

VLDB ANNUAL CONFERENCE

Principles, Policies and Guidelines

VLDB Endowment

August 26, 2019

Based on previous versions 1984, 1988, 1991, 1995, 1997, 1998, 1999, 2012, 2018

Approved by VLDB Endowment, Inc. Board of Trustees Aug 26, 2019
with modifications as approved in that meeting

1. THE VLDB CONFERENCE

The International Conference on Very Large Databases (individually, referred to as the “VLDB Conference”) is probably the most renowned annual international event in the database area. The series of the VLDB Conference is governed by the VLDB Endowment, Inc. (referred to as the “Endowment”), which acts as the steering committee, by accepting conference proposals and supervising the organization and planning of the VLDB Conference according to these Principles, Policies and Guidelines (the “Guidelines”).

The official title of a VLDB Conference is "[N]th International Conference on Very Large Data Bases", and may be abbreviated to "VLDB 20xx", where xx is the year of the conference.

The VLDB Conference Web site and materials should mention the Endowment (with its logo). The VLDB Conference Web site should be maintained at <http://www.vldb.org/20xx>.

2. CONFERENCE DATE

The VLDB Conference date normally should fall around September 15th, give or take one month, of each year. The VLDB Conference date, proposed by the conference organizers, must be approved by the Endowment’s Board of Trustees, and any proposals for changing the date also must be approved by the Board of Trustees.

All reasonable efforts should be made to avoid major religious holidays during this period. In particular, two Jewish holidays - Rosh Hashanah and Yom Kippur - occur at varying times in September and should be taken into account when selecting a proposed conference date.

3. CONFERENCE LOCATION

The VLDB Conference site should rotate among all continents and countries of the world. The Board of Trustees tries to coordinate the choice of continent with the location of other major database conferences (but this has become more complex recently). In considering a location, the conference organizers should assess whether the location would support a successful conference of the same quality as past VLDB conferences, as well as the cost and convenience of participants traveling to the location. Moreover, the conference organizers must confirm that the host country does not impose any restrictions on attendee's participation at the VLDB Conference and must provide information regarding ground transportation, lodging recommendations, and general travel and safety particular to the country as appropriate to conference attendees.

4. CONFERENCE PROPOSALS, SUBMISSION AND DECISION

The Board of Trustees is responsible for encouraging and fostering proposals and making decisions on all submitted proposals. A proposal of a VLDB Conference can be made by any person or a group of persons and shall be made to the President of the Endowment, possibly through one of the Endowment's Trustees (a "Trustee").

The decision to accept a VLDB Conference proposal is made at the meeting of the Board of Trustees held in conjunction with the VLDB Conference at least two or (preferably) three years before the date of the proposed VLDB Conference. The proposals should be sent to the President of the Endowment, in electronic form, before the Board of Trustees meeting in which the decision is to be made, sufficiently in advance to allow the Board of Trustees adequate time to review the proposals.

5. PROPOSAL CONTENTS

A proposal should contain:

- (1) Location of the VLDB Conference (including a discussion of motivation and its accessibility).
The proposal should discuss the suitability of the location, in terms of logistics and the ability to achieve good participation.
- (2) Tentative date – the proposal should include some flexibility on the date and year if possible.
The Board of Trustees tries to have a balance of conferences in different regions of the world and may recommend changing the proposed date.
- (3) A tentative proposal of key conference officials, with their general background, suitability for the task, and their experience, in particular with previous VLDB conferences. Proposers should avoid making commitments to anyone on conference positions before discussions with

the President of the VLDB Endowment. The Board of Trustees would like to provide input on the team and will likely suggest individuals to include as conference organizers.

- (4) Projected number of attendees by region, based on previous conferences held in the same area.
- (5) Sponsors and supporters (committed or potential).
- (6) Preliminary budget (see Section 9 below).
- (7) Projected costs for participants (including registration fee, hotel and travel). Please include regular registration and student registration. The Board of Trustees prefers a low fee for student registration to encourage more student participation in the conferences.
- (8) Anticipated problem areas and possible solutions (e.g., travel restrictions, economic conditions, logistics, security, etc.).

Proposers are encouraged to consult with Trustees and especially those on the Conference Executive Committee during the preparation of their proposals.

6. CONFERENCE OFFICERS AND COMMITTEES

General Chair(s)

Upon approval of a conference proposal, the President of the Endowment will appoint the General Conference Chair (referred to as the “General Chair”). The General Chair leads the overall team of officers and has overall responsibility for all VLDB Conference matters. As such, he/she/they report(s) directly to the Board of Trustees through the President of the Endowment or designee on the planning, progress, operation and final results of the VLDB Conference. In particular, the General Chair is responsible for planning and control of the overall budget, the organizational milestones and financial matters of the VLDB Conference, as described in the Acknowledgement of the General Chair attached as Appendix I. For this reason, the General Chair should have a major role in obtaining support of the VLDB Conference from sponsors and local organizations.

NOTE: The General Chair will not have authority to enter into any contract or otherwise make any commitment on behalf of the Endowment; only the President, Vice President and Treasurer of the Endowment are authorized to sign contracts on behalf of the Endowment. In any contract for services provided by a VLDB Conference vendor, the General Chair should seek to limit the Endowment’s financial liability to \$25,000. However, the Endowment may accept financial liability up to \$200,000 for unforeseen extraordinary events (e.g., cancellation of the VLDB Conference).

Further, the General Chair will need to manage financial commitments for the VLDB Conference and expected funding from sponsors. Sponsorship funding is a significant source of financial support for the

VLDB Conference and, accordingly, efforts should be made to have payment obligations under hotel and vendor contracts and other financial commitments coincide with the receipt of sponsorship funds. At each meeting of the Board of Trustees, the General Chair will report on all contracts and financial commitments made on behalf of the Endowment to date.

***NOTE: The President of the Endowment, one additional member of the Board of Trustees, and the General Chair will sign the Acknowledgement of General Conference Chair in the form attached in Appendix I.**

The General Chair appoints the General Program Committee Chair (referred to as the “General PC Chair”) (after consultation with the Board of Trustees) and is responsible for a close collaboration with the General PC Chair and the other major technical officers responsible for the technical program.

Endowment Liaison

The President will also appoint a Liaison of the VLDB Endowment for a Conference Proposal. The Endowment Liaison acts as a bridge between the Conference Organization Committee and the Board of Trustees at the operational level. In this capacity, the Endowment Liaison will in particular:

- Advise the Conference Organization Committee on all matters concerning the VLDB Conference;
- Be the single point of contact between the Conference Organization Committee and the Board of Trustees;
- Work with the General Chair to set up all necessary procedures, in particular resolve financial issues satisfactorily;
- Arrange collaboration with the Endowment Treasurer to ensure that the bookkeeping procedure satisfies the regulations with which the Endowment is required to comply; and
- Assume additional responsibility as agreed with the General Chair.

The Endowment Liaison should be a person knowledgeable in organizing a VLDB Conference and in the Endowment's operations. The Endowment Liaison should work closely with the General Chair to be familiar with the VLDB Conference's operation, and the advice provided should be strongly heeded.

Organization Committee Chair

The Organization Committee Chair is responsible for all matters to ensure the smooth running of the VLDB Conference, and reports directly to the General Chair. Responsibilities include:

- Managing all local arrangements;
- Overall coordination of publicity and technical support (e.g., creation and distribution of the call-for-papers and call for participation);

- Social program;
- Registration; and
- Day-to-day operation of the VLDB Conference.

The VLDB Conference committees and the key officials should reflect the international nature of the Endowment and its high standards; it should reflect the diversity of the Endowment's community and draw broadly from multiple regions of the world. At the same time, the local database community should be involved as appropriate. Committee members can be added or removed as needed. The following are representative positions within the committees that have been successfully deployed in past conferences.

A. Conference Organization Committee

The Conference Organization Committee comprises the representatives for all functions critical or necessary to the successful operation of the VLDB Conference. The Conference Organization Committee is under the supervision of the General Chair, sometimes under his/her direct coordination or with a specific chairperson. The following members are suggested:

- **One or two General Chairs.** It is recommended that the same individuals are not appointed multiple times in this role.
- **VLDB Endowment Liaison**
- **National Database (or Computer) Society Liaison** (if locally meaningful)
- **Sponsorship Chair** (three in 2017, two in 2016, three in 2015). It may be a good practice to have three sponsorship chairs, one for each of the geographic regions Americas, Europa, and Asia.
- **Organization Committee Chair** (or Local Organization Chair)
- **Local Arrangements Chair** (can be the same as the previous one)
- **Exhibition Chair**
- **Workshop Arrangements Chair**
- **Treasurer**
- **Registration Chair**
- **Webmaster, Program Booklet Coordinator, Publicity chair.** These roles could be assumed by one or multiple persons. (Note that the program booklet coordinator will have to work closely with the Proceedings Chair)

***NOTE: Each member of the Conference Organization Committee will be required to sign an Acknowledgement, in the form attached as Appendix II, that he/she has read and understands these Guidelines and agrees to abide by them.**

The VLDB Conference requires a lot of effort and so a large team with many different roles should be considered. While some flexibility is always needed, it is important that the roles are well-defined. The structure of these teams may differ, and many forms have been used. Here, we describe the major roles that have been used in recent years (often with one or more people serving in each role). We also list additional roles used in past VLDB conferences. The General Chair may appoint a Conference Executive Committee made up of external advisors and/or of officials from the VLDB Conference.

