



# Call for Applications to Host International Data Week (IDW) 2025

International Data Week (IDW), a landmark event is organised by the Committee on Data (CODATA) and the World Data System (WDS) of the International Science Council (ISC), and the Research Data Alliance (RDA), the founding organisations. It brings together data scientists, researchers, industry leaders, entrepreneurs, policymakers, and data stewards from disciplines across the globe to explore how best to exploit the data revolution to improve science and society through data-driven discovery and innovation. IDW combines the RDA Plenary Meeting, the biannual meeting of this international member organisation working to develop and support global infrastructure facilitating data sharing and reuse, and SciDataCon, the scientific conference addressing the frontiers of data in research organised by CODATA and WDS. Two editions have taken place to date and two are scheduled and in preparation:

1. IDW 2016, 11–17 September 2016, Denver, Colorado, USA; attended by 840 data professionals and researchers from all disciplines and from across the globe.
2. IDW 2018, 5–8 November 2018, Gaborone, Botswana; attended by more than 850 international data professionals and researchers.

Two editions are also being prepared:

3. IDW 2021, 8–11 November 2021, Seoul, Republic of Korea; this will be held as a hybrid event allowing both in-person and virtual participation.
4. IDW 2023, 23–26 October 2023, Salzburg, Austria; this will also likely be a hybrid event.

International Data Week has become a biennial meeting place for the global data community. Therefore, they are inviting proposals to host the fifth edition of this exciting event in September/October/November 2025.

The primary objective of the conference is to bring together a large and representative part of the global data community. IDW 2016 and 2018 were huge successes, and we want to continue that trajectory and increase impact. These are important times in the world of data and we seek local partners and a venue that will help us communicate that excitement, mission and urgency.

International Data Week is a global and inclusive event. The founding organisations are keen to engage with cities and countries where they have not held an IDW or related meeting before. Proposals from Low and Middle Income Countries (LMICs) are strongly encouraged; proposals from the High Income Economies should show how they will work with the founding organisations to maximise participation from LMICs. Wherever the proposal comes from, it will be important to demonstrate how the partnership will advance the missions of the founding organisations, ensure the impact of IDW, and enhance membership of and engagement with the three organisations.



Applications should demonstrate that local hosts have access to both a suitable physical venue and a virtual conference platform; to strong support from local organisations and government; to good connections to universities, industry, and research organisations in the country and region; and to solid financial support.

We envision IDW 2025 as a four-day event that integrates the activities of a SciDataCon international conference and an RDA Plenary Meeting. IDW includes both research sessions and focused working meetings, as well as broad plenary sessions of general interest. The days before and after each event will be set aside for the business and governance meetings of CODATA, RDA, and WDS, and potentially other co-located meetings.

### ***Application Deadline***

**Applications should be sent by email to all of the IDW founding organisation representatives listed below no later than 30 September 2021 in electronic format based on the details and template at the end of this document.**

**Applications should be addressed to:**

- **Simon Hodson, CODATA Executive Director at [simon@codata.org](mailto:simon@codata.org)**
- **Hilary Hanahoe, RDA Secretary General, at [hilary.hanahoe@rda-foundation.org](mailto:hilary.hanahoe@rda-foundation.org)**
- **Bonnie Carroll, Interim WDS Executive Director, at [WDS-IPO-ED@utk.edu](mailto:WDS-IPO-ED@utk.edu)**



# International Data Week (IDW) Meeting Guidelines

[www.internationaldataweek.org](http://www.internationaldataweek.org)

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## 1 Meeting Overview

Hosting International Data Week is a possibility for any country/region/organisation, and selection of a region and venue is based on a bidding procedure. The meetings are every two years, usually in the second half of the calendar year, and they cover a four-day core programme, with additional days for side events before and after the conference proper (Section 6.2).

## 2 Dates

IDW is typically organised in September–October–November every two years. It is important to try to avoid local public, as well as international religious holidays as much as possible.

## 3 Tender Submission Procedure

Tenders are invited from organisations, agencies, and countries worldwide. Applications, where relevant and feasible, should be prepared in agreement with regional representatives of the founding organisations, and have support from leading organisations and government in the region together with demonstrated connection with one or more of the IDW founding organisations (CODATA, RDA, and WDS).

## 4 Global and Inclusive

International Data Week is a global and inclusive event. The founding organisations believe very strongly in equal gender representation for panels and keynotes, and aim to ensure diversity of participation. Economically reasonable steps will be taken to facilitate participation from Lower and Middle Income Countries (LMICs), both virtually and in-person. A good practice code of conduct will be prepared by the organisers.

### 4.1 Visa Applications

It is very important to outline on the event website clearly and in a timely manner, visa application details, links to the correct national bodies that provide official information and relevant forms, as well as expected timelines. Local organisers should identify which local, official organisation will issue visa invitation letters. A specific email address (IDW2025-visa@internationaldataweek.org) will be set up to coordinate the visa application process.

## 5 Meeting Organisational Structure

### 5.1 Meeting Committees

The following committees will be set up by the founding organisations, and at least one representative from each of the founding and local hosting organisations must be included in these committees.



