



Call for Institutions & Hosting Guidelines

MOCO | International Symposium on Movement and Computing

MOCO is the international symposium on movement and computing. MOCO aims to gather academics and practitioners interested in the computational study, modelling, representation, segmentation, recognition, classification, or generation of movement information. MOCO is positioned within emerging interdisciplinary domains between art & science.

The present document is intended to provide guidelines to institutions interested in making a bid for the organisation of future editions of the conference.

Important dates

- Deadline for applications for hosting **MOCO'16: November 1st, 2015.**
- Deadline for applications for hosting **MOCO'17: January 10th, 2016.**

Contact: moco-share@sfu.ca

Discussion Group: <https://groups.google.com/forum/#!forum/movementcomputing>

Society's website: TBA

GENERAL INFORMATION

The MOCO Conference

MOCO is the International Workshop on movement and computing. MOCO aims to gather academics and practitioners interested in the computational study, modelling, representation, segmentation, recognition, classification, or generation of movement information. MOCO is positioned within emerging interdisciplinary domains between art & science.

The workshop references the challenge of representing embodied movement knowledge within computational models, yet it also celebrates the inherent expression available within movement as a language. While human movement itself focuses on bodily experience, developing computational models for movement requires abstraction and representation of lived embodied cognition. Selecting appropriate models between movement and its rich personal and cultural meanings remains a challenge in movement interaction research.

Many fields, including Interaction Design, HCI, Education and Machine Learning have been inspired by recent developments within Neuroscience validating the primacy of movement in cognitive development and human intelligence. This has spawned a growing interest in experiential principles of movement awareness and mindfulness, while simultaneously fueling the need for developing computational models that can describe movement intelligence with greater rigour. This conference seeks to explore an equal and richly nuanced epistemological partnership between movement experience and movement cognition and computational representation.

The MOCO conference has been held annually since 2014. It is a medium-size conference with an attendance of 80 in 2014, 100 in 2015, and has traditionally intended to be accessible and affordable both to organisers (in terms of organisation complexity and financial burden) and to participants.

The conference has a length of two days. Traditionally the programme has included:

- Single-track oral paper presentations, organised in thematic sessions
- Two or more invited keynote speeches
- Poster presentations (often including during lunch and/or coffee breaks)
- A Demo session (which can be associated to the Poster session)
- Daily lunches and coffee breaks (cost included in registration)
- Optionally: an artistic program including performances
- Optionally: other social events (banquet, etc.)

Format of the proposal

Proposals to organise the MOCO Conference should be written in a PDF document that should be sent to the contact email provided on the first page of this document. The application document must include the following aspects:

1. Motivation
2. Dates, facilities and local context
3. Organising institutions and proposal committee
4. Timeline of the organisation
5. Budget
6. Reviewing aspects
7. Website and promotional aspects
8. Activities and topics
9. Papers and Proceedings-related aspects

See section 'Requirements' for details.

Evaluation criteria

Proposals will be evaluated by the MOCO steering committee with respect to the following criteria:

- Past implication in the MOCO community (or motivation to participate in the community beyond the organisation of a single conference)
- Proposed mechanisms to guarantee the high level scientific quality of the conference
- A clear intent or mechanisms in place from proposers to reach financial break-even (i.e. no financial gain nor loss)
- Compliance to the format mentioned in the previous section and the requirements
- Proposed unique events and/or artistic programs

Communication with the MOCO Steering Committee

Proposers are invited to communicate with the MOCO Steering Committee via the contact email provided on the first page of this document.

REQUIREMENTS

Location

Ideally, the location of MOCO should alternate between Europe/Africa, Asia/Australasia and North/Central/South America on a rotating basis, but the steering committee sees this as one of many desirable aspects of a bid rather than a strict rule.

Dates, facilities and local context

Dates for the conference should be between the months of June and August of any given year, the date should not conflict with other important meetings or major holidays.

Organisers are encouraged to indicate whether they would be interested in other years if their proposal is not accepted for the proposed dates.

Organisers must agree to reserve an adequate number of meeting rooms for conference activities

- that can accommodate a large enough number of people (MOCO had 80 attendees in 2014, 100 in 2015, and is aiming for >100 attendance in future editions)
- that include rooms for diverse activities (panels, tutorials, posters, etc.)
- that are within small distance of each other
- that have very good transportation links to the housing solutions proposed (ideally walking distance)

Proposals should include a description of the local context (town specificities, typical climate in target dates, closest international airport, typical international travel costs, local transportation, etc.).

Organising Committee

The organising committee should propose at least:

- one general conference chair
- one general scientific (program) chair
- one demo and/or artistic chair
- a list of members for the programme committee (a.k.a. “meta-reviewers”)

Other roles such as a publicity chair, a finance chair, local arrangement chairs, etc. are also possible. The proposed chairs should have already been approached and given their agreement to take on this role. The proposal should include brief bios for the Chairs and other people principally involved.

To facilitate communication with the MOCO steering committee, at least one member of the MOCO steering committee must be on the organising committee (e.g. as general co-chair, or program co-chair). The proposal does not have to nominate a steering committee member; in this case the Board will appoint co-chair(s) as appropriate in consultation with the organisers.