B. Conference Technical Committee

The following members are suggested (for most roles it is possible to have two or more persons, recent numbers are mentioned):

- **General PC Chairs.** The General PC Chairs are also Editor in Chief (EiC) of a corresponding volume of PVLDB (For information on PVLDB, see <http://vldb.org/pvldb/>).
- As **EiC of PVLDB**, the General PC Chair will appoint and work with Associate Editors for the corresponding volume of PVLDB. (fourteen in 2017, fourteen in 2016, nine in 2015, twelve in 2014, fourteen in 2013, six in 2012, three in 2011). One or more of these Associate Editors could be identified as being responsible for special topics or tracks that have “broadening mandate”, with the idea of fostering a specific trend in our field. The EiC will appoint a Review Board to perform reviews of submitted papers. The Associate Editors have also been called Area “Chairs” and the Review Board is also called the “Program Committee” or “PC”.
- All **other technical positions** (possibly including the following) should be appointed by and report to the General PC Chair:
 - **Industrial, Application and Experience Program Chair** (three in 2017, three in 2016, three in 2015, three in 2014, two in 2013, three in 2012, two in 2011, one in 2010, two in 2009)
 - **Demonstration Chair** (three in 2017, three in 2016, three in 2015, three in 2014, two in 2013, three in 2012, two in 2011, four in 2010, three in 2009)
 - **PhD Workshop Chair** (three in 2017, three in 2016, one in 2015, two in 2014, three in 2013, three in 2012, one in 2011, three in 2010, two in 2009)
 - **Workshop Chair or Coordinator** (two in 2017, two in 2016, one in 2015, two in 2014, three in 2013, three in 2012, two in 2011, three in 2010, two in 2009); responsible for selecting workshops; see section on Workshops below
 - **Panel Chair** (two in 2017, two in 2016, one in 2015, three in 2014, three in 2013, three in 2012, none in 2011, two in 2010, three in 2009)
 - **Tutorial Chair** (two in 2017, three in 2016, two in 2015, three in 2014, three in 2013, three in 2012, two in 2011, two in 2010, in 2009)

- **Proceedings Chair** (two in 2017, two in 2016, two in 2015, two in 2014, one in 2013, two in 2012, one in 2011, two in 2010, one in 2009)

The program committee for research papers is the Review Board of PVLDB discussed above. If a PC Chair or the Board of Trustees decide on a novel special broadening topic (e.g., user studies, societal impact), there could be specific associate editors assigned to this topic, in order to accompany and shape the broadening process. For established and recurring special paper types, such as Experiments and Analysis papers, Innovative Systems papers or Vision papers, the PC chair may forego designated AEs and have authors tag these papers during submission to the research track (e.g., with a special category in CMT). During reviewing, the PC Chair could alert the assigned AE to have these special topic papers reviewed with special yardsticks as required by each paper type, and the AE communicates this information to the reviewers. In particular, the reviewing and assessment for these special types of papers differs from regular research papers (e.g, novelty in an experiments and analysis paper is defined not by a new algorithm, but by new insights derived from thorough analysis of existing methods or systems. Similarly, novelty of an innovative system is defined according to how the systems engineering challenges are addressed in a novel way, how the architecture constitutes novelty, etc.). Example messages regarding these paper types and special yardsticks for reviewing can be found in Appendix IX.

Identical to the committees for the research track, the Program Committees for each of the other tracks (Industrial, Application and Experience Program; PhD Workshop; Demonstration), should have variety in geographical origin, seniority, specialty, and gender. The sizes of these Program Committees should be chosen to allow for a homogeneous evaluation and a reasonable load (based on expected submission numbers).

7. LIABILITIES

The VLDB Conference organizers should be aware that they may become individually liable for copyright infringement, plagiarism, slander, negligence, accidents, and selection of unsafe carriers, to name some potential claims. The Conference Organization Committee is strongly advised to minimize the risk of such claims by adopting an aggressive problem-prevention policy. This includes, for example, shifting the risk associated with publications to authors by requiring them to sign copyright statements and transfer agreements (a form of Copyright License Form is attached as Appendix III); minimizing liability for accidents by requiring participants to sign disclaimers at the time of registration; shifting the risk of liability caused by vendors by employing external organizations for providing all services not directly connected to running the VLDB Conference, such as hotel reservation agencies or travel agencies, and have these organizations assume responsibility for all corresponding risks, and place a corresponding disclaimer in the VLDB Conference announcements; shifting risks related to the VLDB Conference location to the organization providing and running the conference venue.

The following disclaimer should be included on the Web site and in VLDB Conference publications:

“In no event will members of the Organizing Committee of [N]th International Conference on Very Large Data Bases, or VLDB Endowment, Inc. or its members, trustees or representatives, be liable for any loss or damage arising from any of the events or activities in connection with this conference.”

Liability insurance: The Endowment does not provide any insurance regarding liabilities that may arise because of problems (accidents, theft, etc.) at the VLDB Conference. The Conference Organization Committee is urged to obtain insurance, unless the VLDB Conference site (hotel, convention center, banquet/reception sites, etc.) or a local computer society already has insurance in place covering all potential risks. Insurance coverage should include, at a minimum, Commercial General Liability coverage. In addition, all vendors providing services for the VLDB Conference should be required to maintain adequate insurance coverage for their services (e.g., Errors and Omissions).

***NOTE: The insurance policy obtained for the VLDB Conference should be submitted to the Board of Trustees for review prior to being procured.**

Force majeure and cancellation insurance: External events, such as war, terrorist attacks, strike, riot, crime, or “acts of God” (such as hurricane, flooding, earthquake, volcanic eruption) may force cancellation of the VLDB Conference or may significantly impact its attendance. Major suppliers, such as the conference hotel, conference centre, banquet facility, caterers, etc. may insist on being paid, but this can sometimes be avoided if and appropriate force majeure clause is included in the contracts with these suppliers. The Conference Organization Committee is strongly advised to include force majeure clauses in contracts with all major suppliers and vendors and to obtain event cancellation insurance if such insurance is available and affordable.

***NOTE: Contracts with suppliers and vendors should be submitted to the Board of Trustees for review to ensure they include appropriate force majeure clauses as well as other protections from liability exposure. In addition, it is preferable to enter into a simple vendor agreement for purchases of goods or services involving relatively small expenditures (e.g., less than \$10,000), instead of procuring such goods and services with purchase orders. A form of Vendor Agreement is attached in Appendix IV.**

8. CONFERENCE BUDGET

A preliminary budget must be submitted with the preliminary proposal to the Board of Trustees. A complete budget in accordance with the format of Appendix V must be part of the proposal submitted to the Board of Trustees. If necessary, additional information should be provided as part of the final budget.

Specifically, the budget should contain provisions for insurance, whether by purchasing insurance or using the coverage of the local computer society or other organizing body.

If the Board of Trustees imposes budget changes or conditions on the proposal, a revised budget must be drawn up and submitted to the Conference Executive Committee within three months after acceptance of the proposal.

Updated budgets must be submitted to the Board of Trustees whenever there are substantial changes to the budget. It is the responsibility of the General Chair to notify the Board of Trustees of any changes, and changes must be approved by the Board of Trustees. It is the responsibility of the General Chair and the President of the Endowment (or their designees) to resolve any differences.

Meetings of the Board of Trustees at the VLDB Conference are to be organized by the Conference Organization Committee, but will be paid for by the Endowment. The cost of the room shall be paid by the current VLDB Conference. In addition, the Endowment traditionally hosts a dinner for Trustees, emeritus trustees, and the General Chair and the General PC Chair. The Endowment pays for this dinner, but it is arranged by the General Chair on a night during the VLDB Conference when there are no planned social or conference events.

9. REGISTRATION

A. Registration Fee

The level of the registration fee is part of the proposal and as such subject to approval by the Board of Trustees. The amount of the fee should be set in order to achieve the broadest possible participation at the VLDB Conference.

Any changes to the registration fee (even if caused by currency fluctuations) and their final decision (before the public announcement) must be approved by the Board of Trustees (via the Endowment Liaison).

As a general policy, no preferential treatment shall be given to members of particular organizations or institutions, Trustees, conference organizers, or speakers. Reduced fees are permitted for early registrations and are encouraged for student registrations. The organizers should in particular focus on keeping student costs affordable, e.g., by working on the other fees' settings and sponsorship fund raising.

Conference organizers should be flexible with the registration of keynote speakers, e.g., they may consider waiving the registration fee if they deem this appropriate.

The fee for awardees of the Travel Fellowship Program (see Section 10) must be waived.

B. Registration Cancellation Policy

When an individual wants to cancel his/her registration after it has been made, the decision on how to handle this matter will be made by the Conference Executive Committee (i.e., full refund, partial refund, no refund, etc.). Every effort should be made to limit the penalty to a small handling fee.

C. Privacy

Information supplied by the VLDB Conference attendees will be used by the Conference Organization Committee for the sole purpose of conference registration and administration. As data collection is done locally, the Conference Organization Committee must ensure that all use of collected data is in compliance with local privacy laws (and to inform the registrants about the policies they adopt). In particular, the Web site used for conference registration must include a link to a privacy statement notifying visitors of the site what personally identifiable information is being collected from them, how this information will be stored and used and with whom this information will be shared and must be in accordance with the EU General Data Protection Regulation (GDPR).

***NOTE: The privacy statement to be used in connection with registration for the VLDB Conference should be submitted to the Board of Trustees for review prior to being finalized.**

D. VLDBCares - Diversity, Inclusion, Discrimination, Harassment

The VLDB Endowment is committed to ensuring that all VLDB activities are carried out in an inclusive and diverse environment with zero tolerance for discrimination, harassment, or any other form of misconduct. The Conference organizers and the VLDB Endowment will work together with other professional organizations in our field to enforce this principle, among conference attendees and members of our community. The conference organization team should make provisions to raise awareness and facilitate enforcement of this zero tolerance policy, both during the reviewing process as well as during the conference. In particular, during paper submission and conference registration, participants should through a checkbox confirm that they are aware and will adhere to the standards as set by the VLDB Endowment. Furthermore, organizers should be aware of and together with the VLDBCares Officer of the VLDB Endowment implement a reporting and escalation plan in case of any violation

10. TRAVEL

To attract attendees, travel costs to the VLDB Conference site should be as low as possible. If deemed appropriate, the Conference Organization Committee should work with travel agencies and airlines to obtain low cost travel to the VLDB Conference site. It is strongly suggested that travel arrangements for VLDB Conference attendees be arranged by a professional agent and not by the VLDB Conference organizers.

To help ensure the true international character of the VLDB Conference, it is advisable that travel support funds be obtained. The VLDB Conference registration income cannot be used for this purpose. Contributions from other organizations can be allocated for this purpose. The algorithm to allocate these funds is the decision of the Conference Executive Committee. Priority should generally be based on the individual's contributions to the VLDB Conference. Recently, the Endowment has promoted a Travel Fellowship Program aimed at supporting students and faculty affiliated with universities with limited funding opportunities (e.g., in developing countries) to pursue a career related to database research.

Invited speakers are usually supported, for their travel and local expenses, as well as with a waiver of their registration fee.

Except for such funds, Trustees, the VLDB Conference officers, and regular speakers are responsible for their own travel expenses.

11. ACCOMODATION

The VLDB Conference, usually with the support of a travel agent or another external organization, should offer hotel reservation services. The responsibility of these services should entirely be with the external organization. However, the Conference Organization Committee should make every effort to ensure the

rates that are offered are not higher than those available otherwise and also that the conditions are as flexible as possible, avoiding prepaid reservations and allowing participants to change their accommodation plans.

12. SPONSORS AND SUPPORTERS

Not-for-profit institutions (such as local scientific societies or universities) that share organizational burdens and risk of the VLDB Conference may share profits if agreed to beforehand in a written agreement.

"Sponsor" designation should be reserved for those who contribute to the VLDB Conference, financially or in-kind. Various categories of sponsors can be defined, according to the amount of contribution made. It is important that the classification be done beforehand to avoid misunderstandings and that sponsorship benefits be made explicitly. A sponsorship classification should be approved in advance by the Endowment Liaison. Appendix VI shows a sponsorship classification that has been used recently. Efforts should be made to have sponsors of the VLDB Conference pay their sponsorship fees (or a portion) well in advance of the conference date. It is strongly suggested that advertisements or other statements containing exaggerated claims about a sponsor's products or services be avoided (e.g.: "we are the fastest DBMS on Earth"). Levels and their benefits should follow the example in the guidelines (drawn from recent years) unless otherwise approved by the Board.