1. Programme Committee (PC). Responsible for the design, planning, and management of the plenary aspects of the IDW programme and the overall programme structure.
2. Organising Committee (OC). Responsible for the overall logistic and organisational aspects including, but not limited to, financial oversight, definition of dates, meeting format, venue, suppliers, and so on. Responsible for the design, management, and implementation of the global and local communications plan.
3. Local Organising Committee (LOC). Responsible for interaction and management of local suppliers and staff.

## 5.2 Involvement of IDW Founding Organisations Coordination Group

Each of the three founding organisations (CODATA, RDA, and WDS) will be represented by at least one designee.

We strongly recommend that an event management company, professional conference organiser (PCO) or similar (e.g., the in-house team of a congress centre) is engaged to ensure delivery of key aspects of the organisation for the event.

## 5.3 Event Format

The event will be structured accordingly for a hybrid format envisaging both physical and remote participation and interaction. A contingency plan should be included for transformation to a fully virtual event, if the need arises. (See Section 6 for details).

## 5.4 Programme and Scheduling

The meeting programme, while the responsibility of the PC, should include a series of organisational presentations and should be circulated to the founding organisations for feedback and discussion with their executive boards<sup>1</sup> before being made public. Each day should have at least one plenary session for a duration of 90–120 minutes, and scheduling should allow for different plenary presentations, including but not limited to:

- Welcome addresses by local, regional and/or national dignitaries, government representatives, or local hosts. Each address should last a maximum of 10 minutes in duration.
- Plenary keynote sessions, across the conference, with scientific or socio-economic focus of relevance to IDW (approximately two–four across the conference) and each lasting at the very most 45 minutes in total, including a Q&A session.
- Moderated panel sessions with scientific or socio-economic focus of relevance to IDW.
- RDA Business and Outputs plenary session. Recommendation, output, and adoption highlights/demonstrations (the number and duration based on recommendations being showcased at the time of the plenary in question), and an RDA Business report to members from Secretariat, Technical Advisory Board (TAB), and Organisational Advisory Board (OAB), and Council (90 minutes).

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<sup>1</sup> CODATA Executive Committee, RDA Council, WDS Scientific Committee



- CODATA and WDS plenary sessions (90 minutes each; sometimes organised together). Highlighting key initiatives, ISC activities, presentation of awards and short presentations by CODATA Prize winners and WDS Data Stewardship Award winners.
- Future meeting announcements (including biannual RDA plenary meetings) and closing remarks in a final plenary session.

## 5.5 Meeting Structure

Local organisers are encouraged to propose new and innovative structures for IDW meetings, in terms of both in-person and virtual elements.

### 5.5.1 RDA Plenary Meeting Structure

RDA Plenary Meetings are working meetings in which the RDA community advances the work and deliverables of Communities of Practice (CoP), Working and Interest Groups (WGs and IGs), as well as proposes new group ideas through Birds of a Feather (BoF) sessions. Additionally, RDA encourages its groups to organise joint sessions involving two or more existing WGs or IGs to explore synergies and cross-fertilisation. The RDA Plenary Meeting component of IDW is managed directly by the RDA governance bodies; particularly, the RDA Secretariat, Technical Advisory Board (TAB), Regional Advisory Board (RAB) and the Organisational Advisory Board (OAB). RDA breakout session applications are managed directly via the RDA web platform, and the scheduling is directly managed by the Secretariat. Details on the number of sessions and the room requirements are outlined in Section 6.2.

### 5.5.2 SciDataCon Conference Structure

The SciDataCon part of IDW, organised by CODATA and WDS, is a research conference on a wide range of data issues. Session formats vary, covering research papers, practice papers, lightning talks, panels, and interactive sessions. All proposals are peer-reviewed. Participants are invited to submit papers to the CODATA Data Science Journal after the conference.

## 5.6 Poster Areas

Poster sessions for both SciDataCon and RDA (either joint or separate) should be organised within the IDW agenda. At least 100 physical and virtual poster facilities should be made available throughout the event and, for the physical format, be located in a central area; for example, either in a thoroughfare or where catering is served to ensure visibility. An online ePoster platform offering a virtual alternative should also be made available. The founding organisations strongly encourage the local hosts to incorporate the poster session into a social/networking event organised at the conference venue and during the course of IDW.

## 5.7 Exhibition/Demonstration Stands

Facilities for physical and virtual exhibition and/or demonstration stands are welcomed, and can be offered as a benefit to sponsoring organisations or opened up as a call to IDW attendees. Physical stands should be in a central location at the event, and financial remuneration to cover the cost of the setup and facilities may be charged to the exhibitors directly by the local organisers.



## 5.8 Networking Opportunities

Opportunities for all (in-person and online) participants to network in informal and social surroundings must be included in the planning of the event. For those onsite, this includes pre-dinner cocktails, entertainment, dinners, and breakfast meetings, in addition to the tea/coffee and lunch breaks. Online networking options are at the discretion of the local host, examples include virtual cooking, quizzes, local cultural shows, etc.

## 5.9 Participant Communication

IDW will set up a moderated mailing list to communicate with the confirmed (registered and paid) participants in advance of the event. The list is managed by the IDW OC (IDW2025-participants@internationaldataweek.org).

