

International Conferences on Application and Theory of Petri Nets and Concurrency

Guidelines for Programme Committees and Organising Committees

June 2011

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/

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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 two kinds of papers:

- Regular papers (max 20 pages),
- Tool papers (max 10 pages).

1.5 The deadline for submission of papers is January 10 and it is STRICT. However, if a title page is submitted before January 10, it is sufficient to submit the full paper before January 15. The title page must contain a short abstract, classification of the paper, and tell whether it is a regular paper or a 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 be in English and use the LNCS format.

1.6 The electronic PC meeting takes place during the last half of February. Usually it runs for 4-6 work days. The exact days are decided by the PC chairs and communicated to the PC members at least 6 months before the PC meeting.

1.7 Before March 1, the authors are notified about acceptance/rejection of their papers (receiving a copy of all the referee 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 regular 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 The authors of some 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.

1.11 The selection of the papers to be invited is done during the electronic PC meeting and the reviewers are asked to indicate in their referee reports whether the paper in question has the quality to be rewritten into a good journal version.

1.12 The deadline for (the first version of) the revised and extended version for FI is August 1.

Schedule for the main events of the conference

1.13 The schedule of the conference is the following:

Sunday

- Petri Net Course (day 1).

Monday

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

Tuesday

- Petri Net Course (day 3),
- Advanced Tutorial,
- A number of Workshops (up to three in parallel).

Wednesday, Thursday, and Friday

- Conference (invited lectures and submitted papers).

1.14 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 Petri Net Course is more stable.

1.15 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 10. If the local organisers agree, it may also be possible to organise such events Saturday and Sunday before or after the conference.

1.16 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).

1.17 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. Regular papers and tool papers are 25 minutes plus 5 minutes of discussion.

1.18 A two hour exhibition of Petri net tools takes place Tuesday or Wednesday afternoon/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 bring their own machines, but the organisers may be requested to give access to the Internet.

- 1.19 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).
- 1.20 The conference dinner takes place Thursday evening (it is included in the conference fee).
- 1.21 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 chairs,
 - 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, workshops and the Petri Net Course,
 - 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 Each conference has two PC chairs and 30-40 PC members. The PC chairs and the PC members are appointed by the SC.

3.2 The PC is responsible for the following:

- selection of papers for the conference,
- selection of paper(s) for the outstanding paper award. Usually there will be one award per year, but it may also be decided to have zero or two. The choice can either be made during the electronic PC meeting or postponed until the conference if the PC wants to hear the presentations before they choose. In that case a short-list of candidate papers should be made during the PC meeting and the corresponding talks should be put on one of the first two days, i.e. before the conference dinner,
- selection of papers to be invited for possible publication in a special issue of the *Fundamenta Informaticae* journal,
- other matters concerning the scientific part of the program (except those that are handled by the SC – see Section 2).

3.3 The PC chairs are responsible for:

- electronic distribution of the Guidelines to all PC members,
- configuration of the electronic conference system used to handle submitted papers and their referee reports (the system to be used is chosen by the SC and is usually the same from year to year),
- selection of reviewers among the PC members (via a bidding process),
- management of the electronic PC meeting,
- detailed planning of the scientific program including the order of the talks. When a proposal has been made it should be sent to the PC members for comments and suggestions for improvements,
- 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 the diplomas for the outstanding paper award(s) (each author receives a diploma),
- selection of session chairs and contact to these,
- editing of the special issue of the *Fundamenta Informaticae* journal,
- 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,
- workshop proceedings and material for the tutorials (via CEUR and a USB-stick or CD-ROM),
- 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-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 workshops/ tutorials on that day,
- lunch,
- a copy of the proceedings/material from one workshop/tutorial (or two half day events). It should be possible to buy others at a reasonable price.

The registration fee for the Petri Net Course is the same as for two workshop/tutorial days. This means that the participants get Sunday for free (if they participate the other two days).

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 and invited speakers of a workshop/tutorial do not pay a fee to participate in the corresponding activity.

5.10 The organisers of workshops/tutorials 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 Petri Net Course. For half day tutorials the reward is only half.

5.11 For the Petri Net Course, the conference organisers pay 200 EURO to each of the six speakers/organisers.

5.12 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.

5.13 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 for the participation in the conference.

