

International Conferences on Application and Theory of Petri Nets and Other Models of Concurrency

Guidelines for
Programme Committees and
Organising Committees

September 2008

A machine readable version of the guidelines can be downloaded from the
Petri Nets World web-pages under "Information from the Steering Committee":
www.informatik.uni-hamburg.de/TGI/PetriNets/sc-info/

Table of Contents

Preface	3
1. Time Schedules	4
Date of the conference.....	4
Schedule for submitting and processing papers	4
Schedule for the main events of the conference.....	5
2. Responsibilities of the SC	6
3. Responsibilities of the PC	7
4. Responsibilities of the OC	8
5. Financial Aspects	8
General rules of financial aspects	8
Additional details of financial aspects	10
6. Programme Committee	11
Before the PC meeting.....	11
At the PC meeting.....	12
Other duties of the PC	13
7. Workshop and Tutorials	14
Selection of workshops and advanced tutorials	14
Proceedings from workshops.....	15
ToPNoC volume based on workshop papers.....	15
8. Organisational Hints.....	16

Preface

The intention of this document is to provide a number of guidelines to assist the programme committee (PC) and the organising committee (OC) in their preparation of the Petri Net conference. The guidelines express the experience and tradition developed during the previous conferences. It has been the experience of previous committees that most of the rules are essential to the smooth running of the conference.

The committees are expected to follow the guidelines as closely as possible. Any major deviation from them should be discussed with the SC chair.

If you have comments, or ideas to improve the guidelines, you are very welcome to contact any member of the SC.

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1. Time Schedules

Date of the conference

- 1.1 The conference takes place during the last week of June. The last Friday in June ends the conference.

Schedule for submitting and processing papers

- 1.2 The Call for Papers should be available for distribution one year before the conference. The distribution should be as broad as possible (see the list in Section 8). In particular, it should be distributed during the preceding Petri Net conference, published on the Petri Net Web Pages and in the Petri Net Newsletter.
- 1.3 The invited speakers are selected by the SC and contacted by the SC chair. This process should be finished at least half a year before the conference.
- 1.4 There are three kinds of papers:
 - Theory paper (max 20 pages),
 - Application paper (max 20 pages),
 - Tool paper (max 10 pages),
- 1.5 The deadline for submission of papers is January 5 and it is STRICT. However, if a title page is submitted before January 5, it is sufficient to submit the full paper before January 10. The title page must contain a short abstract, classification of the paper, and tell whether it is a theory paper, application paper, or tool paper. All submissions should be written in such a way that they can be directly included in the Conference Proceedings. In particular, this means that they must use the LNCS format.
- 1.6 The PC meeting takes place in the end of February. The location and exact date are decided by the two PC chairs.
- 1.7 Before March 1, the authors are notified about acceptance/rejection of their papers (receiving a copy of all the evaluation reports). Simultaneously, a list of all accepted papers is published on the Petri Net Mailing List and Web Pages and on the Conference Web Pages.
- 1.8 The deadline for final papers is April 1. The page limit is 20 pages for theory and application papers and 10 pages for tool papers.
- 1.9 The Conference Proceedings contains copies of all final papers (meeting the deadline above). The Proceedings is printed by Springer-Verlag in Lecture Notes in Computer Science (LNCS). A copy of the Proceedings is included in the conference fee and it is given to the participants when they arrive at the conference.

- 1.10 After the conference the authors of a number of the best conference papers are invited to make a revised version to be considered for inclusion in a special issue of the *Fundamenta Informaticae* journal. The revised papers will go through an additional round of reviewing. The PC chairs are the editors of the special section.

Schedule for the main events of the conference

- 1.11 The schedule of the conference is the following:

Monday

- Introductory Tutorial (day 1),
- Advanced Tutorial,
- A number of Workshops (up to three in parallel).

Tuesday

- Introductory Tutorial (day 2),
- Advanced Tutorial,
- A number of Workshops (up to three in parallel).

Wednesday, Thursday, and Friday

- Conference (invited lectures and submitted papers).