## 6 Venue and Facilities

As outlined in Section 5.3, given the COVID-19 pandemic and the possibility of future travel restrictions, the application should consider and include facilities to host a Hybrid and, if necessary, a fully Virtual event.

### 6.1 Physical Venue

The IDW physical venue should normally have a capacity of between 600 and 800 participants, be in an accessible location that is well-connected to the local transport system, and have an international airport within a short distance that has excellent global connections.

### 6.2 Facilities

#### 6.2.1 Physical Room Stock

As a minimum, the venue should offer facilities for:

- A large plenary (600–800 participants).
- No fewer than 12 parallel breakout meeting rooms of varied sizes (35–50 and 50–150 participants per meeting).
- 3–4 board rooms for 15–25 people.
- A registration area, poster and exhibition/demonstration areas, and catering/networking facilities (as described above). Where possible, venues with central networking areas are strongly preferred since they offer participants an opportunity to meet and interact.
- 3–4 meeting rooms with different capacities (one should host 150 participants) available for 1–2 days before<sup>2</sup> and after the event for the IDW founders to host their management meetings.

Each room should have audio–visual equipment as detailed in Section 6.3.

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<sup>2</sup> Dependent on when is the first day of IDW. For example, Monday and Tuesday for a Wednesday start.

## 6.2.2 Virtual meeting facilities

To guarantee a seamless virtual experience, a professional virtual event platform should be made available with the following facilities and functionalities:

Online Networking facilities including:

- Capacity for 10-12 parallel session
- Capacity for 'breakout rooms' in sessions
- Customizable matchmaking categories
- Filtering for attendees to find and contact other attendees (physically or virtually present)
- Ability for attendees to schedule meetings
- Ability to schedule meeting with multiple attendees
- Ability for attendees to move to different sessions
- Ability for attendees to see who is attending sessions
- Always-on social meeting space for breaks

Content features should include the following functionalities:

- Mobile-device friendly virtual conference platform, including programme and access to virtual meeting rooms
- Schedule, speakers, session descriptions
- Time zone widgets
- Session bookmarks by attendees and speakers
- Sync events with personal calendar
- Identify tracks/themes to sessions
- Interactive tools next to live streamed sessions, for example, live chat, Q&As, polls
- On-demand sessions
- Multiple simultaneous parallel sessions
- Panel discussions
- Speaker website
- Facility to apply an attendance limit to parallel sessions
- Backstage area for speakers to convene
- Embedded content on demand or live video into schedule
- Livestream session, recording and editing of all sessions
- Migration of content to IDW "institutional" website post event

Virtual Poster and Exhibition sessions

- Interactive e-Poster Session with live interaction and Q&A
- Virtual exhibition booths

Sponsor Areas

- Profile pages with ability to add video





- Traffic analytics
- Ability to list representatives
- Ability to schedule meetings
- Interactive chat
- Sponsor ads
- Ability to create breakouts within sessions

#### Customer service & Other

- Single sign on and integrated registration and payment facilities
- Publication of searchable attendee lists (respecting international privacy laws)
- Dedicated service manager
- Availability of technicians and support staff for all live meetings and posters / exhibits throughout the event
- Kickoff call, timeline, promotion
- Project management and task tracking functionality
- Event Branding
- Monitoring of users
- Consent of personal data and ability to link out to privacy policy
- Analytics and data access for organising representatives
- Direct email and multiple (physical vs. virtual) mailing list generation
- Announcement tools (pre, during and post event)

### 6.2.3 CODATA Pre- and Post-IDW Meeting Rooms

CODATA will generally organise a membership meeting and a thematic event. A half-day meeting for the Executive Committee; a meeting of the Data Policy Committee; and an event for early career researchers (ECRs), alumni/helpers/instructors of training events, and data schools are also envisaged. These meetings should be organised both online and with attendees (for hybrid option). The room capacity requirements will not exceed those indicated below for physical attendees.

Meeting	Duration	Approx # of participants	Catering required	Pre-/Post-IDW
<b>CODATA Membership Meeting</b>	One-day	50–70	Morning and afternoon tea/coffee breaks, and lunch; reception	Pre- or post-IDW
<b>CODATA Thematic Meeting</b>	One-day	100	Morning and afternoon tea/coffee breaks, and lunch	Pre- or post-IDW
<b>CODATA ExComm Meeting</b>	Half-day	15	Morning or afternoon tea/coffee as appropriate, and lunch	Preferably post-IDW
<b>Training Activity and Data Schools Meeting</b>	Half-day	30–50	Morning or afternoon tea/coffee as appropriate, and lunch	Pre- or post-IDW

<b>Data Policy Committee</b>	Half-day	10–20	Morning or afternoon tea/coffee as appropriate, and lunch	Pre- or post-IDW
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#### 6.2.4 RDA Pre- and Post-IDW Meeting Rooms

As part of their bid, the local organisers should include the costs for rooms and catering services to cover the following RDA meetings, which are organised before or after IDW. Any other RDA ‘business’ meetings are an integral part of the breakout session programme and are managed by the Secretariat and TAB. These meetings should be organised both online and with attendees (for hybrid option). The room capacity requirements will not exceed those indicated below for physical attendees.

