

HEART Organisation Proposal

Please fill in the form below, and send to the HEART steering committee,

heart-sc@lila.cs.tsukuba.ac.jp.

Proposal overview	
Proposer & Organization	
Venue	
Suggested dates (or year & days)	
Targeted registration numbers (Including number of full paying attendees and student attendees)	
Any special theme of the conference?	
Suggested Senior Management Team (include General Chair and Vice-Chairs, Technical Committee Chair and Vice Chairs, Finance Chair, and Conference Secretary)	
State any previous conference organisation experience you & your suggested senior management team have	
Tell us, succinctly, why we should accept your proposal	
Details (Please fill as much as you can)	
Targeted Overall Budget (Please provide a breakdown e.g. venue rental, food, keynote invitations etc.)	
Targeted Registration Fees (include full early bird, full late registration, student early bird, and student late registration fees)	
Any suggested flagship keynote speakers?	
Any suggested special sessions and tutorials?	
Any suggested events, such as a design contest and a panel session?	
What conference management tool e.g. easychair, do you plan to use? Why?	

Note: If successful, you will need to attend at least the last HEART symposium before your planned one to coordinate with previous the HEART organisation committee and make the necessary announcement.