- 1.12 The contents of the tutorials and the workshops are determined by the SC. The contents of the advanced tutorials and workshops vary from year to year, while the content of the introductory tutorial is more stable.
- 1.13 Meetings and courses related to Petri Nets may take place on Monday and Tuesday (in parallel to tutorials and workshops). Proposals for such activities should be sent to the PC chairs before January 5. If the local organisers agree, it may also be possible to organise such events Saturday and Sunday before or after the conference.
- 1.14 Wednesday morning begins with a formal opening of the conference. The OC chair provides some practical information, while the PC chairs describe the work of the PC (statistics concerning the number of submitted and accepted papers – and their distribution among the different topics and countries).
- 1.15 Invited lectures and submitted papers are presented on Wednesday, Thursday, and Friday. There may be up to six invited lectures. They begin the morning and afternoon sessions and are scheduled for 50 minutes plus 10 minutes of discussion. Theory and application papers are 25 minutes plus 5 minutes of discussion. Tool papers are 15 minutes plus 5 minutes of discussion.
- 1.16 A two hour exhibition of Petri net tools takes place Tuesday or Wednesday evening. It consists of informal demonstrations for small groups/individuals and there are no scheduled talks. The tool exhibition is combined with a small informal reception. Requests for participation in the tool exhibition are sent to the Tool Exhibition chair before June 1. They should include a link to the web pages for the tool. The demonstrators usually bring their own machines, but the organisers may be requested to give access to the Internet.

- 1.17 Friday afternoon ends with a formal closing of the conference. The closing session is chaired by the SC chair (or another SC member appointed by the SC chair). The programme includes:
- a report from the SC chair (announcing decisions by the SC),
 - a report from the OC chair of the next conference describing their location,
 - a Hand-over Ceremony (to the organisers of the next conference),
 - drinks from the home country of the next conference (provided by the organisers of the next conference).
- 1.18 The conference dinner takes place Thursday evening (it is included in the conference fee).
- 1.19 An excursion may take place Saturday (it is not included in the conference fee).

2. Responsibilities of the SC

- 2.1 All SC-members are expected to participate regularly in the conferences and to contribute actively to the Petri Net activities in their home countries. If an SC member is absent from the SC meeting three years in a row, the SC will discuss whether the SC member should leave the committee (unless there are special temporary reasons for the absence).
- 2.2 The SC is responsible for the following:
- appointment of conference organisers,
 - appointment of PC chairs and PC members,
 - appointment of W&T committee and W&T chairs (see Section 7),
 - appointment of local organisers and scientific advisers for the advanced courses in Petri Nets,
 - appointment of new members of the SC,
 - selection of invited speakers,
 - selection of topics and organisers for tutorials and workshops,
 - approval of conference locations and fees,
 - composition of the Call for Papers,
 - the closing session,
 - guidance and supervision of PCs and OCs,
 - other general decisions that concerns the common activities in the international Petri net community.

3. Responsibilities of the PC

- 3.1 The conference has two PC chairs and 30-40 PC-members. The PC chairs and the PC members are appointed by the SC.
- 3.2 All European PC-members are expected to participate in the physical PC meeting which takes place in the end of February. Other members are of course also most welcome. All PC-members are expected to participate in the conference.
- 3.3 The PC is responsible for the following:
- selection of submitted papers,
 - selection of the best paper,
 - detailed planning of the scientific program (e.g., the order of the talks),
 - other matters concerning the scientific part of the program (except those that are handled by the SC – see Section 2).
- 3.4 The PC chairs are responsible for:
- electronic distribution of the Guidelines to all PC members,
 - selection of the location and date for the PC meeting,
 - configuration of the electronic conference system used to handle submitted papers and reviews (the system to be used is chosen by the SC and is the same from year to year),
 - selection of reviewers among the PC members (via a bidding process),
 - publication of a list of all accepted papers on the Petri Net Mailing List and Web Pages and on the Conference Web Pages immediately after the PC meeting,
 - informing the authors of submitted papers about acceptance/rejection (with a copy of the referee reports),
 - contact to the invited speakers about their contributions to the conference proceedings,
 - informing the authors of accepted papers about the deadline for final papers, page limits, formats, length of presentations, etc.,
 - collection of the final papers into a camera-ready manuscript which is sent to Springer-Verlag for printing,
 - design and print of a diploma to be given to the authors of the best paper during the conference dinner,
 - selection of session chairs and contact to these,
 - selection of papers to be invited for possible publication in a special section of the *Fundamenta Informaticae* journal (the PC chairs are editors of the special section),
 - the opening session (together with the OC chair).