Meeting	Duration	Approx # of participants	Catering required	Pre-/Post-IDW
<b>RDA Council</b>	Up to 1 full day	20–25	Tea/coffee and lunch	Pre-IDW
<b>RDA Funders Forum</b>	4–5 hours	50	Tea/coffee and lunch/reception	Pre-IDW
<b>RDA Secretariat</b>	1 full day	15	Tea/coffee and lunch	Pre- or post-IDW
<b>RDA TAB and WG/IG Chairs</b>	4 hours	100+	Tea/coffee	Pre-IDW
<b>RDA for Newcomers</b>	2–3 hours	100–150	Tea/coffee or cocktail (if feasible)	Pre-IDW
<b>RDA OA and OAB Meeting</b>	2–3 hours	65	Tea/coffee	Post-IDW (usually in the afternoon, directly after the event finishes)
<b>RDA TAB Debrief</b>	4 hours	20	Lunch and tea/coffee	Post-IDW (usually in the afternoon, directly after the event finishes)

#### 6.2.5 WDS Pre- and Post-IDW Meeting Rooms

As part of their bid, the local organisers should include the costs for rooms and facilities to cover the below meetings. It is hoped, but not a prerequisite, that catering be covered for them both. In particular, WDS may cover the catering costs for its Scientific Committee Meeting.

WDS expects to also organise an Early Career Researcher (ECR) Social Event during IDW. Again, the room and facilities costs for this event should be covered by the local hosts. However, the catering costs could potentially be borne by WDS. These meetings should be organised both online and with attendees (for Hybrid option). The room capacity requirements will not exceed those indicated below for physical attendees.

Meeting	Duration	Approx # of participants	Catering required	Pre-/Post-IDW
<b>WDS International Data Repositories Day</b>	Up to one full day	100	Morning and afternoon	Ideally pre-IDW.



			tea/coffee breaks, and lunch	
<b>WDS Scientific Committee Meeting</b>	Two full days	20	Morning and afternoon tea/coffee breaks, and lunch	Ideally post-IDW (it should be opposite to Data Repositories Day)

### 6.2.6 Third Party Co-located Events

In addition to side events convened by the founding organisations, third-party co-located events are an important feature of IDW and are valued by the community and partner organisations. Co-located events should be of direct relevance to IDW, and all co-located events should be discussed and approved by the OC before official acceptance. Priority will be given to relevant applications from the hosting organisations, and to the founding organisations and affiliates. Such events are not core to this proposal, but should be facilitated by the venue and local organisers as financially and organisationally separate activities with their own independent financing and budget. They should occur before and after, but not during, IDW. These events should also have a hybrid and fully virtual option.

### 6.2.7 Catering

The hosts should, as a minimum requirement, for physical attendees, factor in morning and afternoon tea/coffee breaks, lunches for each day of IDW, and at least one social event (cocktail or dinner according to budget possibilities). Desirable additional catering services are: breakfast, all-day tea/coffee and water stations, and further networking options (cocktails, dinners, parties, etc.).

Participants will be invited during registration to indicate any special dietary requirements (e.g., vegetarian, vegan, gluten-free, lactose-free, nut allergies, halal, kosher, etc.), and local caterers will be provided with a list of these dietary requirements. A method for managing the catering is essential to ensure those making clear their requirements are served correctly. It is recommended that special dietary requirement stations or distribution points during the catering should be set up. Ideally, all ingredients should be clearly listed beside the food being served. At a minimum, it should be listed as to whether catering options are suitable for specific diets.

### 6.2.8 Social Dinner and Networking Reception

Local organisers should arrange the social ‘dinner’ and reception, and both events must be able to accommodate all onsite participants. Fees to subsidise the cost of organising the social events may be charged in addition to the registration fee (Section 11.1.5). Where possible, the social ‘dinner’ should be a networking event during which people can mingle. In this regard, a buffet or semi-seated setup is encouraged.

### 6.2.9 Accessibility

All venues should cater for participants with reduced mobility; especially, those requiring wheelchair access. Any eventual caveats to smooth accessibility (use of different access points, limitation on meeting room



access, etc.) should be communicated to the IDW OC in order to facilitate access to participants with reduced mobility.

## 6.3 Capacity for Hybrid Format and Remote Participation, Audio-Visual Support

### 6.3.1 Audio–visual Equipment

The plenary room must be equipped with a projector, large screens, a sound system for up to eight speakers on a panel, a lectern equipped with microphone, a laptop and laser pointer, and wireless microphones. Parallel breakout rooms must be equipped with projectors, screens, and sound systems as needed and according to the size of the room. All rooms should be broadcasting to the online virtual event platform and facilities for interactive participation of both physical and virtual attendees should be available.

### 6.3.2 Remote Participation Specifications

**The remote participation should be configured in such a way that it does not interfere with the IDW event WiFi network (Section 6.4).**

Local organisers must facilitate the remote participation of attendees to the parallel IDW sessions. An appropriate online meeting platform, as outlined in section 6.2.2, should be made available. From an audio viewpoint, all sessions should be linked directly to the audio system such that the quality is clear. All speakers and participants should have access to a microphone when they speak to ensure virtual attendees are involved and receive clear audio.