NOTE: A sponsor's contribution is NOT a payment for services, but rather, the given sponsor's gift (charitable donation) to the non-profit VLDB conference. In particular, sponsoring serves to help keep registration costs affordable, especially for students.

The term "In cooperation with" is to be used when a professional organization agrees to let the VLDB Conference use its name/logo without payment, e.g., ACM. Use of an organization's trademarks (including logos) should be accompanied by a written trademark license in favor of the Endowment.

No political or other organizations that practice discrimination based on religion, race, ethnic origin, age, creed, sex, sexual orientation, sexual identity, etc. may be a sponsor or supporter of the VLDB Conference.

13. SITE AND LOCALE ARRANGEMENT

The VLDB Conference meeting site and locale details that have not already been determined as part of the approved proposal should be resolved by the Conference Executive Committee. Consideration should be given to places where free or nominal-charge conference facilities are available, and that are convenient for national and international access. Hotels often offer good conference facilities, with rates that can be related to the number of room nights used by the VLDB Conference attendees. In turn, this may become a burden on the VLDB Conference attendees if they are forced to use those rooms (for example, if the hotel is expensive and there is no alternative in the neighbourhood) or a risk for the conference budget (if attendees choose alternate hotels to save money, and the conference incurs a penalty). Therefore, the choice should be made taking all elements into account, both from the conference budget and the participants' cost point of view. Also, the negotiation with the hotel should be done carefully as there are often many options. Beside conference rooms, it is also important to consider equipment and wireless network.

The size of conference rooms should be planned carefully, as there is always the need for a main hall for plenary sessions (accommodating all participants, recently up to 700 or 800, at locations with a strong local DB presence even above 1000) as well as four or five rooms for parallel sessions (keeping in mind that participants usually split unevenly between them, and predictions are difficult, so they have to be reasonably large). Space for demos and exhibitions (if solicited) are also needed, in specific rooms or foyers, depending on the available space.

In terms of food, the VLDB Conference has provided in the past, besides coffee breaks, both breakfasts (in light buffet form) and lunches. These are not necessary, but they are suggested. Otherwise, the logistics has to be considered carefully, to make sure participants have enough time to get them and at a reasonable price.

Hotel contracts should be reviewed very carefully as they often minimum commitments for rooms and food.

***NOTE: The hotel contract should be submitted to the Board of Trustees for review prior to being signed to ensure appropriate clauses for limiting the Endowment's liability are included and for timing payment of payment obligations to coincide with the receipt of expected sponsorship funding.**

It is recommended that the Conference Organization Committee engage conference management professionals to help with conference planning and arrangements, in particular, venue selection and negotiations with major suppliers and vendors. While this is an expense, experience has shown that they usually more than “earn their pay” by saving conference expenses in various ways. Plus, it also reduces the level of stress for conference organizers.

***NOTE: A contract with an event planning or conference management firm should be submitted to the Board of Trustees for review to ensure it includes appropriate clauses for protecting the Endowment from liability.**

14. ENDOWMENT FINANCIAL OBLIGATION

The VLDB Conference is expected to operate with a break-even goal; a profit beyond covering the VLDB Endowment operational expenses is not expected. A loss is undesirable, but a minor one is acceptable especially if commitment on expenses is made gradually.

The Endowment's liability is limited to an absolute maximum of US\$25,000 under normal circumstances. If financial losses are caused by events that are beyond the control of the conference organizers (such as natural disasters, terrorist incidents, etc.) then the Endowment may be willing to agree to increase its liability up to an absolute maximum of US\$200,000.

To aid in addressing cash-flow problems during the start-up phase of the VLDB Conference, the Endowment will make available the following two loans.

- (1) A loan of US\$12,500 to the General Chair or a designee for operating expenses, after the Acknowledgement of the General Chair has been signed.
- (2) An additional loan of up to US\$12,500 may be requested by the General Chair, with an indication of the reasons that require the additional money in advance; the VLDB Executive decides on the disbursement of this additional loan.

Loans are to be repaid in USD to avoid currency fluctuation problems. A loan may not always be necessary. Some corporate sponsors typically pay their contribution well before the VLDB Conference and this may provide sufficient start-up funds.

The Endowment loans must be repaid in full and all proceeds from the VLDB Conference must be paid by February 28th of the calendar year after the VLDB Conference.

15. DISTRIBUTION OF VLDB CONFERENCE FUNDS

General income from the VLDB Conference registration, loans, and other sources should be used as follows (in order of priority):

1. operating expenses;
2. repayment of the Endowment loans and other recourse loans;
3. repayment of forgivable loans;
4. covering VLDB Endowment operational expenses; and
5. surplus distribution.

All surpluses after paying expenses, and repaying advances, and loans, and in excess of the VLDB Endowment operational expenses will be shared 50% each by the Endowment and the host country sponsors, but this percentage may be negotiated. It is recommended that the Conference Executive Committee's share be reserved for the support of persons from the host country to promote and attend future VLDB conferences or other database-related activities. A proposal as to how these funds will be applied will be directed by the Conference Executive Committee to the Executive of the VLDB Endowment's SPEND committee, who will decide the allocation on behalf of the Endowment.

16. CONFERENCE ACCOUNT

One or more accounts can be opened for managing the money of the Conference. All accounts should be in the name of the Conference and not individual names. A savings account (or interest-bearing checking account) when available should be used in addition to a checking account to earn additional income when funds are not disbursed immediately and when the amount is sufficiently large.

Strong care should be taken in order to ensure central control of money flows and expenses. Conference organizers should make sure that central authority for budget and financial control including proper reporting has been established.

Organizers should exercise extreme care to ensure the fully secure handling of credit card payments by the conference registrants, irrespective of whether these payments are handled directly by the conference secretariat or through an event management intermediary. The private financial data of registrants should not be communicated or made available to unauthorized third parties under any circumstances.

17. VLDB CONFERENCE PROGRAM

A. VLDB Conference Publications

The VLDB Conference proceedings, comprising several components as described in Section B below, will be published as a special issue of PVLDB. At the VLDB Conference, attendees must be provided access to these proceedings, and to all other issues of the corresponding volume of PVLDB, usually through a USB drive.

***NOTE:** Each attendee submitting a work for publication in the PVLDB must sign the PVLDB Copyright License Form, in the form in Appendix III.

B. Technical Program

The content of the technical program is the sole responsibility of the General PC Chair. The technical program structure and format is determined by the General PC Chair under the guidance of the General Chair. Highest consideration must be paid to maintaining a quality technical program.

i. Invited Papers/Keynote Speakers

The VLDB Conference usually has two or three keynote speakers, in plenary sessions, who are expected to provide broad and significant insight, in the field and beyond it. These speakers usually provide a companion paper, which need not be required.

***NOTE:** Each speaker must sign the VLDB Conference Speaker Release and License Form, in the form in Appendix VII.

ii. Research Track Papers (including Experiments and Analysis Track Papers)

Selected via the PVLDB process (see <http://vlldb.org/pvlldb/>). Please also have a look at Appendix IX..

iii. Industrial and Applications Track Papers

The Industrial and Applications Track covers innovative commercial data management systems, solutions, and applications, database implementations, novel applications of database technology, and experience in applying recent research advances to real-world problems. In the past, this track was mainly built in a proactive manner, but, in recent years, the approach based on an open call has been followed and has usually worked well, with many submissions. It is recommended that all submissions, spontaneous or solicited, undergo the same selection procedure.

***NOTE: Each attendee submitting a paper for the Industrial and Applications Track must sign the PVLDB Copyright License Form, in the form in Appendix III.**

iv. Demonstrations

Similar to other major conferences, the VLDB Conference has a track for demonstrations, in which the main goal is to showcase live systems that show some interesting advance in the field of data management broadly defined. The track has recently become very competitive, so submissions have to be handled in a rigorous way, with a committee and careful revisions.

v. Tutorials

The program of past VLDB conferences has included four to six tutorials, with a length of one or two sessions (i.e., 1.5 or three hours). Tutorials whose audience is broader than the database research community should be encouraged. Given the competition that the tutorial program has seen over the years, no support is usually provided to speakers (that is, they give tutorials for the prestige).

Tutorial presentations are usually published on the VLDB Conference Web site and made available to the VLDB Conference participants.

***NOTE: Each presenter or a tutorial must sign the VLDB Conference Speaker Release and License Form, in the form in Appendix VII.**

v. Panels

Past VLDB conferences have sometimes included one or more panels. The standard is that they are selected via an open call, but it is also possible to follow a proactive approach in parallel. Panels are expected to stimulate discussion and interest and so potentially controversial issues on topics of emerging interest in research and industry are usually a priority. In general, no support is provided to panelists, with the exception of a registration fee waiver for panelists who are specifically invited and attend only for one day or so.

***NOTE: Each panelist must sign the VLDB Conference Speaker Release and License Form, in the form in Appendix VII.**

Short panel summaries may appear in the conference proceedings.

vi. Special events/tracks/sessions

To encourage more innovative and forward-looking perspectives at the VLDB Conference, conference organizers should consider the new ideas, such as those that recently lead to the “Experience and Analysis” track or they may consider having a “Vision” track, an “Innovative Systems” track, a “User studies” track. When successful, some of these tracks may be fully integrated into the research program, such as the experiments and analysis track: papers of this track are included in regular research sessions based on the topic they investigate, instead of having a special session on experiments and analysis. For a special track, it may be useful to have a special associate editor, who provides additional reviewing instructions to the reviewers of papers submitted to that track, which may apply due to the special nature of the track. Appendix IX includes examples of these kind of instructions.

vii. Poster Sessions/Poster Receptions

Recently, VLDB has included plenary poster sessions, where authors of accepted research papers can present a poster of their work. Sometimes, also the authors of industrial papers have been invited to present posters. Moreover, the VLDB Endowment has decided that authors of VLDB Journal papers should also be offered a slot for presenting a poster on their work at the VLDB Conference. In past conferences, these one or two plenary poster sessions often have been scheduled as the last session of each respective day, sometimes in the form of a poster reception, where food and drinks were offered.

viii. Awards Session

The program should include a (plenary) awards session in which the VLDB Endowment Awards and the VLDB Conference Awards are presented (see the Section on Awards below).

C. Social Program

As a tradition of VLDB conferences, a strong social program is encouraged. In past VLDB conferences, the General Chair has held social and cultural events in conjunction with the technical program to show the host country’s culture to the VLDB Conference visitors. These events have become highlights of the VLDB Conference complementing the technical program.

The social program is a discretionary program to be decided by the Conference Executive Committee. Strong consideration should be paid to the traditions and etiquette of the host country.

The program, however, should be run in such a way that much of the expense should be covered by contributions from the host country organizations, private or public. However, the VLDB Conference banquet and reception alone, when moderately done, can be included in the registration fee. Optional events at an additional charge may be offered to the VLDB Conference attendees. In no case should the social events cause the VLDB Conference to go into deficit when general income is used for this purpose.