4. Responsibilities of the OC

4.1 The OC is responsible for the following:

- printing and distribution of the Call for Papers (the composition is done by the SC),
- development and maintenance of the Conference Web Pages,
- printing of proceedings for the workshops and material for the tutorials,
- composition and printing of the List of Participants, which is distributed to the participants when they arrive at the conference (this list includes names, affiliation and electronic mail addresses),
- transportation of the Conference Proceedings (from Springer-Verlag to the conference site),
- all other organizational matters, such as:
 - accommodation,
 - local transportation,
 - lecture rooms of good quality; each lecture room should have at least a computer projector and an overhead projector,
 - rooms for informal discussions,
 - access to the Internet (from stationary machines provided by the organisers and from the participants own laptops),
 - registration of participants.
 - conference dinner,
 - excursion (optional).
- helping the organisers of the next conference by providing relevant information (e.g., a machine-readable copy of the List of Participants).

4.2 The choice of the conference site should ensure a proper balance between good facilities, pleasant surroundings, easy accessibility and reasonable price. The choice must be approved by the SC.

5. Financial Aspects

General rules of financial aspects

5.1 The OC is in all respects responsible for the financial aspects of the conference. Any profit/deficit is allotted to the OC, unless something else has been agreed with the SC.

5.2 The registration fee of the conference is proposed by the OC. It should be approved by the SC.

5.3 The registration fee paid by the participants of the conference includes at least the following:

- participation in the entire scientific program (Wednesday, Thursday and Friday),
- the conference dinner, three lunches, and the refreshments served during the breaks,
- a copy of the Conference Proceedings.

- 5.4 A separate registration fee is demanded for each tutorial and workshop day. This fee includes at least the following:
- participation in the tutorials/workshops on that day,
 - lunch,
 - a copy of the proceedings/material from one tutorial/workshop (or two half day events). It should be possible to buy others at a reasonable price.
- 5.5 No fee is demanded for participation in the Tool Exhibition.
- 5.6 It is possible to register for:
- all 5 days,
 - 3 conference days,
 - 2 tutorial/workshop days,
 - 1 tutorial/workshop day.

Participants who register before May 15 are given a reduction of 10-15%. Members of EATCS and the GI SIG "Petri Nets and Related System Models" are given a reduction of 15 EURO. The organisers may decide to give a similar reduction to other Special Interest Groups.

It is strongly advised to keep the registration fees as low as possible – to this aim the OC should seek local financial support, e.g., from industry. In some countries it is also possible to obtain external support (e.g., from national research councils) to cover the travel and accommodation of invited speakers and tutorial speakers.

- 5.7 The organisers should provide accommodations at different price classes. At least medium price accommodation, as well as low price accommodation for students, must be offered. It is very important that non-expensive accommodation is available for the majority of the participants.
- 5.8 For invited speakers the organisers cover all reasonable expenses (economy class travel expenses, accommodation, and conference fee). They can also participate in the workshops and tutorials free of charge.
- 5.9 For advanced tutorials and workshops, the conference organisers pay up to 1,000 Euro to each tutorial/workshop (up to 500 Euro for half day tutorials).
- For advanced tutorials the money can be used to cover travel and accommodation expenses for the tutorial lecturers and it can also be used to pay their conference fee(s).
 - For workshops the money can be used to cover travel and accommodation expenses for invited speakers at the workshop or to publish the proceedings in a more prominent way.