The local organisers must ensure that the following equipment is available in the physical meeting rooms to provide as interactive, immersive, and user-friendly virtual experience as possible:

- A laptop/personal computer from which the session can be broadcast by the physical participants.
- Screens broadcasting the virtual platform meeting attendees and their interactive tools
- Laptop / computer for physical speaker presentation
- An audio–visual system to which the broadcasting laptop/personal computer can be connected offering excellent audio quality.
- Hands-free microphones for speakers and participants to use at all times.
- A well-positioned video camera that captures the meeting room and the participants.

## 6.4 WiFi

A stable, reliable, and robust Internet service is required. It should have multiple access points, be able to support at least two devices per participant, and coverage should be throughout **all** conference facilities/venues.

### 6.4.1 Basic technical assumptions<sup>3</sup>

The number of physical attendees/participants at IDW is estimated to be 600-800. It is very common nowadays that the number of wireless devices is not one-to-one; that is, one wireless device for one

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<sup>3</sup> Source: GRNET S.A.



individual. In most cases, there are three wireless devices per participant: one primary device, such as netbook or laptop; one tablet; and one smartphone (iPhone, Android-based, Windows OS, etc.).

It is anticipated that not all participants will carry three devices, but the majority will carry at least two. These assumptions raise the number of distinct wireless devices distinguished by different MAC addresses to approximately 2400 devices (i.e., 800 x 3). Out of this potential number of 2400 wireless devices, 70%–80% of users are estimated to have their WiFi switched on, and no more than 50% of these devices will be active at the same time (smartphones usually have a timeout for their wireless after which they shutdown). Therefore:

$800 \text{ attendees} * 3 \text{ Wireless Devices/attendee} = 2400 * 0.75 = 1800 * 0.5 = \text{c.}900 \text{ concurrent devices.}$

The requirement for the Minimum Acceptable per Connection Bandwidth (BW) is 1 Mbps per device; therefore, 0.9 Gbps will be the total bandwidth consumed if all connected devices are consuming the bandwidth simultaneously. In addition to this bandwidth, we should add an extra 100 Mbps of traffic generated by specific exhibitors that will be sharing hidden SSID(s). In general, the wireless devices will be ‘scattered’ in the venue.

Assuming a mixed pattern of 802.11g and 802.11a clients, a cell yields an aggregate throughput of 25 Mbps of bandwidth per radio approximately. As each of the Access Points used will support dual radios, a number of 40 devices per AP will be supported for the average aggregate 1 Mbps per client throughput. Taking under consideration the fact that frequency reuse will be active, the number of concurrent devices in a given location will be multiplied by the number of APs deployed in the specific location.

For each WiFi cell that will be created, the following stands true:

- All cells will be mixed service cells, as they will be servicing both 11n clients and legacy 11a/g clients. This mixture is not optimal, but it is the only way to serve both legacy devices and 11n devices together.
- In the same way, 11b client devices will not be supported since the throughput will suffer significantly with the presence of old 11b clients.
- For 11n clients, the channel bandwidth will be kept to 20 MHz instead of 40 MHz in order to be able to reuse more WiFi channels in both the 2.4 GHz and the 5 GHz band.

## 6.5 Power

Multiple power points and charging stations should be available in all meeting rooms, networking areas, and plenary session facilities. Provision of power boards and extension leads is highly recommended.

## 7 Branding, Communications, and Media

All communication relating to the event should give primary visibility to the IDW brand, with the *support of and co-organisation by* other organisations. Communications should clearly indicate all organisers and supporters. Communications about IDW must include the IDW logo; the founding organisations’ logos (CODATA, RDA, and WDS); and links to the IDW, SciDataCon, and RDA websites.



## 7.1 Branded Material

IDW co-branded material (banners, signage, etc.) should be included as part of the meeting budget.

RDA, CODATA, and WDS will each supply their own branded material (pop-up/roll-up banners, flyers, posters, etc.) to be used at the event venue. Support and contributions on the promotional texts, articles, and news pieces will be provided by the respective secretariats.

## 7.2 Event Branding

The founding organisations will support the local organisers in defining a brand image for each IDW to be used in all promotional materials leading up to and during the event. This includes a logo, PowerPoint template, flyer, and poster design. The design should be included on all platforms used for virtual components, and on the badges, programme, and any other material produced for distribution at the event or displayed online.

## 7.3 Delegate Packs

Local organisers should cover the costs of documentation for onsite delegates, including badges, lanyards, and hand-outs. To keep paper to a minimum, IDW events provide a badge, holder, lanyard, and printed programme outline (supplied in the badge) to each delegate, and the costs for these should be covered in the budget. Local organisers are free to provide delegate bags, notepads, pens, USB keys, and other items that are sponsored directly or paid for from surplus budget. The cost of these items should not be included in the event budget. Virtual delegate packages that include sponsor, exhibition, programme and poster materials are welcomed, but care should be taken to ensure that the contents of delegate bags are ethical, environmentally friendly and useful, rather than throwaway items.

## 7.4 Other Documents

Documents for the chairs of the plenary sessions—including the speaker line-up, presentation details, bios, and other relevant information—should be prepared and distributed to the plenary chairs in electronic form prior to the event and in paper form at the start of the event.