D. Exhibits

The VLDB Conference arrangements may include an exhibit of commercial products. Exhibits should be solicited, judged and organized by the Conference Organization Committee. Financial arrangements should be kept entirely separate from the other conference finances. It is important that exhibits not detract from conference sponsorship so strong coordination (or co-chairing) of sponsorships and exhibits is encouraged.

E. Annual Board of Trustees Meeting and VLDB Endowment Dinner

The VLDB Endowment holds its **Annual Board of Trustee Meeting** before or during the VLDB conference, usually on Sunday or Monday. The conference organizer should provide a room and catering for this all-day meeting and validate the exact date of the board meeting with the president.

The VLDB Endowment invites Trustees, Alumni, and invited attendees of the annual VLDB Endowment Board of Trustees Meeting (including the general chair and general PC chairs of the conference) as well as their significant others to the **VLDB Endowment Dinner**. The general chair may invite selected additional persons upon consultation with the president. The VLDB endowment covers the dinner. However, it has been common practice that the conference organizer pays for the dinner, and deducts the amount from the 50% profit that would be transferred to the Endowment, in order to simplify accounting. In case of a loss, the Endowment will cover the dinner.

18. AWARDS

A. VLDB Conference Awards

The VLDB Conference should have a **best paper award**, to be selected by an award committee under the guidance of the General PC Chair and AEs. Similarly, a **best demonstration award** should be selected by an award committee under the guidance of the Demo PC chair, potentially on-site after reviewing the live demos. Furthermore, in order to recognize outstanding reviewers for their work, the VLDB Endowment encourages the General PC Chair to present an **award to distinguished reviewers**, collecting input from

the AEs and potentially leveraging author feedback in order to allow authors to assess review quality for each reviewer to guide the selection.

B. VLDB Endowment Awards

In addition to the abovementioned VLDB Conference Awards, the VLDB Endowment independent from the yearly conference organization selects the following VLDB Endowment Awards; the **10-Year Award**, the **Outstanding Young Database Researcher Award**, and the **Women in Database Research Award**. In addition, the VLDB Endowment may bestow one or more **Service Awards** during a particular year. These awards are selected by a committee nominated by the Board of Trustees. It is expected that the recipients of these Endowment awards give plenary talks in a plenary award session of the conference program.

C. Plenary Award Session

The winners of the VLDB Conference Awards and the winners of the VLDB Endowment Awards should be recognized in a plenary award session during the conference. In this award session, the Conference Award winners should receive a certificate signed by the PC Chair and General Chair. The VLDB Endowment Award winners will each give a plenary talk (of about 20 minutes for each award) during that session and will receive a plaque from the head of the awards committee and the president of the VLDB Endowment. The Plaque Officer of the VLDB Endowment will provide templates for plaques.

19. ASSOCIATED CONFERENCES AND WORKSHOPS

Workshops

Recent VLDB conferences have had a significant number of workshops, held at the VLDB Conference site (or in a close location, for example a local university), in the days just before or after the VLDB Conference. They are very important in building the community and in attracting attendance to the VLDB Conference. The current preferred way to proceed is to publish a call for workshop proposals, handled by one or more coordinators, who select workshops together with the General Chair and a VLDB Endowment workshop liaison, on the basis of both the expected quality and innovation and the potential for attendance. The VLDB Endowment workshop liaison works with the PC Chair and the workshop coordinators to ensure continuity of workshops across multiple years. In particular, the workshop liaison will provide information on quality, attendance, and further information about workshops proposals that are continuations of past workshops. The Conference Organization Committee should reserve the right to cancel (or merge) workshops if there are too few submissions or participants. A good model is for the VLDB Conference to provide “full service” to workshops, meaning that all logistics such as registration, catering, room allocation, and audiovisual

arrangements are handled by the conference organizers. The organizers of each workshop are responsible for defining the technical program and workshop format. Some workshops may have proceedings, and these may be included on the USB keys distributed to attendees. However, these workshop proceedings must be clearly marked separate from the VLDB Conference proceedings. Furthermore, they will not be included in PVLDB.

Satellite Conferences

It is a good idea, especially if the VLDB Conference is held in a location that is easily reachable for many participants, to coordinate with other events, held in close proximity on adjacent dates.

20. PROMOTION OF THE ENDOWMENT'S ACTIVITIES

The VLDB Conference organizers are strongly encouraged to promote the various activities of the Endowment in advertisements of the VLDB Conference or during the VLDB Conference proceedings. A table, an advertising board, and audio-visual equipment (if possible) should be made available at the VLDB Conference to promote the following year's conference(s). Any reasonable cost for this activity will be paid out of the VLDB Conference budget.

The VLDB Conference must provide facilities - at no cost to the Endowment - for publicity of the Endowment's materials (VLDB Journal, VLDB Proceedings, etc.).

21. VLDB Endowment SPEND Committee

The VLDB Endowment SPEND Committee sponsors a number of activities to promote database research. As part of this, they sponsor travel fellowships to encourage students and researchers from areas with limited database research funding to attend VLDB conferences. At the current time, about 10 fellowships are given annually. The VLDB Conference is responsible for (and should budget for) giving free registrations to these fellowship recipients. The General Chair is encouraged to coordinate with the SPEND Committee Chair on the exact number of fellowships and, as appropriate, on ideas for supporting or growing the database research community in the local conference region.

22. CONFERENCE REPORT

A. Preliminary Report

A preliminary report should be issued and verbally presented to the Trustees during its meeting at the VLDB Conference. In this report, the main conference officers (typically, the General Chair and the General PC Chair) should give a synopsis of the attendance, program quality, organization, financial and other status of the VLDB Conference, and explain significant variations with respect to the plans and expectations. A preliminary written financial report must be provided.

B. Report

The General Chair or a designee must submit a written report to the Board of Trustees within three (3) months after the VLDB Conference has been held. It should cover the previously mentioned categories and report on all experiences and recommendations useful for organizers of future conferences. The final report, besides an executive summary, should contain the following:

- (1) Organization (list of major officers)
- (2) Technical program
 - Count of papers and demos, tutorials, ...) with submissions and acceptance rate
 - Keynotes
 - Workshops (length and number of papers)
- (3) Attendance with various breakdowns (country or area, regular vs student, early, late, on-site; complimentary registrations, with breakdown as well) (see Appendix VIII)
- (4) Financials (with budget, as in Appendix V)
- (5) Comments and suggestions to the Board of Trustees and future organizers

C. Final Financial Report and Records

A final Financial Report with all the incomes and expenses must be submitted to the Board of Trustees as soon as all matters have been cleared but no later than February 28th in the year following the VLDB Conference, except for unusual circumstances. This schedule must scrupulously be followed in order for the Endowment to be able to manage its financial affairs. The report must follow the outline of the budget form in Appendix V. The report must be certified by the VLDB Conference Treasurer(s) and General Chair(s).

The Endowment Treasurer will provide further guidelines on the final financial report.

The name and address(es) of the person(s) in charge of the host country surplus to be used for future VLDB-related activities of the host country should be identified, as well as the amount of funds.

APPENDIX I
Acknowledgement
of the General Conference Chair
for the hosting of the
[N]th International Conference on Very Large Data Bases
(VLDB 20xx)

ACCEPTANCE OF PROPOSAL

The Board of Trustees of the VLDB Endowment (“Trustees”) are pleased to accept your proposal to host the [N]th International Conference on Very Large Data Bases (“VLDB Conference”). The Trustees found your proposal to reflect the ideals and goals of the VLDB Endowment and to continue the excellent reputation established by past VLDB conferences.

ORGANIZING COMMITTEE RESPONSIBILITIES

Most of the professional and administrative matters are covered in the VLDB Annual Conference Principles, Policies and Guidelines (the “Guidelines”). By signing below, you acknowledge that you have read and understand, and you agree to follow, the Guidelines.

The appointed VLDB Endowment representative, and appropriate VLDB Endowment officers and liaisons, will work with you to finalize plans and review changes.

The Trustees have found that the Conference Organization Committees of past VLDB Conferences do a very good job regarding technical content and conference operation. But, there have been a few areas of responsibility, mostly financial and/or post-conference matters, that have presented problems in the past. Some of the key responsibilities of the Conference Organization Committee are summarized in the attached Annex. By signing below, you agree to assume responsibility for fulfillment by the Conference Organization Committee of the responsibilities described in the Annex.

ACKNOWLEDGEMENTS

For the VLDB Endowment (at least two signatures by exec required)

_____ Date _____

_____ Date _____

For the General Chair of the VLDB Conference:

I hereby agree to serve as the General Chair of the VLDB Conference and to abide by this Agreement and the Conference and PVLDB Guidelines.

_____ Date _____

_____ Date _____

ANNEX TO ACKNOWLEDGEMENT OF THE GENERAL CONFERENCE CHAIR

The Conference Organization Committee of the VLDB Conference shall be responsible for the following:

Budget format: Providing the Trustees a preliminary budget and final budget in standardized VLDB format.

VLDB Endowment loan: Repayment in full of all VLDB Endowment loans within one month of the end of the VLDB Conference and payment of all proceeds from the VLDB Conference must be paid by February 28th of the year after the VLDB Conference.

Financial Commitment: Limiting the VLDB Endowment's liability to an absolute maximum of US\$25,000 under normal circumstances. If, however, financial losses are caused by events that are beyond the control of the conference organizers (such as natural disasters, terrorist incidents, etc.), then the VLDB Endowment may accept liability up to an absolute maximum of US\$200,000. The General Chair will not enter into any contract or make any financial commitment on behalf of the VLDB Endowment without the prior approval of the Trustees. Payment obligations under hotel and vendor contracts should coincide with the receipt of expected sponsorship funding.

Insurance: The VLDB Endowment does not provide any insurance for liabilities that may arise because of problems (accidents, theft, etc.) at the VLDB Conference. The VLDB Conference organizers must obtain adequate insurance, unless insurance is already in place for the conference site (hotel, convention center, banquet/reception sites, etc.) covering all potential risks.

Financial report: Provide the Trustees with the final financial report by February 28th in the year following the VLDB Conference.

Sponsorship confirmation: Since financial sponsorship (e.g., government or industry grants) is a critical component of most budgets, inform the VLDB Endowment representative of sponsorship status and provide this information as part of the Planning Review held at the annual VLDB Endowment Board of Trustees meetings preceding the VLDB Conference.

Disclaimer: VLDB Conference organizers must include a standard disclaimer in conference publications (e.g., call for participation, registration form, etc.).

VLDB Endowment Meeting Room and Facilities: Provide a meeting room appropriate for holding VLDB Endowment Board of Trustees meetings and include the associated costs in the VLDB Conference budget (if there is a cost). The VLDB Endowment will pay for any refreshments associated with these meetings.