No additional reimbursement is given (for travel, accommodation, etc.). The organisers of a tutorial/workshop do not pay a fee to participate in the corresponding activity.

- 5.10 The organisers of tutorials and workshops that attract many paying participants are rewarded by giving them a full/partial free conference registration (for personal use):
- Less than 20 paying participants: No reward.
 - 20-29: 1 free conference registration (to be shared by all organisers of the tutorial/workshop).
 - 30-39: 2 free conference registration (to be shared by all organisers of the tutorial/workshop).
 - More than 40: 3 free conference registrations (to be shared by all organisers of the tutorial/workshop).

This rule does not apply to the introductory tutorial. For half day tutorials the reward is only half.

- 5.11 Springer-Verlag provides 50 free copies of the Conference Proceedings to the two PC chairs (as editors of the proceedings). These free copies are turned over to the conference organisers (free of charge). The cost of the necessary additional Conference Proceedings (to be bought from Springer-Verlag) is covered by the conference organisers. More details, and the contact address for Springer-Verlag, can be obtained from the SC chair.
- 5.12 The PC chairs are responsible for the expenses connected with their tasks (secretarial assistance, postage, etc.). Each member of the PC is responsible for his/her own travel and accommodation expenses (both for the PC meeting and the conference).

Additional details of financial aspects

- 5.13 It should be possible to pay the registration fee to a bank account (by international money transfer or cheque). If possible it is also a good idea to be able to accept payments via some of the most common types of credit cards. Usually accommodation costs are paid directly to the hotels upon departure.
- 5.14 It is a good idea to offer a number of grants for students and researchers with limited funds. The grants usually do not cover transportation, accommodation or food – but only full or partial exemption from conference, workshop and tutorial fees. It should be noticed that a participant who pays, e.g., 50% of the fee is more beneficial for the conference economy than a “non participant” – because the majority of the expenses are independent of the number of participants.
- 5.15 The budget of the conference usually contains (at least) the following expenses:
- invited speakers (cf. 5.8),
 - tutorials and workshops (cf. 5.9 and 5.10),
 - Conference Proceedings (including transportation),
 - printing of proceedings for the workshops and material for the tutorials,
 - lecture rooms,
 - machines for e-mail and other Internet services,
 - lunches, coffee/tea, welcome party, and conference dinner,
 - various material given to the participants (name tags, bags, etc.),

- secretarial assistance (before and during the conference),
- bank expenses (e.g., when fees are paid in foreign money),
- expenses for local participants (accommodation, Conference Proceedings, excursion, etc.).
- a dinner for the participants in the steering committee meeting (10-15 persons).

6. Programme Committee

Before the PC meeting

- 6.1 Papers are submitted via an electronic conference system (chosen by the SC).
- 6.2 The deadlines (for title page and full papers) are STRICT, and exceptions should only be made in very special cases. The PC chairs notifies the author(s) of late submissions about the immediate rejection.
- 6.3 Papers which do not comply with the rules of the conference are not accepted for further evaluation. This is, e.g., the case for papers not written in English and papers that violate the format or the page limit. The PC chairs notify the author(s) about the immediate rejection.
- 6.4 Some months before the deadline for submissions one of the PC chairs asks each member of the PC whether he/she will be able to participate in the PC meeting.
- 6.5 The PC chairs distribute the received submitted papers to the PC members. The distribution is done via the electronic conference system using a bidding process. Each paper is given to at least four PC members. The distribution of submitted papers may be "unfair" – so that PC members from large research institutions (with many knowledgeable in Petri Nets) get many papers, while others receive a smaller selection. The distribution should be made in such a way that each paper is sent to at least two PC members who are expected to be present at the PC meeting.
- 6.6 Members of the PC (and members of the SC) are allowed and indeed encouraged to submit papers to the conference. Papers that are authored (or co-authored) by a member of the PC are given to one additional reviewer. Otherwise they are treated as all other papers. The two PC chairs are not allowed to submit papers.
- 6.7 A PC-member should declare a conflict of interest for papers that are authored (or co-authored) by a student or a close colleague (e.g. persons with whom the PC member currently works or with whom he/she has published a joint paper within the last 5 years). There may be other situations where a conflict of interest should be declared. In case of doubt the PC-member should contact the PC-chairs. The conflict-of-interest is usually declared via the electronic conference system. The material distributed before the PC meeting should indicate clearly, for each paper, who has declared a conflict of interest.

