

Information for organizers of ALGO

Who is involved in ALGO

The main conference, ESA, has a steering committee (which is also the steering committee for the whole of ALGO). The people who are responsible for other ALGO events can typically be reached by asking the people who were in charge in the previous year.

Time, duration, size, and budget of ALGO

@Time: ALGO typically takes place in the first week of September, though deviations of a few weeks have been made when it was required to secure suitable rooms. The timing is a consequence of the submission deadline at the end of April (which has to come after the notification deadline for ICALP).

@Duration: ALGO normally takes place during 5 days, from Monday to Friday. ESA takes place on the first three days. The workshops (see below for a list of common co-located events) tend to take place towards the end of the week.

@Size: ALGO is typically attended by 200 - 300 people, of which some only attend ESA or only a workshop. There are typically 5-6 parallel sessions, so there should be that many rooms. One of the rooms should be big enough for an audience of around 200 people. At least two of the other rooms should be big enough for an audience of 60 people or more.

@Budget: There is no flow of budget between years. That is, the organizers have to see for themselves that the income (registration fees + money from sponsors) covers the expenses (venue, invited speakers, license fees, lunches, coffee and snacks, social events, etc). Note that some expenses such as license fees may come before registration fees have been collected. We encourage organizers to gather information from organizers of recent years to get a feeling for the the income and expenses. The organizers of ALGO in Helsinki made a very good conference report that is also worth consulting. If the budget for the conference permits it, we recommend that the organizers cover the travel expenses of the invited speakers (including presenters of test-of-time award talks) at least in part, and that their conference fees are waived.

ALGO Organizing Committee

The OC should plan to run a successful conference smoothly and safely. It is a good starting point for the OC to look at how ALGO was arranged in the last few years. Substantial changes to the way the conference is run should be approved by the SC.

Issues to be taken into account by the OC include the following:

- Conference web pages with conference dates and contact information for the OC should be available as soon as possible after the OC wins the bid for

ALGO. The pages are currently hosted at <https://algo-conference.org/20xx>, where the last 4 digits are the conference year. The OC can request access to create and edit the pages by getting in touch with the group of professor Tobias Friedrich in Potsdam who are kindly managing the content management system.

- Information on the conference venues and accommodation should be available on the web pages well in advance of the submission deadline.
- Is it feasible to support late/on-site registration? Some editions of ALGO have supported late registrations (with a higher price) while others have not.
- ESA talks are scheduled on three consecutive days only, traditionally Monday to Wednesday. Workshops may run in parallel with ESA, as well as on Thursday and Friday. Invited lectures of ALGO workshops should not be scheduled in parallel with ESA talks. Though PC chairs of ESA and ALGO workshops are responsible for creating schedules for their events, the OC should coordinate such that talks that many attendees might want to attend (e.g. invited talks) do not overlap.
- A community meeting (which also serves as the ESA business meeting) should be part of the program and placed on one of the days of ESA.
- Breaks as well as the business meetings should offer refreshments such as light snacks, drinks and coffee.
- Social Events. These typically include:
 - Welcome reception,
 - Excursion (optional) and
 - Conference dinner.
- Steering committee meeting. There is typically an ESA SC meeting at lunch on the first or second day of the conference. The OC should provide a suitable room for the meeting, which in recent years has been held in hybrid format, and ideally provide lunch for the participants.

Timeline

1. Indicate your interest in hosting ALGO 1-2 years in advance by contacting the ESA steering committee (see information in the general guidelines). The steering committee makes a decision about who hosts algo among the bids that have been received, such that the organizer of ALGO x can be presented at ALGO x-1.
2. At least one organizer of ALGO x should attend ALGO x-1 to get a feeling for what organizing entails and talk to the organizers. A short presentation (5-10 minutes) of next year's venue should be given at the community meeting.

3. It is *highly recommended* to establish contact early to the organizers of ALGO x-1 and x-2 to learn about their planning process, budget etc. (Because of biennial workshops ALGO x-2 may be the more similar event.)
4. Around January the license fee of the conference management software is due.
5. In spring, invited speakers are selected in collaboration with the PC chairs of the ALGO events. Usually ESA has two invited speakers and each workshop has one invited speaker. The overall schedule is negotiated with the workshops - as a starting point the schedule should be similar to that of recent years.
6. Web pages describing the conference venue and logistics should be created as soon as possible after the previous ALGO. The web pages should be created on the algo-conference.net domain, which currently uses Wordpress. Practical information about transport and accommodation should be available by early April, before the submission deadline. It is a good idea to set up an email alias for reaching all local organizers, e.g. ALGO20XX@somedomain.
7. Registration should open in June such that attendees can plan their travel once they have received acceptance notifications. Some attendees may need invitation letters for visa application purposes. Participation in ESA requires membership of EATCS so the registration process should include giving proof of EATCS membership.
8. Send out practical information, including instructions on AV equipment for talks, a few weeks before the conference.
9. Conference, usually in early September; besides the room for the conference events, a rooms should be made available for the steering committee meeting (usually during lunch on Monday or Tuesday).

List of co-located events

In the past, ALGO has encompassed the following events:

- ESA (European Symposium of Algorithms, the main conference, since 1994)
- ALGO CLOUD (Algorithmic Aspects of Cloud Computing, since 2015)
- ALGO WIN (Algorithmic Aspects of Wireless Sensor Networks, formerly ALGO SENSORS, since 2004)
- ATMOS (Algorithmic Approaches for Transportation Modeling, Optimization, and Systems, since 2001)
- IPEC (Parameterized and Exact Computation, since 2004)
- WAOA (Approximation and Online Algorithms, since 2003)
- WABI (Algorithms in Bioinformatics, since 2001, co-located with ALGO only in even years since 2007)

Though this list has been stable, it is possible for other conferences and workshops to become part of ALGO. This is done by sending an expression of interest describing the scope and size of the event to the local organizers who, together with the steering committee, decides whether to accommodate the request. In case it is not possible to accommodate all events that wish to be part of ALGO, for example due to room capacity, a decision about which events to include is made by the local organizers together with the steering committee.