Venue Facilities: Facilities must be provided at no cost to the VLDB Endowment Board of Trustees for publicity of VLDB materials (e.g., VLDB Journal, PVLDB).

The VLDB Endowment has found that assigning these specific responsibilities to specific members of the Conference Organization Organizing Committee early in the planning process minimizes misunderstandings and ensures their effective execution.

Version: 19970712

Modified: 20051016

Modified: 20120820

APPENDIX III

PVLDB Copyright License Form



PVLDB Copyright License Form

Proceedings of the VLDB Endowment

Title of Work: _____

Author(s): _____

Select either option A or B by checking the appropriate box below:

A: The undersigned certifies that the work identified above (the “Work”) has been written in the course of employment by a government agency or other organization whereby, as a result of such employment, no copyright in the Work exists.

B: If and when the Work is accepted by the VLDB Endowment for publication, the undersigned hereby grants to the VLDB Endowment the following:

1. An exclusive, worldwide, perpetual, irrevocable and royalty-free right to publish the Work first in audio, video, electronic, and/or digital form, and any and all other media and distribution mechanisms now known or later developed;
2. A non-exclusive, worldwide, perpetual, irrevocable and royalty-free license to reproduce, use, publicly perform, and modify the formatting of and create derivative works of the Work;
3. The right to grant licenses to third parties (“Third Party Publishers”) the right to reproduce, use, modify the formatting of and create derivative works of the Work, and to publish, publicly perform, distribute and sell copies of the Work as a compilation or collective work, for any commercial or non-commercial purpose, in digital form and all other media and distribution means now known or later developed; and
4. The right to license to Third Party Publishers the right to reproduce, use, modify the formatting of and create derivative works of excerpts of the Work and to publish, publicly perform, distribute and sell copies of such excerpts that are incorporated with other works of authorship as a compilation or collective work, for any commercial or non-commercial purpose, in digital form and all other media and distribution means now known or later developed; provided that such compilation or collective work shall include an acknowledgement of the author’s contribution.

The license in paragraph 1 above includes right to (a) publish and distribute the Work under the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International (CC BY-NC-ND 4.0) License (<http://creativecommons.org/licenses/by-nc-nd/4.0/>) and (b) obtain a Digital Object Identifier (“DOI”) for the Work.

The right in paragraph 3 above includes permitting Third Party Publishers to use the DOI for the Work to enable others to access an abstract of the Work or portions of the Work and purchase digital copies of the Work.

The license and rights granted above do not transfer ownership of the copyright in the Work to the VLDB Endowment. The author(s) reserve(s) all rights in the Work not expressly granted.

This instrument must be signed by at least one author of the Work or, in the case where the Work was commissioned by another person or organization or created as part of the author's duties as an employee, an authorized representative of the commissioning person or organization or of the employer.

I am an author of the Work, an agent of an author of the Work, a representative of the person or organization that commissioned the Work or a representative of the author's employer and I represent and warrant that I have full power and authority to grant the license of and rights in the Work granted hereunder.

Signature

Print Name

Date

Title (if not author)

APPENDIX IV
Vendor Agreement Form
 [Nth] International Conference on Very Large Databases
Vendor Order Form

Customer: VLDB Endowment, Inc.	Vendor: Name: _____ Address: _____ _____ Phone: _____ Email: _____
--	--

	Description	Units	Price
Goods/Services			
Dates			
Location			
			TOTAL

This Vendor Order Form, together with the General Terms and Conditions (“**Ts&Cs**”) attached hereto as Exhibit “A” constitutes a binding agreement between Customer and Vendor identified above (this “**Agreement**”) and is the entire agreement between the parties relating to the subject matter hereof. Each party agrees to be bound by the terms of this Agreement and has caused this Agreement to be signed by its duly authorized representative. The terms in the above Vendor Order Form will control in the event of a conflict with the Ts&Cs.

VLDB ENDOWMENT, INC.	VENDOR:
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT "A"**Vendor Order Form****General Terms and Conditions**

1. Work to be Performed. Customer engages Vendor to perform the services described in the Vendor Order Form during the specified time period and Vendor agrees to perform the services to Customer's satisfaction and in accordance with the highest professional applicable standards of practice (the "Services"). Vendor is responsible for the purchase and maintenance of its own equipment used to perform the Services. Vendor shall comply with all applicable laws and regulations in performing the Services. Vendor is an independent contractor and is responsible for all liability to the persons actually performing the Services including, but not limited to, payments of wages or other compensation, withholding of taxes and similar charges related to such wages or other compensation, workers' compensation and unemployment/employment insurance premiums or claims, and the provision of any employee health, retirement or other benefits plans. Vendor, including its employees and contractors, is not an agent of Customer and is not authorized to act on behalf of Customer or to bind Customer in any respect whatsoever.

2. Payment and Invoices. In consideration for the Services performed by Vendor and/or the sale of the goods specified in the Vendor Order Form ("Goods"), Vendor shall be paid the amounts, and in the manner, set forth in the Vendor Order Form. Vendor shall be responsible for invoicing Customer for Services completed or Goods received by Customer. Payment of amounts that are not subject to a good faith dispute shall be made by Customer within thirty (30) days after Customer's receipt of each correct invoice. Customer shall have no obligation to pay for any Goods or Services that do not fully conform to the Goods and/or Services specified in the Vendor Order Form or that are otherwise not acceptable to Customer.

3. Delivery and Risk of Loss. All Goods and/or Services are to be provided in a timely manner, and to the reasonable satisfaction of Customer. All Services performed and all Goods are subject to inspection and acceptance by Customer at the location specified in the Vendor Order Form. In the event of a delay in delivery, such delay must be communicated to Customer immediately and Customer will have the right to cancel all or part of this Agreement without liability. Vendor assumes the risk of, and shall be responsible for, any loss or damage to Goods and/or Services, and all portions thereof, until the Goods and/or Services have been accepted by Customer.

4. Representations and Warranties. Vendor represents, warrants and covenants that:

- a. It has authority to enter into this Agreement and to carry out its obligations hereunder;
- b. Neither it, nor any employee, contractor or agent of Vendor (“**Vendor Personnel**”), is bound by any agreement or arrangement which would preclude Vendor or any Vendor Personnel from entering into this Agreement or from fully performing the Services;
- c. Neither its, nor any Vendor Personnel’s license or certification in any jurisdiction has ever been denied, suspended, revoked, terminated, or relinquished under threat of disciplinary action, or restricted in any way; and
- d. All Goods delivered to Customer shall be free from defects in labor, material and manufacture, and in compliance with any drawings or written specifications provided by Customer and with any samples furnished by Vendor.

5. Indemnification. Vendor will defend, indemnify and hold Customer and its trustees, officers, employees and agents harmless from any and all claims, suits, proceedings, liabilities, losses, damages, costs and expenses (including, without limitation, attorneys’ fees and court costs) arising from Vendor’s or any Vendor Personnel’s (a) breach of any of its representations, warranties or covenants in these Ts&Cs, or (b) negligence or willful misconduct. Customer will inform Vendor in writing of any such claim, suit or proceeding and Vendor will fully cooperate in the defense with Customer. From the date of such written notice, Customer will have the right to withhold from any payments due Vendor under this Agreement, reasonable amounts for security for Vendor’s obligations under this Section 5. Vendor will not agree to a settlement of any such claim, suit or proceeding without Customer’s prior written consent. Vendor’s obligations under this Section 5 shall survive expiration or termination of this Agreement.

6. Confidentiality. Vendor will keep in strict confidence all confidential or proprietary information that Vendor receives from, or is given access to by, Customer. Vendor will not use or disclose any of this information without Customer’s prior written consent, except to the extent necessary to perform the Services. The obligations of this Section 6 do not apply to information that is or becomes generally known to the public without a breach of this Agreement by Vendor or Vendor Personnel. Vendor will cause all Vendor Personnel to comply with this Section 6.

7. Publicity. Vendor shall not use the name, logo, trademark, trade name or symbol of Customer or any reference to the “International Conference on Very Large Databases” in any publicity releases, promotional material, advertising, marketing, business generating efforts or otherwise without Customer’s prior written consent, which may be withheld in Company’s sole discretion.

8. Limitation of Liability. CUSTOMER SHALL NOT BE LIABLE TO VENDOR UNDER THIS AGREEMENT FOR ANY CONSEQUENTIAL, SPECIAL, INDIRECT, OR PUNITIVE DAMAGES.

9. Insurance. Before commencing the Services, Vendor shall procure and maintain the following insurance coverage policies: (a) Workers’ Com-pensation insurance as required by law; (b) Employer’s Liability insurance with limits of not less than \$250,000 for each occurrence; (iii) Comprehensive General Liability insurance with limits of not less than \$1,000,000 per occurrence; (iii) Automobile Liability insurance with limits of not less than \$1,000,000 per occurrence; and (iv) Professional Liability insurance, including errors and omissions coverage, with limits of not less than \$1,000,000 per occurrence.

10. Assignment. This Agreement is assignable by Customer, but is not assignable by Vendor without prior written approval from Customer. In case such consent is given, it shall not relieve Vendor from any of the obligations of this Agreement and any transferee or subcontractor shall be considered the agent of Vendor and, as between the parties hereto, Vendor shall be and remain liable as if no such transfer or subcontract had been made.

11. Miscellaneous. All notices to be given hereunder shall be in writing and shall be deemed to be given or made when delivered by hand or certified mail, return receipt requested, to the parties at their addresses set forth in the Vendor Order Form, or such other address as a party may provide by notice to the other party. This Agreement may be amended only in writing and signed by both parties. No waiver by Customer of any breach of, or any right under, this Agreement shall be a waiver of any other breach or right.

Any invalidity of any term or terms of this Agreement shall be limited to the minimum extent necessary to make them enforceable and shall not affect the validity of the remaining terms of this Agreement. This Agreement shall be governed by California law, without giving effect to its conflicts of laws principles. In any legal action, arbitration, or other proceeding brought to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to recover its reasonable attorneys' fees and costs. All disputes arising under or in connection with this Agreement involving a claim of more than \$10,000 shall be submitted to Judicial Arbitration and Mediation Services, Inc. (“**JAMS**”) or comparable organization for binding arbitration by a single arbitrator. The arbitrator shall be selected by JAMS in an impartial manner determined by it. Except as may be otherwise provided herein, the arbitration shall be conducted under the California Arbitration Act, Code of Civil Procedure § 1280 *et seq.* The arbitrator shall have complete authority to render any and all relief, legal and equitable, appropriate under California law.

APPENDIX V

Possible structure for budget, at the various stages

REVENUE

Registration fees

- Main conference

- Workshops

- Misc. registration revenue

Sponsor donations

Publisher exhibition fees

Other revenue

TOTAL REVENUE

Breakdown of registrations

Conference Registrations

Early registrations

Conference Early	count	fee	revenue
------------------	-------	-----	---------

Student Early	count	fee	revenue
---------------	-------	-----	---------

Late registrations

...

Workshop-Only Registrations

Early registrations	count	fee	revenue
---------------------	-------	-----	---------

...

