

# International Conference on Biomedical Ontology (ICBO) guide

This guide aims at providing useful information to those individual and organizations wishing to host an ICBO conference.

## 1. The ICBO series

### *1.1 Goal*

The ICBO conference series brings together representatives of all major communities involved in the development and application of ontologies in biomedicine and related areas. Together, they address issues pertaining to coordinated development of ontological resources, as well as their optimal use in applications.

### *1.2 History*

The first International Conference on Biomedical ontology was held in Buffalo, US, in July 2009. It was subsequently organized in 2011, and then adopted a yearly schedule with the 2012 event taking place in Graz, Austria. Subsequent events were held in Montreal (2013) and Houston (2014).

## 2. Practical organization

### *2.1. Format*

An ICBO conference typically includes a main event (plenary scientific sessions spanning 2 days) as well as satellite tutorials and workshops, usually spanning the 2 days before the main session. Other associated events include software demonstrations, posters presentation as well as early career symposium. It may be co-located with other events, such as the Formal Ontology in Information Systems (FOIS) conference in 2012 or the Energizing Health meeting in 2014.

### *2.2 Location*

While the first 2 ICBO conferences took place in the US (Buffalo), starting in 2012 the aim is to at least alternate between Americas and Europe. The ICBO-steering committee will consider applications from other regions provided that the application clearly demonstrates sustainability of the event in this context.

### *2.3 Conference hosting requirements*

The hosting organization should have facilities to hold plenary sessions for up to 200 delegates, as well as smaller rooms for the organization of satellite events.

The conference venue should be easily accessible (close to a major international hub, good local transit). Travel requirements (visas etc.) should be clearly stated.

Enough accommodation options should be available either on-site or nearby. In the latter case transit time to and from the venue should be reasonable and detailed. Accommodation options should span a range of price/services to accommodate all type of delegates. Special attention will be paid to availability of low-cost options for students.

### **3. ICBO organizers**

It is expected that the application provide details of the individuals who will be in charge of the various roles. At a minimum, the application should designate a Local organizer and a General chair. It may also include names of chairs for each satellite event.

#### *3.1 Local organizer*

The ICBO local organizer (LO) is responsible for all local arrangements. The LO will organize room bookings, catering, and manage the website dedicated to the event. They will also be in charge of the registration process and managing funds. They are expected to coordinate local sponsorship and advertising, and may be solicited to co organize social events.

#### *3.2 General chair*

The ICBO general chair (GC) is responsible for the scientific content of the sessions. They oversee the constitution of the various committees, and address all issues pertaining to call for papers, scheduling, and proceedings publications. The GC is expected to advertise the event internationally, and help secure funds from sponsors.

The LO and GC roles can be assumed by one or several persons, but individual responsibilities should be clearly stated.

### **4. Applying as host of ICBO**

The ICBO steering committee will assess applications from all geographical zones, but as per 2.2 above preference will be given to alternating geographical location. The event should be held around July-August, unless a specific case can be made as to why other dates would be preferable.

Individuals and organizations can apply by sending a letter of intent following instructions at <http://icbo-conference.org/icboHost.html>. The ICBO steering committee will make its final decision before the next ICBO conference, and the selected individual/organization will be announced during the ICBO plenary sessions.