# Guidelines for this document: throughout the document please insert corresponding information where places are marked <..>. If you think s.th. needs no answering, just leave the entry empty. You can also add further items wherever you deem this appropriate.

# Proposal to Host SPLC <Year>

## Proposer*:*

<Name – usually the proposer will also serve as GC. Please clarify who will be GC, if you do not plan so.>

## Date Submitted:

 <Date of submission – please fill this out, especially, if more than one proposal version is sent>

## Proposed dates and location for SPLC:

<more than one date / location combination can be proposed. However, clear arguments should be given regarding these proposals in the light of the other criteria. Regarding date: SPLC is usually late August to mid September. Overlap with other major conferences should be avoided (e.g., ICSR, ASE, Models, RE, FSE, GPCE)>

## Proposal Summary: Intent to host and why

<Main arguments: why do you think the proposal should be selected..>

## Proposer Background: specifically in software product lines and history with SPLC

<..>

## Funding Source: Who will be the primary sponsor assuming financial risk for the conference?

<Note that so far SPLC is not affiliated with any funding organization and that the SPLC steering committee has no funding at its disposal to support the conference. Hence, the conference organizers are completely on their own regarding funding. This means any losses (if this is the case) will have to be carried by the organizers; it also means that any surplus will go to the organizers.

Given this situation the SC is concerned that the organizers will be able to shoulder the financial commitment. Please clarify who will be this financial sponsor (and why the financial commitment will not be a problem). The policy regarding sponsoring organizations (e.g., local government or local computer science societies): in principle a temporary binding (for a single conference) can be made, but a long-term binding must be decided by the SC >

## City Description:

### In what city will the conference be held? <Name(s)>

### What are the attractions there?

<Briefly describe the proposed city and why this will be a good place to attract international (and national) visitors to the conference. – if you propose more than one city, describe the alternatives and relative tradeoffs in terms of expected conference participation.>

## Local Industry:

### What sort of local industry community can be targeted to increase conference participation?

<Briefly describe the industrial environment as far as it is relevant to SPLC (i.e., potential visitors / sponsors>

### How many people might we reasonably expect to attract from the host region?

<give an informed and justified estimate; If you make more than one (city) proposal, discuss the tradeoffs>

## Proposed Conference Venue:

### Where would the conference actually be held? (specifying available facilities for plenary sessions, separate tracks, tutorials, workshops, demos, on-site lunch, and reception)

<Please clarify, if you can already propose any conference hotels or other conference facilities. Note that a conference facility should be chosen that is attractive to international and industrial visitors.>

### Is lodging available at the conference site?

<any special rates?>

## Venue Track Record:

<list any other conferences that have been held at this venue and the size of those conferences>

## Available Lodging: list of affordable lodging options

<this should clarify that there will be sufficient lodging options in the vicinity so that the participants will be able to select and that also budget options are available and that for the different groups (student--industry management) adequate alternatives are available>

## Travel:

### What are the travel options to reach the proposed conference destination from Europe, Asia, and the North America?

<…>

### What are the visa requirements (for conference stays), if any, for citizens of the US, the European Union? What are visa requirements for other nations that frequently visit SPLC (Japan, South Korea, Brazil, ..)

<…>

## Local Organizer(s):

### Who are the recommended local organizer(s)?

<Please provide names and explain any reasonable experience with similar events the local organizers have>

## Recommendation for General Chair: (if different than proposer) background, specifically in software product lines and history with SPLC

<…>

## Recommendations for Other Chair Positions:

<The selected General Chair of the conference will select (in agreement with the SC) the various chair positions of the conference. This is an optional part: here potential chairs can already be proposed to speed up the discussions in case the proposal will be selected. If you provide proposals here, please do also indicate whether you discussed this proposal with the relevant person. Also provide arguments for the person as far as necessary. Overall the committee should be balanced in terms of international distribution and in terms of junior /senior people. Further, a certain rotation of people should be taken into account. Hence, you might want to check the websites of previous SPLC conferences.>

## Other: any other information that should be considered in evaluating the proposal

<….>