Late registrations	count	fee	revenue
--------------------	-------	-----	---------

...

Miscellaneous registration revenue

Guest Banquet tickets	count	fee	revenue
-----------------------	-------	-----	---------

...

EXPENSES

Conference venue (space)

Conference publications

- Program booklet

- Proceedings (usb keys)

Conference materials (bag, T-shirt, badge-holders, other inserts)

Equipment rental (audiovisual, computers, ...)

Catering and social events

- Reception

- Banquet

- Breakfast, lunch, coffee-break (conference and workshops)

Organizers, speakers, volunteer expenses

- Keynote speaker travel and lodging

- VLDB Endowment meeting

- VLDB Journal lunch

- Organizers dinner

Professional organizer fees

- Conference management

- Registration services

Miscellaneous

Bank fees
Insurance premiums
Contingency (10% at least initially)
TOTAL EXPENSES

SURPLUS

APPENDIX VI

Sample of sponsorship guidelines

Sponsorship levels and benefits:

PLATINUM SPONSOR (US\$15,000 and above)

- Acknowledgement in press releases
- As desired, exclusive sponsorship of an event: reception, banquet, business lunch, PhD workshop, 10-year best paper talk, keynote speech, etc.
- Company logo on banner display over the venue's main entrance
- Company logo on conference poster as a platinum sponsor
- 5 complimentary conference registrations (approximate value US\$3,000)
- Full-page advertisement in the conference brochure
- Linked company logo on conference website
- Acknowledgement as a platinum sponsor at the conference banquet
- An executive place in the Exhibition Area

GOLD SPONSOR (US\$10,000)

- Company logo on banner display over the venue's main entrance
- Company logo on conference poster as a gold sponsor
- 4 complimentary conference registrations (approximate value US\$2,400)
- Full-page advertisement in the conference brochure
- Linked company logo on conference website
- Acknowledgement as a gold sponsor at the conference banquet
- An executive place in the Exhibition Area

SILVER SPONSOR (US\$5,000)

- Company logo on conference poster as a silver sponsor
- 3 complimentary conference registrations (approximate value US\$1,800)
- Half-page advertisement in the conference brochure
- Linked company logo on conference website

BRONZE SPONSOR (US\$3,000)

- Company logo on conference poster as a bronze sponsor
- 2 complimentary conference registrations (approximate value US\$1,200)
- Linked company logo on conference website

EXHIBITION AREA (US\$2,000)

- A table & chairs will be provided in the Exhibition Area
- 1 complimentary conference registration (approximate value US\$600)

Appendix VII
VLDB Conference Speaker Release and License Form
[Nth] International Conference on Very Large Data Base
(VLDB 20xx)

(Note: All programs will be sound-recorded and videotaped)

I, _____, for valuable (but non-monetary) consideration, the receipt and adequacy of which are hereby acknowledged, do hereby grant to VLDB Endowment the following:

1. An exclusive, worldwide, perpetual, and royalty-free license to:
 - a. Make audio and/or video recordings (the “Recordings”) of my presentation at [Nth] International Conference on Very Large Data Bases (VLDB 20xx) scheduled to be held [*insert date*] in [*insert location*] (my “Presentation”); and
 - b. Reproduce, publish, use, publicly perform, broadcast, modify the formatting of, create derivative works from, distribute, and sell the Recordings in their entirety or in any portion, individually or as a collective work, in audio, video, electronic, or digital form, including but not limited to the exercise of such rights through Internet or Intranet sites, computer online services, and all other media and distribution means now known or later developed, for any commercial or non-commercial purpose, provided that any formatting modifications or derivative works do not substantively change the content of my Presentation without my consent, which will not be unreasonably withheld.
2. A non-exclusive, worldwide, perpetual, and royalty-free license to:
 - a. Print, reprint, publish, reproduce, use, modify the formatting of, create derivative works from, distribute, and sell the written materials prepared or submitted in connection with my Presentation (the “Written Materials”) in their entirety or in any portion, individually or as a collective work, in print, electronic, or digital form, including but not limited to the exercise of such rights through Internet or Intranet sites, computer online services, and all other media and distribution means now known or later developed, for any commercial or non-commercial purpose, provided that any formatting modifications or derivative works do not substantively change the content of the Written Materials, which will not be unreasonably withheld.
3. The right to use my name, voice, photograph, biographical information, and likeness in connection with the exercise of the rights granted in paragraphs 1 and 2 above.
4. The right to grant licenses to third parties of any of the rights granted in paragraphs 1, 2 and 3 above.

I hereby waive any right of notice, inspection, or approval of the uses of the Recordings or the Written Materials consistent with the rights granted hereunder.

Subject to all of the foregoing, I hereby release and discharge the VLDB Endowment, including without limitation its Board of Trustees, officers, employees, agents, volunteers, and representatives, from any and all claims, demands, and causes of action that I may have against it in connection with the use of my Presentation, the Recordings and/or the Written Materials, including, but not limited to, any claims based on the right of privacy, the right of publicity, copyright, libel, or slander. With the exception of materials that are in the public domain and acknowledging that simply because materials are publicly available on the Internet does not place these materials in the public domain, I represent and warrant that I am the sole owner of, or have a license for, all rights in my Presentation and the Written Materials, that my Presentation and the Written Materials do not infringe the copyright or other intellectual property rights of any third party, and that I have full power and authority to grant the license and rights hereunder.

Signature

Print Name

Address

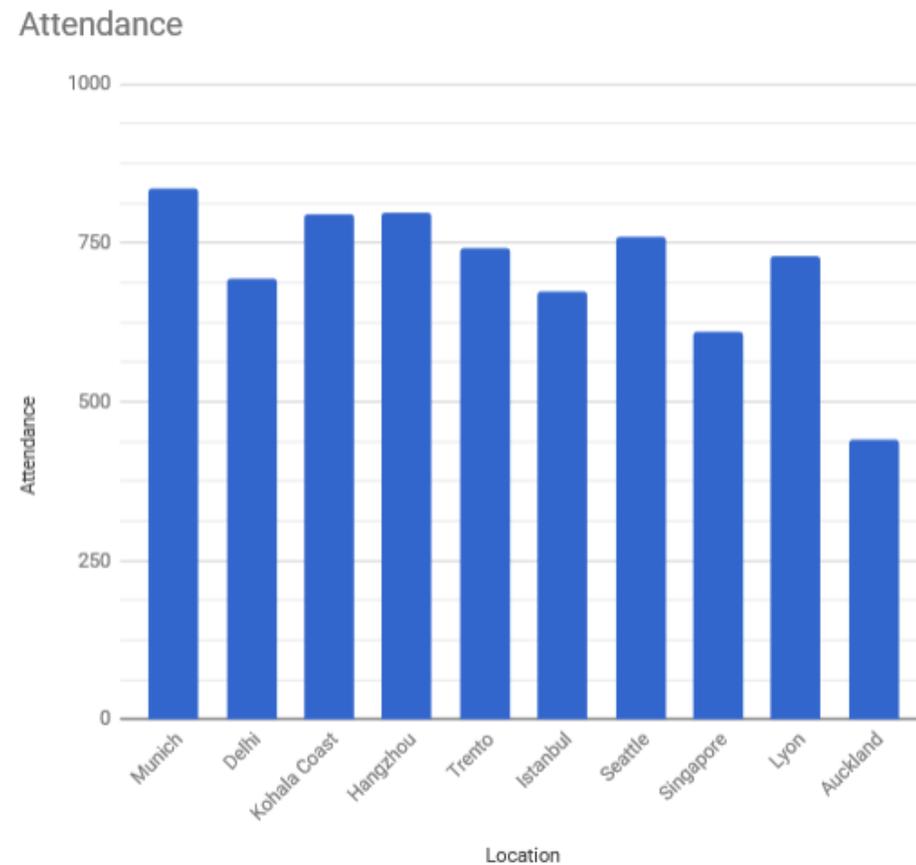
Date

Appendix VIII

Statistics from Recent VLDB Conferences

VIII.1 Attendance

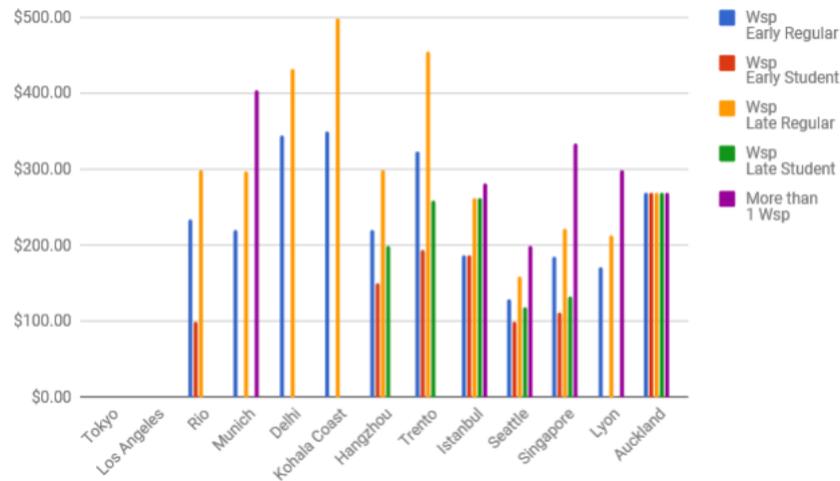
Year	Location	Attendance
2020	Tokyo	
2019	Los Angeles	
2018	Rio de Janeiro	
2017	Munich	836
2016	Delhi	694
2015	Kohala Coast	794
2014	Hangzhou	797
2013	Trento	742
2012	Istanbul	674
2011	Seattle	761
2010	Singapore	610
2009	Lyon	730
2008	Auckland	440