## 7.5 Signage

Posters, logos, lectern signs, parallel session room signs, name plates for plenary speakers, daily programme signs, posters, and so on, should be produced by the local organizers. All signage should be of adequate size and visibility in the venue and on the online platform.

## 7.6 Press and Media Partnerships

Local organisers are encouraged to arrange partnerships with local, national, and international press and media to cover the event. Press packs and press conferences can be organised in close collaboration with the IDW PC. Press briefings and releases are prepared by the OC.

## 7.7 Social Media

Dynamic and innovative ways of leveraging on social media coverage of the event is encouraged; for example Twitter walls, slideshare presentations, and social media curation. Engagement with local





universities or colleges having Social Media study programmes is a good way to identify volunteers to work on this activity as part of their course work.

- IDW social media accounts will be managed by the IDW OC and communications staff.
- CODATA, RDA, and WDS have their own social media accounts that are managed directly by their respective communications staff.

## 7.8 Communications

A detailed communication plan should be designed and managed by the OC in collaboration with the local organisers and sponsors (where relevant). The communication plan should include both global and local actions to ensure broad dissemination and coverage of the event and its goals.

## 8 Registration Process and Finances

**The local organisers accept complete financial responsibility for the event costs.** Costs are offset by partnerships with pertinent local organisations, registration fees, and by sponsorship. The IDW founding organisations will provide organisational support, mainly through their PC and OC representatives. For the purposes of tracking, analysis, and future planning, the founding organisations should have access to the overall budget file and the final version should be provided post-IDW for their records.

### 8.1 Memorandum of Understanding and Financial Responsibility

The local organisers behind the winning bid will be required to sign a Memorandum of Understanding (MoU) with the founding organisations. **The MoU will specify that sole financial responsibility is taken by the local organisations for IDW.** The founding organisations undertake to make all best efforts to raise sponsorship, assist in obtaining governmental support, and promote the event. **However, they will not financially underwrite any shortfall in the event budget.**

### 8.2 IDW Registration Database

To facilitate the management of the event and of registration fee tracking, the founding organisations of IDW must abide by certain data privacy conditions under the General Data Protection Regulation. When people register to the event, the use and management of their contact details must be clear and respect GDPR and local legislation. Therefore, IDW committees must agree to **not**

- Reuse circulated contact details for activities other than those consented to at the time of registration.
- Share the database with others outside of the committees, even if they are affiliated to the founding or host organizations.

The participant list—including names, surnames, organisations, and countries—is published on the IDW web platform once 100+ registrations is reached, and can be used as a reference for providing information on participants.



### 8.3 Registration Fees

Conference costs should be covered by a combination of registration fees, sponsorship, and support from the local organisations, government, and so on. **It is a significant responsibility of the local organiser and partners to obtain governmental and sponsorship support.**

Registration fees should be set at a rate that the market can bear and that is appropriate for the community. The founding organisations suggest that a base registration fee in the range of 500–800 EUR is appropriate for onsite participants, and 150–250 EUR for online participants. There should be a reduction for participants from Low and Middle Income Countries (LMICs) and for students (Sections 8.2.1 and 8.2.2). A late registration fee (no earlier than four weeks before the event) increase of up to 25% of the Early Bird rate, and an ‘on the day’ registration fee increase of up to 60% of the Early Bird rate for those joining once the event has started, may be charged to cover extra administrative costs.

A cancellation policy should be clearly defined and implemented when registration is launched, with the terms of the policy agreed upon in advance with the founding organisations. Local organisers may, if deemed suitable, charge an extra fee to cover the social reception/dinner costs (Section 8.2.7).

#### 8.3.1 Eventual LMIC Registration Fees

Local organisers are encouraged to offer reduced registration fees for LMIC participants where possible. The reference for LMICs is World Bank Data<sup>4</sup>.

#### 8.3.2 Eventual Student Registration Fees

Criteria for student fee eligibility should be defined, and the relevant documentation should be described and requested upon registration to ensure valid applications.

#### 8.3.3 Eventual Remote Participation Fee

Facilitation of remote participation has become increasingly important, even before the COVID-19 pandemic. In particular, the different locations of IDW events require a significant proportion of potential attendees to travel long distances, and the environmental impacts of such travel is increasingly becoming a deterrent. There are furthermore financial limitations on many potential attendees. The technical requirements outlined in Section 6.3 that enable the event to offer a professional, interactive experience should be covered by charging a registration fee for remote (online) participants. Depending on the freedom to travel at the time of IDW 2025, it is suggested to offer those choosing remote participation the option to ‘upgrade’ to onsite participation. This may reduce the need for partial refunds should circumstances change.

#### 8.3.4 Special Fee Participants

The founding organisations have agreements with some of their members and funders for discounted and advantageous registration fees. These agreements will be recognised, and the cost for discounts and waivers taken into account in the IDW budget.

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<sup>4</sup> <https://datahelpdesk.worldbank.org/knowledgebase/articles/906519-world-bank-country-and-lending-groups>





RDA Organisational Members<sup>5</sup> are entitled to pay the Early Bird registration fee up to and including ‘on the day’ registration. CODATA has agreements with Institutional Members and funders for advantageous or waived conference fees.