Additional details of financial aspects

5.14 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.

5.15 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.

5.16 The budget of the conference usually contains (at least) the following expenses:

- invited speakers (cf. 5.8),
- advanced tutorials and workshops (cf. 5.9 and 5.10),
- Petri Net Course (cf. 5.11),
- 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 steering committee members and the invited speakers of the conference (15-20 persons). Accompanying spouses are also invited for the dinner.

6. Programme Committee

Before the PC meeting

- 6.1 Papers are submitted and evaluated 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 notify 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 The PC chairs distribute the reviewing of the 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 three 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.
- 6.5 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.
- 6.6 A PC member should declare a conflict of interest for papers that are authored (or co-authored) by himself/herself, 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 electronic conference system should clearly show conflicts and hide the referee reports and discussion of a paper for those PC members who have declared a conflict for that paper.
- 6.7 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.

- 6.8 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).
- 6.9 The individual members of the PC may delegate some of the reviewing work to other colleagues – in fact it is strongly recommended to do so. However, during the discussion at the electronic PC meeting each member of the PC is supposed to present his/her own personal view on each paper, which he/she has obtained for reviewing.
- 6.10 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.

- 6.11 The referee reports are returned via the electronic conference system at least three work days before the start of the electronic 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 before the electronic PC meeting.

During the electronic PC meeting

- 6.12 At the start of the PC meeting, the PC chairs propose a number of papers for acceptance or rejection. A paper is proposed to be accepted if a majority of the referee reports are positive and the rest are neutral. Analogously, a paper is proposed to be rejected if a majority of the referee reports are negative and the rest are neutral. Any member of the committee may veto a proposed acceptance/rejection in this first round but should only do so if there are solid reasons for it.
- 6.13 Simultaneously, the PC chairs encourage discussion among the reviewers of papers where the opinions are mixed. The PC chairs should also solicit additional referee reports for border line papers and papers where there are very mixed opinions. During this discussion scores and referee reports may be modified and new referee reports may be added.
- 6.14 Based on the revised scores and the revised/new referee reports, the PC chairs propose additional papers for acceptance or rejection – in an iterative process. In these later rounds no one has the right to veto a majority decision.

7. Workshop and Tutorials

7.1 Each conference has two W&T chairs who are appointed by the SC.

Selection of workshops and advanced tutorials

7.2 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.

7.3 An invitation to propose advanced tutorials are published by the W&T chairs before December 1. The deadline for submission of proposals is January 10 (half a year before the conference). The proposals should specify: organisers/lecturers, title, topic, expected audience, material to be used, length, etc. The W&T chairs should be active in soliciting good proposals for advanced tutorials.

7.4 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.

7.5 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

7.6 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. The number of PC members should reflect the number of expected submissions.

7.7 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 chairs.
- November 1: Final version published.

7.8 The submissions to the individual workshops are evaluated by the individual Workshop PCs. The page limit is 15 pages. All accepted papers are included in the workshop proceedings, which are published as CEUR proceedings. In addition, all participants of the conference and workshops get a USB stick or CD-

ROM containing all the workshop proceedings together with material from the advanced tutorials.

7.9 Workshop chairs are not allowed to submit papers to their own workshops. W&T chairs are allowed to submit papers to workshops. If the paper is invited for ToPNoC (see below), it will be handled by the editor-in-chief.

7.10 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).

ToPNoC volume based on workshop papers

7.11 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.

7.12 The W&T chairs are guest 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 workshops.

7.13 Each Workshop PC proposes via their Workshop chairs a list of papers to be invited from the corresponding workshop. The selection of the papers to invite is done during the workshop PC meeting and the reviewers are asked to indicate in their referee reports whether the paper in question has the quality to be re-written into a good journal version. 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.

7.14 Invitations are sent/given to authors by the W&T chairs during or immediately after the conference.

7.15 The deadline for (the first version of) the revised version for ToPNoC is September 15.

7.16 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.

8. Organisational Hints

8.1 The official name of the conference is "XXth International Conference on Application and Theory of Petri Nets and 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 recommended 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 workshops, advanced tutorials, and the Petri Net Course with a detailed description and 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.),
- information about registration, accommodation and payment,
- 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 by e-mail. This is also a good opportunity to provide some extra practical information.

8.5 A printed 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.