- 6.8 If a member of the PC finds that he/she is unable to review some of the received papers, (e.g., due to a conflict of interest or because they are outside the main interests/competences of his/her group) the PC chairs should be notified immediately.
- 6.9 Each member of the PC receives a list of all papers and is allowed to review any submission which he/she has not received in the initial distribution (except for conflicts of interest).
- 6.10 The individual members of the PC may delegate some of the refereeing work to other colleagues – in fact it is strongly recommended to do so. However, at the PC meeting each member of the PC is supposed to present his/her own personal view on each paper, which he/she has obtained.
- 6.11 The evaluation is made using the categories:
- originality,
 - technical quality,
 - readability,
 - rate of interest,
 - overall recommendation,
 - referee's confidence level.

The electronic conference system may have no support for the subcategories: originality, technical quality, readability, and rate of interest. In that case the PC chairs distribute a text template which is used at the beginning of each referee report.

- 6.12 The referee reports are returned via the electronic conference system – at least one week before the PC meeting. This allows the evaluating PC members and their reviewers to check the arguments of other reviewers and to take a closer look at border line papers. The discussion forums in the electronic conference system can be used to discuss papers before the PC meeting. This allows PC-members who are unable to participate in the PC meeting to take active part in the discussion. The final decision about acceptance/rejection is taken at the physical PC meeting.
- 6.13 In principle it is only the PC chairs who are allowed to know who made the individual referee reports. During the discussion at the PC meeting it is of course allowed that the individual PC members refer to their own referee reports. The PC chairs may also refer to referee reports of absent PC members but should, for each case, consider whether this should be done in an anonymous way.

At the PC meeting

- 6.14 Usually, the PC meeting takes place in Europe (because the majority of participants and PC members at present come from the European countries). It is expected that at least the European members participate in the PC meeting, and it is highly appreciated if the non-European members also are able to participate. If a member of the PC cannot participate in the meeting, the PC chairs present the "views" contained in the referee reports of the missing member.

- 6.15 The PC meeting is usually scheduled for one and a half day. The place of the meeting is decided by the PC chairs (e.g., in cooperation with the OC chair). The PC chairs are responsible for the practical organisation of the meeting. Each member of the PC is responsible for his/her own travel and accommodation expenses.
- 6.16 The following procedure is used for the acceptance/rejection of submitted papers:
- (1) In the first round papers are accepted if a majority of the written referee reports are positive (i.e. "Accept or Accept/Discuss") and the rest are neutral (i.e. "Discuss"). Analogously papers are rejected if a majority of the written referee reports are negative (i.e. "Reject or Reject/Discuss") and the rest are neutral (i.e. "Discuss"). Any member of the committee may veto an acceptance/rejection. In this round there should be little discussion.
 - (2) In the second round each of the remaining papers are discussed in detail. Each paper is either accepted, rejected or postponed. Papers are only accepted/rejected if there is a clear majority for the decision.
 - (3) The third round is analogous to the second round. The purpose of round three is to ensure that all papers are handled equally (independently of the sequence in which they are discussed). After the discussion of all papers (in round two) it may now (in round three) be possible to make decisions about some papers which earlier were postponed.
 - (4) In the fourth (and last) round each member of the PC is allowed to advocate the acceptance of one or more of the remaining papers. Papers are only discussed in this round if there is a member of the PC who is willing to give strong support to the paper. Papers are only accepted if there is a majority for this decision. All remaining papers are hereafter by default rejected.
- 6.17 PC-members should not take active part in the discussion of papers for which they have declared a conflict of interest, and the PC-chairs may ask them to leave the meeting room if this is found to be appropriate.
- 6.18 If a paper is authored (or co-authored) by a member of the PC, this member must leave the meeting room during the discussion of his/her paper.
- 6.19 The SC has the right to appoint one of its members to be an observer at the PC meeting.