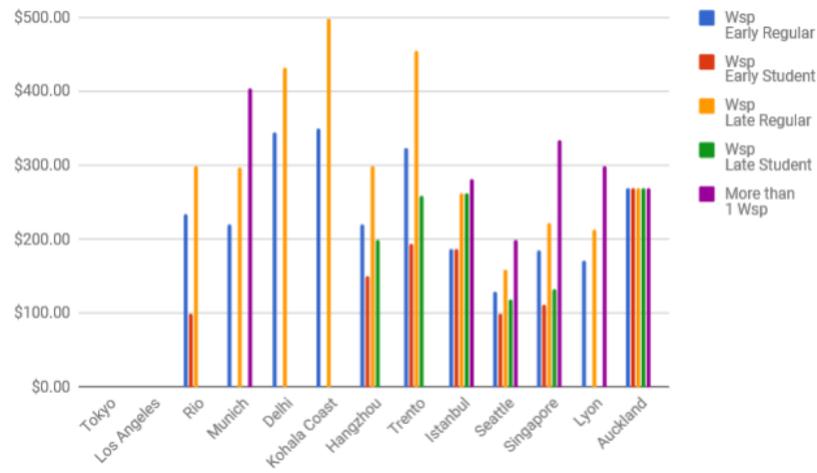
VIII.2 Fees

Year	Location	Conf+ Wsh Early Regular	Conf+ Wsh Early Student	Conf+Wsh Late Regular	Conf+Wsh Late Student	Conf Early Regular	Conf Early Student	Conf Late Regular	Conf Late Student	Wsp Early Regular	Wsp Early Student	Wsp Late Regular	Wsp Late Student	More than 1 Wsp
2020	Tokyo													
2019	Los Angeles													
2018	Rio	\$770.00	\$300.00	\$880.00	\$330.00	\$700.00	\$250.00	\$800.00	\$300.00	\$235.00	\$100.00	\$300.00		
2017	Munich		\$351.05		\$410.55	\$624.75		\$773.50		\$220.15		\$297.50		\$404.60
2016	Delhi	\$778.60	\$311.44	\$1,038.13	\$346.04	\$692.09		\$865.11		\$346.04		\$432.56		
2015	Kohala Coast	\$890.00	\$350.00	\$1,100.00	\$400.00	\$690.00	\$350.00	\$800.00	\$400.00	\$350.00		\$500.00		
2014	Hangzhou					\$700.00	\$400.00	\$800.00	\$450.00	\$220.00	\$150.00	\$300.00	\$200.00	
2013	Trento	\$650.00	\$325.00	\$780.00	\$390.00	\$650.00	\$325.00	\$780.00	\$390.00	\$325.00	\$195.00	\$455.00	\$260.00	
2012	Istanbul					\$725.83	\$475.54	\$876.00	\$531.86	\$187.71	\$187.71	\$262.80	\$262.80	\$281.57
2011	Seattle					\$600.00	\$250.00	\$720.00	\$300.00	\$130.00	\$100.00	\$160.00	\$120.00	\$200.00
2010	Singapore	\$1,100.74	\$446.80	\$982.95	\$536.16	\$670.19	\$372.33	\$804.23	\$446.80	\$186.17	\$111.70	\$223.40	\$134.04	\$335.10
2009	Lyon	\$927.59	\$642.18	\$1,070.29	\$784.88	\$713.53	\$442.39	\$884.77	\$556.55	\$171.25		\$214.06		\$299.68
2008	Auckland					\$850.00	\$550.00	\$900.00	\$650.00	\$270.00	\$270.00	\$270.00	\$270.00	\$270.00

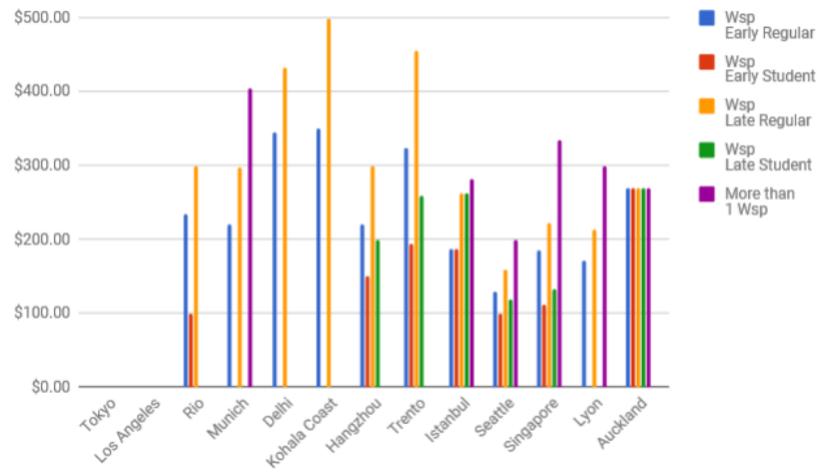
Registration Fees Workshop



Registration Fees Workshop



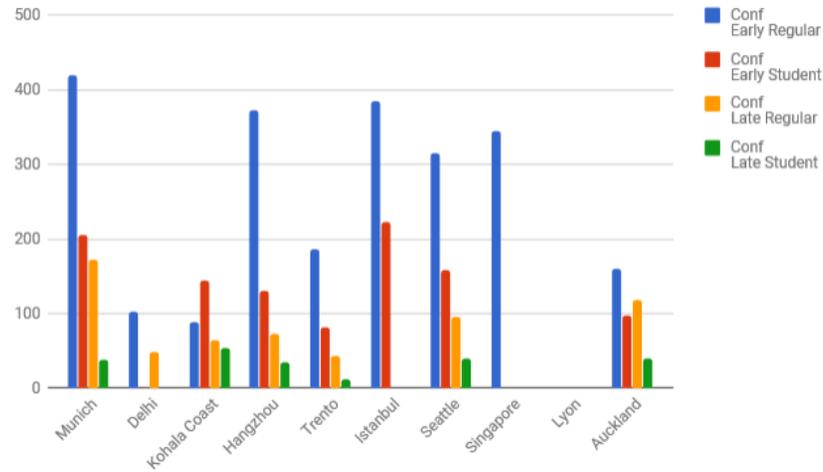
Registration Fees Workshop

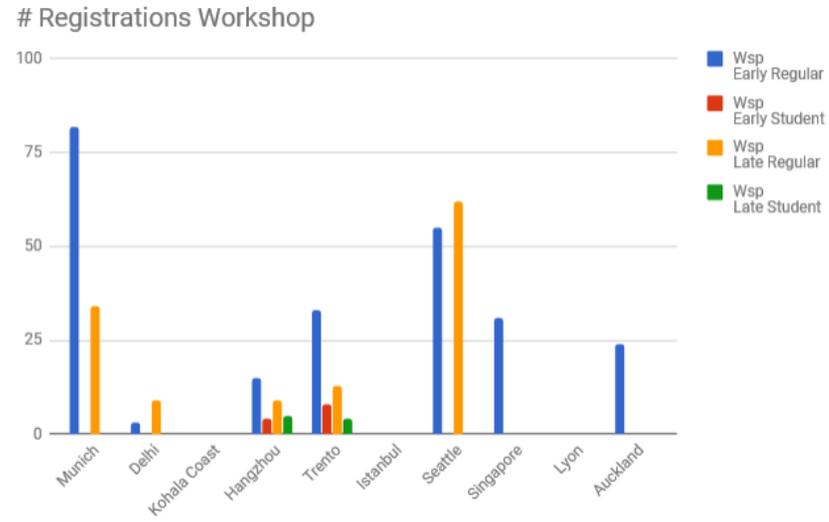


VIII.3 Attendance Breakdown by Registration

Location	Conf+ Wsh Early Regular	Conf+ Wsh Early Student	Conf+Wsh Late Regular	Conf+Wsh Late Student	Conf Early Regular	Conf Early Student	Conf Late Regular	Conf Late Student	Wsp Early Regular	Wsp Early Student	Wsp Late Regular	Wsp Late Student	More than 1 Wsp	Complimentary	Workshop Complimentary
Tokyo															
Los Angeles															
Rio															
Munich					419	206	173	38	82		34		134	144	
Delhi	115	122	74	55	103		48		3		9			165	
Kohala Coast					89	144	64	53						137	
Hangzhou	83	48	31	15	373	130	73	34	15	4	9	5		96	
Trento	139	86	28	7	187	82	43	12	33	8	13	4		29	
Istanbul					385	223								66	
Seattle					316	159	95	39	55		62			66	
Singapore	231				345				31				3		
Lyon															
Auckland					160	98	118	40	24				193		

Registrations Conference





Appendix IX

Example Messages to Reviewers Explaining Special Tracks/Topics

The example messages below were sent to reviewers, who were assigned a paper on a special track/topic, in order to ensure that these papers are considered having special considerations in mind. Some PC Chairs or Associate Editors choose to inform the reviewers once, while others have sent the message to a reviewer every time he/she was assigned a paper of that type.

A. Instructions for Reviewers (PVLDB Vol. 10 (VLDB'17))

This document provides an overview of the paper reviewing process that will be used for PVLDB Volume 10 (VLDB'17), focusing on the role of the Reviewers.

SUBMISSION PROCESS AND TIMELINE

There will be 12 paper submission deadlines for Vol. 10, on the 1st of each month from April 2016 to March 2017. For the submission cycle starting on the 1st of month M, we are planning a reviewing process that looks like this

1st of M: papers are due

2nd of M: PC chairs send papers to reviewers for bidding

4th of M: bids are due from the reviewers

5th of M: PC chairs assign papers to reviewers for review

28th of M: reviews are due, on-line discussions start

13th of M+1: Associate Editors (AEs) finalize decisions and meta-reviews

15th of M+1: PC chairs notify authors of paper decisions.

We will try to ensure that each reviewer receives new paper assignments only every second month, until the peak months of February and March 2017.

BIDDING

We will be using bidding to try to ensure that reviewers are assigned papers that they are well-qualified to review. After new papers come in for month M, each reviewer will be asked to bid on a small set of papers that appear to be most relevant to their areas of interest. (This depends on the primary and secondary subject areas you select in CMT - so select these if you have not already done so!) Bids due on the 4th of the month. On the 5th, the PC chairs will use these bids to assign papers for review, and will notify the reviewers of their paper assignments. Please check your assignments when you receive them, and notify us if there are problems, such as an undetected conflict of interest. The longer you wait to check your assignments, the harder it will be for us to correct for any problems that do arise.

PAPER REVIEWS

The primary responsibilities of members of the PVLDB review board are to produce timely, thorough and constructive paper reviews, and to participate in the process of recommending a decision (Accept/Revise/Reject) for each assigned paper, via the on-line discussion process.

Our goal is to notify authors of our decision on their submitted paper by the 15th of the month following submission, meaning we have about 6 weeks in total for bidding, assignment, review, discussion, and decision. Reviews are due on the 28th of the month in which they are assigned. There is little slack in our schedule, so late reviews will delay the “downstream” part of the reviewing process (discussion, decision making). Late reviews also mean extra work for the Associate Editors and PC Chairs, who have to track these reviews down. Please help us stay on schedule. If there are extreme circumstances that you know may cause you to miss a deadline, please let us know as soon as possible, so that we have time to react.

Our expectation is that the members of the PVLDB Review Board will personally review the papers assigned to them and participate in the subsequent on-line discussion. There are circumstances in which the PC Chairs may enlist external reviewers, e.g., if we need someone with subject-matter expertise beyond what is available on the Board. However, Review Board members should not delegate their reviews to externals.

ON-LINE DISCUSSION AND PAPER DECISION-MAKING

Each paper is assigned to an Associate Editor (AE), whose role is to initiate, guide, and moderate an on-line discussion among a paper's reviewers, once the reviews are in. Once the discussion phase of the reviewing cycle starts, you should expect to receive e-mail from the AEs of your assigned paper(s).

The goal of the on-line discussion is to reach a consensus among the reviewers regarding a recommended decision for each paper. Ultimately, the AE must - based on this discussion - recommend a decision and produce a meta-review.