### 8.3.5 Non-paying Participants

All participants, including local organisers and the staff of the founding organisations, are expected to pay the registration fee. A series of non-paying participants (i.e., having free registration and dinner) should be factored in, and can include:

- European Commission and other governmental staff.
- Dignitaries and keynote presenters for plenary sessions.
- Press and media representatives; only upon a clear agreement about the media coverage of the event and tangible outputs.
- Student and other volunteers supporting both online and onsite logistics.
- Other participants at the discretion of the local organisers.

### 8.3.6 Liaising on Registration Fees

Before their definition and publication, registration fees and deadlines should be clearly transmitted to the IDW OC, who will interface directly for any eventual negotiation and will provide a final agreement in writing.

### 8.3.7 Social Event Financial Contribution

A further financial contribution to the cost of attending the social event (dinner) can be requested to avoid no-shows and waste (i.e., food and drink not consumed). This fee may be increased for those registering onsite to cover additional administrative costs. Local organisers should identify a process for validating and checking social dinner guests and should clearly indicate on event signage (dinner tickets, guest list, etc.) how the validation process will take place. The table below gives a suggestion on possible social dinner costs.

Social Dinner contribution	Online fee	Onsite Fee
Participants	35.00 EUR	70.00 EUR
Accompanying guests	45.00 EUR	80.00 EUR

## 8.4 Registration Fee Payment Gateways

As part of the integrated, virtual event platform, local organisers should set up appropriate and secure online payment channels. Participants should be made aware that they need to register on this (or any other external) site separately, but that it provides a secure payment system. Participants should be able to pay by **bank transfer, credit card, and paypal**. Note that the local organisers should clearly define the commission costs for online fee payment and either factor them in to the overall registration fee or **clearly** indicate them on the registration page **before** payment. A currency converter link should be included to facilitate participants’ understanding of the costs in their own currency.

<sup>5</sup> <https://www.rd-alliance.org/get-involved/organisational-membership/rda-organisational-affiliate-members>



In the event that the payment gateway is separate, the personal details requested should be sufficient to match a participant's registration with their payment, but the main information on participation (events, contact details, etc.) must be on the IDW virtual event platform

## 8.5 Invoices/Receipts

Local organisers are required to provide individual invoices/receipts for registration fees.

## 8.6 Certification of Attendance

Local organisers are required to provide attendance certificates for participants. To minimise administrative overhead, these should be issued only upon direct request by the participant in question.

## 8.7 Profit and Loss

Careful financial planning is necessary to avoid profit-and-loss scenarios. Where possible, excess budget should be used to offer increased onsite services in terms of technical support, catering, social events, event giveaways, and so on. **The IDW founding organisations and their affiliates do not take any financial responsibility for the IDW event organisation.**

## 8.8 Sponsors

Sponsorship of IDW meetings is welcomed, but must be agreed with the OC in all cases, and **particularly in the case of commercial organisations**. Visibility at the event and in advance is allowed, but should be agreed with OC before publication. The sponsorship package developed by local organisers should outline distinct levels of visibility and corresponding financial (or other) contributions, and should factor in what is offered both online and at the venue.

## 9 Local Staff Support

Many different types of 'on the ground' support are required at IDW:

- Registration staff. Local organisers should secure 3–4 staff to manage the registration desks at peak times (opening day and mornings).
- Parallel session staff. Manage door sign changes and parallel session participant lists, and support/interacting with sessions chairs.
- Social media coverage. Local social media students to write press articles, generate blogs, curate social media, and so on.
- Technical support. The venue should provide sufficient and seamless, on-demand technical and audio-visual support at the event.
- Internet/WiFi. An official representative of the Internet provider should be available onsite at all times during IDW, and in particular during the first day.

Local organisers are strongly encouraged to engage with local/national universities and institutions to seek student volunteers enrolled in relevant courses (data science, computer science, IT, etc.) to provide support during the event.



## 10 Other

### 10.1 Accommodation

All onsite IDW participants will pay their own travel and subsistence. Local organisers should facilitate the identification of accommodation close to, or within a reasonable distance of, the venue and should offer a range of different hotel categories. Local organisers may manage accommodation requests directly or through a local agency, the costs of which should not be included in the event budget.

### 10.2 Photographer

A photographer covering the onsite dignitaries, plenary sessions, and networking events should be engaged and should provide digital copies of the photographs to the organisers. All organisers should have full access and usage rights to these photographs, clearly referencing the photographer in all cases.

### 10.3 Visibility Opportunities for Attendees

Opportunities such as poster sessions, material distribution, elevator pitches, and so on, should be organised, both onsite and virtually, as much as possible. Different types of participants (e.g., ECRs) should be offered visibility to showcase their activities to other attendees.