Other duties of the PC

- 6.20 The PC is responsible for the detailed planning of the scientific program, i.e., the order and grouping of presentations. Usually this job is done at the PC meeting, but it may be delegated to the PC chairs and/or the OC chair.
- 6.21 The PC is responsible for the selection of the Best Paper. This can be done after the PC meeting (by means of e-mails) or a recommendation can be made at the PC meeting which is then circulated to the entire PC for comments and final decision.

7. Workshop and Tutorials

Selection of workshops and advanced tutorials

- 7.1 The SC appoints a Workshop & Tutorial committee (W&T committee), which consists of three SC members.
- 7.2 The SC chair and the W&T committee appoint two W&T chairs for each conference. At least one of the W&T chairs will be from the W&T committee. The other W&T chair becomes a temporary member of the W&T committee for the period in which he/she is active. Usually each W&T chair serves for two consecutive years
- 7.3 An invitation to propose workshops are published by the W&T chairs before April 1 (one year before the conference). The deadline for submission of proposals is June 1 (one year before the conference). The proposals should specify: organisers, title, topic, expected audience, material to be used, ideas for invited lecturers, length, etc. The W&T chairs should be active in soliciting good proposals for workshops.
- 7.4 An invitation to propose advanced tutorials are published by the W&T committee before December 1. The deadline for submission of proposals is January 5 (half a year before the conference). The proposals should specify: organisers, title, topic, expected audience, material to be used, ideas for invited lecturers, length, etc. The W&T chairs should be active in soliciting good proposals for advanced tutorials.
- 7.5 The W&T chairs evaluate the proposals for workshops and advanced tutorials and send their recommendation to the SC before June 15 (for workshops) and February 1 (for advanced tutorials). The recommendation provides a short description and evaluation of each proposal and groups them into:
- recommended for acceptance,
 - to be discussed,
 - recommended for rejection.

The final selection of workshops and advanced tutorials is done by the SC.

- 7.6 The SC may decide to cancel a tutorial or a workshop (e.g. if there are very few papers submitted to a workshop). After May 1 it is only possible to make such cancellations in exceptional cases (e.g. if a speaker in an advanced tutorial becomes sick and cannot be replaced).

Proceedings from workshops

- 7.7 Each workshop has its own Workshop PC, with one or more Workshop chairs. The Workshop chairs are appointed by the SC (during the selection process above). The other PC members are appointed by the Workshop chairs.
- 7.8 The Workshop chairs compose the Call for Papers for their workshop. It is published in a similar way as the Call for Papers for the conference (see the list in Section 8). The deadlines are:
- October 1: Draft version (with PC members) to W&T committee.
 - November 1: Final version published.
- 7.9 The submissions to the individual workshops are evaluated by the individual Workshop PCs and all accepted papers are included in informal pre-proceedings which are printed by the local organisers and handed out to the participants of the corresponding workshop. The page limit is 15 pages.