There are three possible decisions that can be recommended:

- **Accept:** The reviewers, after discussion, reached a consensus on accepting the paper for publication. The discussion has been summarized by the AE in the meta-review. Minor issues that the authors are encouraged to address in the camera-ready version should be identified in the reviews or in the meta-review.
- **Revise:** The reviewers and AE, after discussion, have determined that the paper is of good quality, except that there are specific, non-trivial issues which must be fixed to make the paper acceptable. These specific issues must be identified in a meta-review for the paper. The authors will have three months to submit a revised version of the paper, which will be assigned to the same AE and reviewed by the same reviewers as the original paper. The revised version should be accepted if the specific issues have been addressed in the revision.

When to use **Revise**:

Think of a **Revise** recommendation as a "conditional accept". It should be used for a paper that you would like to see in PVLDB, except for the flaws that *must* be fixed before the paper is above the bar. Revise means that the paper *will* be accepted iff those specific flaws are fixed - that is the "condition" in conditional accept. **Revise** is for turning "almost PVLDB" papers into PVLDB papers.

When *not* to use **Revise**:

Revise should not be used to force authors to make minor changes that reviewers think would be nice, but that are not necessary to make the paper acceptable. If the paper is acceptable, Accept it and suggest minor revisions using the reviews.

Revise should not be used simply to reflect a lack of consensus among the reviewers. If the reviewers cannot reach consensus, the AE will ultimately have to decide on a recommendation.

Revise should not be used to give weak submissions a second chance.

A good revision decision is based on discussion and agreement among the reviewers and the AE on the set of changes that must be made by the authors to make the paper acceptable. These conditions must then be conveyed to the authors by the AE, in the meta-review.

- **Reject:** The reviewers, after discussion, reached a consensus on rejecting the paper. The discussion of the reviewers has been summarized by the AE in the meta review. Rejected papers may not be submitted to PVLDB again during the next 12 months..

REVISIONS

When a submission receives a **Revise** decision, the AE will summarize a specific set of revision conditions in his/her meta-review. (These conditions will be based on the reviews and the on-line discussion.) The idea is that the revised paper will be acceptable for PVLDB if the revisions listed in the meta-review are made to the satisfaction of the reviewers. Authors have up to three months to address the conditions, revise their paper, and re-submit.

When the paper is re-submitted, it will be assigned to the same Associate Editor and the same reviewers as the original paper. As a reviewer, your job will then be to determine whether the revision adequately addresses the specific revision conditions that were identified in the original paper's meta-review. If it does, the revised paper should be accepted. If it does not, it should be rejected. A paper may not undergo multiple rounds of revision.

When you are reviewing a revised paper, you will want to look at the meta-review for the original submission. In CMT, you should be able to see this through "Detailed Reviews and Discussions", which will list all of your current and previous review assignments. If you would like to see the other reviews

of the original submission, or the discussion, you will instead have to go through the “View Paper Statuses and Reviewing Data For Papers Assigned to Me”.

Since authors have up to three months to submit a revision, we cannot promise that revision reviews will fit the same monthly schedule on which you are reviewing newly-submitted. For example, even if October 2016 is an “off” month for you, you may be asked to review a re-submission that month. In addition, the timeline for review of revisions differs from the timeline for new submissions. There is a submission deadline for revisions on the 15th of each month, and revision reviews will be due on the 6th of the following month, with discussion and decision-making concluding by the 13th. We will remind you of this schedule when you receive a revision to review.

Fortunately, reviewing a re-submission is simpler than reviewing a new paper, since the only question to be answered is whether the authors have adequately addressed the specific issues that were identified in the original submission.

SPECIAL SUBMISSION CATEGORIES

In addition to regular research papers, PVLDB Vol. 10 accepts submissions of three special types of papers: *Experiments and Analysis* papers, *Innovative Systems and Applications* papers, and *Vision* papers. Papers in these special categories can be identified by the special category tag, e.g., [Vision], which will be appended as a suffix to the paper title.

Before reviewing a special category paper, please review the description of that category, and consider the desired characteristics of papers in that category when you evaluate the paper. Our expectations for special category papers differ from those for regular research papers. For example, a Vision paper should not be held to the same standard for empirical evaluation as a regular research paper, but should be held to a high standard of novelty, insight, and potential impact.

Here are the descriptions of the special paper categories, from the [CFP](#)

Experiments and Analyses Papers

These papers focus on the evaluation of existing algorithms, data structures, and systems that are of wide interest. The scientific contribution of an E&A track paper lies in providing new insights into the strengths and weaknesses of existing methods rather than providing new methods. Some examples of types of papers suitable for the Experiments and Analyses category are:

- experimental surveys that compare existing solutions to a problem and, through extensive experiments, provide a comprehensive perspective on their strengths and weaknesses, or
- papers that verify or refute results published in the past and that, through a renewed performance evaluation, help to advance the state of the art, or
- papers that focus on relevant problems or phenomena and through analysis and/or experimentation provide insights on the nature or characteristics of these phenomena.

Innovative Systems and Applications Papers

These papers describe novel architectures for data systems, and non-obvious lessons learned in their application. The details of design goals (e.g., the class of workload to be supported), systems architecture, new abstractions, and design justifications are expected. Papers in this category make a major contribution to the field but do not meet typical criteria for a research paper. In particular, this is the right category for an overview paper of a significant system, particular aspects of which may have been explored in greater detail in previous publications.

Vision Papers

Vision papers outline futuristic information systems and architectures or anticipate new challenges. Submissions would describe novel projects that are in an early stage but hold out the strong promise of eventual high impact. The focus should be on the key insight behind the project (e.g., a new set of ground rules or a novel technology), as well as explaining how the key insight can be leveraged in building a system. The paper must describe what the success criteria are for the vision project.

B. Message to Reviewers of System Track Submissions:

Dear PVLDB reviewers,

We had discussions with colleagues from the endowment and others and we would like to attract your attention on the lack of systems papers in our community and in PVLDB in particular.

We believe this is due to several of them, among them the most important is the need to educate ourselves on what a systems paper is. So, here is a non-exhaustive definition that we hope will be helpful.

System papers come in many forms:

1) System systems papers: these are the hardest to write, as they cover the design issues and architecture of a complete system, eg. Asterix, epiC, Flink.

They receive unfair comments such as "engineering" and "lack of focus", or "lack of comparison with a commercial product"

2) System-related systems papers: these deal with specific issues, such as storage, query processor, indexes, transaction management, or extension of an open source for certain applications not well supported eg. Hadoop.

3) Performance-centric systems papers: these focus on specific performance issues, such as algorithms designed to exploit new hardware (multi core, SIMD, NUMA, HTM, SGX, etc).

These papers tend to be rejected because they “lack” theoretical depth. There a number of weaknesses that are acceptable when offset by other appropriate qualities. For example:

--> A paper that is very innovative, proposing a completely new approach or architecture, may not have a bullet proof evaluation.

--> A paper that extends a research prototype in some interesting direction cannot be required to demonstrate that same extension in a commercial system or in the currently most popular system.

--> A paper that presents a complete system architecture may not be innovative along all dimensions.

--> A paper that tackles an important problem and develops an initial practical solution may propose a simple solution. Simple solutions to practical problems are good.

This is applicable to papers submitted to the regular track and to the innovative systems track. Please pay attention to them. We would like to make PVLDB the premier venue for database research on systems.

Thanks,
PC Chairs

C. Message to Reviewers of Experiment and Analyses Paper Submissions:

Dear E&A-track reviewer:

You have been assigned a paper from the Experimental & Analysis track of PVLDB this month. Please recall that an E&A track paper differs considerably from a standard research track paper, and should be judged differently. In order to make sure that all reviewers use similar standards for reviewing, please invest some minutes to carefully read (or recall) the following guidelines before reviewing your paper.

(1) The E&A track places a great emphasis on comprehensive and detailed performance evaluation, appropriate methodology, and a fair assessment of the strength and weaknesses of ideas already published in previous work. The scientific contribution of an E&A-track paper lies in verifying or refuting results published in the past as well as in providing new insights into the strengths and weaknesses of existing methods. The focus of an E&A paper does not lie in providing new methods.

(2) An E&A paper should be assessed based on its novelty (how new is the problem being studied? how insightful or unexpected are the results?), significance (how important are the results? do they provide directions for research or practice?), and technical depth (how challenging was the study? was it performed in a fair, systematic, and convincing way?).

(3) E&A-track papers are expected to repeat at least one central experiment of each original paper they address unchanged, except where availability of data and/or code makes this infeasible.

(4) E&A-track papers must extend the original performance evaluation by either: using other datasets, different parameters, different workloads, and/or different systems.

(5) The E&A track allows for submitting “mini papers”. These papers also contain performance evaluation of one or more published papers, but in contrast to full papers, they are short, do not need to be self-contained, and should be read together with the original papers. The quality standards for full papers apply to Mini Papers as well (see (1) to (4)).

For details on the E&A track, please refer to:

<http://www.vldb.org/2015/experiments-analysis-papers.html>

With best regards,

E&A Track Associate Editor

Appendix X

Checklist for PC chairs, General chairs and Committee chairs

PC Chairs:

Two Years Before the Conference -2	April	May	June
	July	August 1. Presenting proposed key officers to the endowment for approval	September 1. AE invites and confirmation 2. Soliciting candidate PC members from AEs
	October 1. Issuing first round of PC invites	November 1. Issuing second round of PC invites	December 1. CFP for Research submissions
The Year Before the Conference -1	January 1. Start participating in PVLDB Advisory Committee meetings	February	March
	April 1. Submissions start at beginning of month	May	June
	July	August	September 1. Activating other track (Industrial, Demo, Workshop, Panel) chairs
	October	November	December 1. CFPs for other tracks
Conference Year 0	January	February	March 1. Keynote speakers
	April	May 1. Best Paper Award Selection	June 1. Best Paper Award Decision – names/templates for plaques to be passed to Conference chairs
	July 1. Technical program	August Conference (late August to early September)	
The Year After +1		August 1. Report at Endowment meeting	

General Chairs:

Two Years Before -2	April	May	June 1. Hotel, Local Logistics
	July	August 1. Web Site 2. Progress report at VLDB Endowment meeting	September
	October	November	December
The Year Before -1	January 1. Website – all details (CFP etc)	February	March
	April	May	June
	July	August	September
	October	November	December
Conference Year 0	January	February	March
	April	May 1. Selection of Dinner venue for VLDB Trustees – liaise with Endowment Secretary	June 1. Collect templates for best paper, TOT, research awards for making of plaques
	July 1. Confirmation of number of trustees for endowment dinner	August Conference (late August to early September) 1. Progress report at the endowment meeting	
The Year After +1		August 1. Final report at Endowment meeting 2. Transfer surplus to endowment – liaise with the Treasurer soon after	

Other Committees:

Conference Year			
		April 1. Award Committee – Selection	May 1. SPEND Committee – Travelling Fellowship
	June 1. Award Committee – forward the names/templates to conference chair	July	August Conference (late August to early September)