, organisers and speakers are normally required to make their own arrangements in these matters, except where organisers have organised their own funding (whether from their institution, or through external funding bodies like eu-cog). The same is true for accommodation.

5. **Recording the event:** During the workshop, please endeavour to record talks and discussion wherever possible (video would be preferable, but audio is also fine). Please also ensure that you take pictures of the speakers and audience during talks and discussion, though permission may need to be sought either before or after. There should also be working AV equipment available, with a technician on hand (or available on site) if at all possible.
6. **Summary report:** After the workshop, organisers will be required to prepare a short report about the event for publication in the AISB Q publication, as well as on the AISB website.
7. **Publication:** Organisers are welcome to collate material from the Workshop into a publishable volume. The AISB requires due reference in any such publication, including reference to the workshop, and to the support given to the event by the Society. We may also require that Workshop organisers nominate two or more papers from the event that generated the most discussion and/or impact. These may then be collated for a regular or annual Special Issue published either by the AISB or in conjunction with relevant journals.

Dr Yasemin J. Erden
AISB Workshop Series Organiser

Version 1.1, January 2015
Replaces previous versions of this document
Originally prepared in 2012 with Dr Kent McClymont