ToPNoC volume based on workshop papers

- 7.10 After the conference the authors of a number of the best workshop papers are invited to make a revised version to be considered for inclusion in a volume of Transactions on Petri Nets and other models of Concurrency (ToPNoC). The revised papers will go through an additional round of reviewing. The page limit is 15 pages, i.e. the same as for the workshops, but the editors can allow some papers to have a few additional pages if there are good reasons for this.
- 7.11 The W&T chairs are editors of the ToPNoC volume based on workshop papers, and they will be responsible for the evaluation of the revised papers, which means that they will select reviewers and make the final decision about acceptance/rejection based on the referee reports. The W&T chairs may also decide to invite papers based on material from advanced tutorials and papers from other relevant sources such as the annual CPN workshops and the annual workshops on Algorithms and Tools for Petri Nets
- 7.12 Each Workshop PC proposes via their Workshop chair(s) a list of papers to be invited from the corresponding workshop. If the W&T chairs find that the proposed number of papers is too high or too low, they may ask the Workshop PC to modify (or justify) their proposal.
- 7.13 Each invited paper is, after a thorough revision, evaluated by 3-4 reviewers. The reviewers are selected by the W&T chairs. To assist the selection of reviewers, the Workshop chairs propose a prioritised list of reviewers for each of "their" papers. This will usually be some/all the reviewers/sub-reviewers that reviewed the paper for the workshop. The W&T chairs will also use some more "general" reviewers – to guarantee a uniform evaluation across workshops and to guarantee that the papers can be read by a general audience who are not necessarily experts within the area of the workshop. Typically each paper will have two reviewers from the list proposed by the Workshop chairs and 1-2 general reviewers.
- 7.14 The time plan for the workshop proceedings is as follows:
- March 20: Submission of papers to workshops.

- May 1: Notification of acceptance/rejection.
- June 1: Final version of papers (to workshop PC chair).
- June 5: Compiled proceedings (to conference organisers).
- August 1: Proposals from the individual Workshop PCs for papers. to be invited to the Joint Post-proceedings.
- September 1: Invitations are sent to authors.
- November 1: Submission of revised papers.
- January 1: Deadline for reviews of revised papers.
- April 1: Final version of papers.

8. Organisational Hints

- 8.1 The official name of the conference is “XXth International Conference on Application and Theory of Petri Nets and Other Models of Concurrency”. When a shorter form is needed (e.g., on posters and in letter heads) we use “PETRI NETS 20XX” (written with capitals). Earlier a number of acronyms have been used (e.g., “ICPN”, “ICATPN” and “ATPN”). However, it is not recommend to use the acronyms, since people outside the community do not know what they mean.
- 8.2 The Call for Papers should be distributed in the following way:
- via the Petri Net Mailing List and Web Pages,
 - via the Petri Net Newsletter,
 - via other adequate electronic mail and news groups,
 - at other conferences,
 - to all individuals making an explicit request,
- 8.3 The conference should have its own set of web pages (with a link from the Petri Net Web Pages). The web pages should at least contain:
- a link to the Call for Papers at the Petri Nets World (do not make your own copy which may become inconsistent with the official version of the Call for Papers,
 - lists of all PC, OC and SC members,
 - conference address and phone numbers (before and during the conference),
 - scientific program (containing authors and titles of all talks),
 - information about tutorials and workshops (if possible with a detailed time schedule),
 - list of all tools in the tool exhibition with links to their home pages,
 - information about the social program,
 - practical information (conference office, accommodation, "how to get here", a map of the conference area, etc.),
 - how to make registration and payment (it should be possible to pay directly to a bank account),
 - registration and accommodation information,
 - information about visa (if adequate),

- information about e-mail and other Internet services during the conference.

- 8.4 A Confirmation of Registration should be sent to all participants (usually by e-mail). This is also a good opportunity to provide some extra practical information.
- 8.5 A List of Participants should be given to the participants when they arrive at the conference. The list should for each participant give the name, affiliation and e-mail address.
- 8.6 It is very time consuming to deal with the details of registration and accommodation. Several organisers of the conference have experienced that this task takes up more resources than all other organizational matters together. It is thus recommended to enlist the help of a specialised agency, which receives registrations and payments directly from the participants. However, it should be noted that some of the professional conference agencies are very expensive.
- 8.7 The organisers should appoint a Tool Exhibition chair who is responsible for the organisation of the tool exhibition. This requires a significant amount of communication with the people presenting the tools.
- 8.8 The organisers should appoint a Publicity chair who is responsible for the announcement and visibility of the conference (including the web pages).
- 8.9 It is recommended to have one or more persons who are in charge of the registration of participants and the final accounting.
- 8.10 It is recommended that the organisers take contact to the invited speakers, some months before the conference, to obtain a budget for their travelling expenses. Registration for accommodation of invited speakers is usually done by the organisers, and the accommodation expenses are paid directly to the hotel.