## 11 Bid Submission

Bids, in electronic editable format and **not exceeding 15 pages**, should be provided using the template below by email to **all** of the IDW founding organisation representatives listed below:

- Simon Hodson, CODATA Executive Director - [simon@codata.org](mailto:simon@codata.org)
- Hilary Hanahoe, RDA Secretary General - [hilary.hanahoe@rda-foundation.org](mailto:hilary.hanahoe@rda-foundation.org)
- Bonnie Carroll, Interim WDS Executive Director - [WDS-IPO-ED@utk.edu](mailto:WDS-IPO-ED@utk.edu)

### 11.1 Criteria for Bid Evaluation

Each bid will be evaluated by at least three evaluators, representing the founding organisations. Criteria are based on the following six categories and weighted according to the table below.

Category	Weight	Criteria considered
1. Host Organisation and Partnership	20%	<ul style="list-style-type: none"><li>• <i>Capacity for hosting and promoting a major international event.</i></li><li>• <i>Strong partnership of organisations.</i></li><li>• <i>Dedicated effort to the event.</i></li><li>• <i>Government commitment and means of engaging dignitaries.</i></li></ul>
2. Location and Dates	10%	<ul style="list-style-type: none"><li>• <i>Proposed dates are feasible and within timeframe in call.</i></li><li>• <i>Location will benefit IDW and contribute to the success of the event.</i></li></ul>

3. Venue and Facilities	15%	<ul style="list-style-type: none"> <li>• Capacity to host between 600-800 onsite delegates.</li> <li>• Availability of at least 12 breakout rooms, an auditorium for 600-800 people or an alternative, and networking areas for posters and catering.</li> <li>• Provision of adequate wifi and technical support, including a detailed hybridization plan.</li> <li>• Venue accessibility: local transport, international airport connections, onsite reduced mobility access.</li> <li>• Accommodation options: reasonable hotels within a short distance.</li> </ul>
4. Virtual Event Platform	10%	<ul style="list-style-type: none"> <li>• Innovative and comprehensive virtual platform</li> <li>• Coverage of functionalities and facilities (as per 6.2.2)</li> </ul>
5. Programme	15%	<ul style="list-style-type: none"> <li>• Compelling programme.</li> <li>• Strong suggestions for Programme Committee.</li> <li>• Distinctive and exciting suggestions for plenary sessions or other activities.</li> </ul>
6. Financial Package and Support	15%	<ul style="list-style-type: none"> <li>• Clear statement of financial responsibility.</li> <li>• Reasonable overall costs and proposed registration fee.</li> <li>• Range of potential sponsors included; government and local host support.</li> </ul>
7. Media Plan	5%	<ul style="list-style-type: none"> <li>• Quality and reach of media plan.</li> <li>• Effective and innovative plan to promote the event.</li> </ul>
8. Impact and Legacy Plan	10%	<ul style="list-style-type: none"> <li>• Compelling plan for impact and ongoing legacy of the event.</li> <li>• Indication of concrete and feasible follow-up activities.</li> <li>• Potential to acquire new community members, to extend and reinforce the participating community and the reach of the founding organisations.</li> <li>• How the host city/region will benefit from the event; particularly in terms of data, Open Science, and related issues.</li> </ul>

## Template for Proposal

Bids should include the following sections and details.

### 1. Host Organisation and Partnership Details

Names, affiliations, and email contact information for the main organisers. Please also describe the host organisation, the partnership supporting the bid, and the capacity of this partnership for hosting and promoting a major international event (including dedicated effort). It will be important to provide evidence of the support of stakeholders in the data community (research organisations, data stewardship and data science organisations, research policy and government, etc.). The bid should clearly describe and quantify the nature of government commitment to the event (and whether this is from city, regional or national bodies).

### 2. Location and Dates

Details of the proposed location(s) and a set of suggested dates. The bid should make clear how the distinct attributes of the location will benefit the objectives of International Data Week and enhance the success of the event.

### 3. Venue and Facilities

A detailed description of the venue(s) proposed, outlining the facilities in terms of:

- Delegate capacity.
- Meeting rooms available.
- Plenary room capacity.
- Networking areas.
- WiFi capacity.
- Catering facilities.
- Audio–visual equipment.
- Accessibility (local transport, international airport connections, onsite reduced mobility access).
- Accommodation.

### 4. Virtual Event Platform

A draft outline of the virtual platform and the proposed functionalities, taking into consideration the details outlined in section 6.2.2.

### 5. Programme

A draft outline of the schedule for the IDW event, including proposed dates, start and end times, plenary and parallel session timings, and proposed networking events. Hosts may already suggest names and candidates for the OC at this stage. Suggestions for distinctive plenary sessions, including local policymakers, researchers, industry, or civil society organisations will be welcome.



## 6. Financial Package and Support

A draft budget, including eventual sponsorships; local, national, regional financial support; and the proposed registration fee and eventual excess cost estimates to be covered. Details on the payment gateway and any related costs should be outlined in this section. **Bids must provide a clear statement to take ultimate financial responsibility for the event.**

## 7. Media Plan

A brief outline of local, national, regional, and international plans for publicising the event.

## 8. Impact and Legacy Plan

The bid should include a compelling plan for impact and enduring legacy from the event. Indications of follow-up events and initiatives are encouraged. The proposal should make clear how this plan will contribute to the missions and objectives of the founding organisations (new or enhanced membership, engagement) and how data and Open Science issues in the host city/region/nation will benefit from hosting International Data Week.