Timeline

A timeline should be provided, covering the whole period between the date of proposal to target dates of the conference, and including milestones such as dates for:

- Communication schedule with MOCO steering committee
- Establishment of conference web site
- Schedule of calls for papers
- Selection of reviewers
- Submission deadlines
- All important steps of the reviewing workflow (e.g. papers out to reviewers, papers back from reviewers, authors notification, etc.)
- Proceedings online
- Registrations (early, late)
- etc.

Submission deadline extensions

We encourage organisers to keep to their advertised deadlines unless there are unexpected circumstances which create the need for an extension. Any extension should be fair (apply equally to all authors) and public (announced on the MOCO Community mailing list). We recommend allowing revisions of PDF files but no new submissions or changes to metadata (title/author/abstract) for up to a week after the deadline (during which time PC members and reviewers can bid for and be assigned papers).

Budget

The MOCO Conference has traditionally intended to be accessible and affordable both to organisers (in terms of organisation complexity and financial burden) and to participants.

Organisers must explicitly agree to do their best effort to reach financial break-even (i.e. no financial gain nor loss).

Organisers must agree to registration fees comparable to, or cheaper than, those of previous MOCO conferences.

Proposals should include:

- Spreadsheet estimate of budget
- Estimate of registration fees (early, late, student & non-affiliated artist)
- Sponsorship plan

Managing the conference budget is the responsibility of the conference organisers. Although the objective is for the organisers to reach financial break-even, post-conference financial balance may show a small loss or profit. In the case of a profit.

Reviewing workflow

Organisers must agree to implement a **double-blind** reviewing workflow, following a **two-tier model** (i.e. with one level of “regular” reviewers, and another level of “meta-reviewers”), as in recent editions of the conference. A detailed document regarding the implementation of that workflow will be provided in due time by the MOCO steering committee to the organisers.

Criteria for paper acceptance

Submitted papers should be evaluated according to the following criteria:

- Novelty of the paper
- Scholarly/scientific quality
- Appropriateness of topic
- Importance
- Readability and paper organization

Proposals can propose a slightly different list of criteria, to be eventually decided between the organisers and the MOCO steering committee.

Conference Management System

We advise organisers to use Conference Manager System (CMS) such as [EasyChair](#) for managing all operations and communications related to the scientific program of the conference (paper submission, communication with reviewers, etc.).

Conference website and promotional aspects

The URL of the conference website will be provided by the society. Organisers must link their site to that URL. Website hosting, content edition and management is the responsibility of the organisers from its initial publication online until at most two months after the completion of the conference.

Online guidelines for reviewers

The website must include guidelines for reviewers (see e.g. websites of previous editions of the conference).

The “About MOCO” webpage

The conference website must include a page with the list of previous MOCO conferences to date and/or link back to the Society website.

MOCO Logo placement

The official MOCO logo should be displayed prominently on the conference web site, proceedings, programme booklets, and any other MOCO-related document.

Activities and topics

Proposals should include a list of scheduled activities, together with a draft program for the conference (subject to change).

Proposals should identify any major changes in the CFP list of topics with respect to recent MOCO conferences (if any).

Keynote/invited speakers

The conference program should include between 1-3 keynote or invited speakers.

Finding an appropriate keynote speaker (relevant to MOCO, a good speaker, well-known, etc.) often takes a long time, so it should be started early.

Conference organisers must cover the travel and housing expenses of the keynote and invited speakers, and provide complimentary conference registrations.

Demos and Artistic Program

We encourage local organizers to include a demo session and/or an artistic program (performances, etc.). The reviewing or curation process for the artistic program can be chosen by the organizers. If a call for artistic contributions is made public, conference organizers must make sure that the curation/reviewing process is fair and public.

Papers and Proceedings

Organisers must agree to publish all papers and posters selected in the review process in PDF format in the ACM Digital Library under the International Conference Proceedings Series ([ICPS](#)). Guidelines on how to proceed with the ACM for publication will be provided by a member of the MOCO steering committee. Publication fees required by the ACM are at the expense of local organizers and must be included in the budget.

An electronic version of the book of Proceedings must be provided to each registered participant of the conference upon registration.

Author registration requirement

Organisers must agree that for each accepted paper, at least one author must register for the conference, and that papers with no registered author on the author registration deadline will be removed from the conference programme and will not appear in the proceedings nor on the conference website.

Important requirements for papers

Organisers must ensure that papers presented at the conference and published in the proceedings consist of original contributions (not previously published and not being considered for publication elsewhere on the date of presentation at MOCO).

Paper format

To ensure a consistent proceedings, organisers must provide templates for LaTeX and MS Word, together with detailed instructions on formatting paper submissions. We encourage organisers to use the same format and templates as used in previous years.

All accepted papers (oral presentation and posters) must have the same format.

All papers to be published in the proceedings must be no more than 8 pages long and conform to Adobe's PDF format (e.g. include all fonts).

Post-conference report

Organisers must also agree to provide, at the latest 2 months after the end of the conference, a final report describing the way the scientific program was organised, statistics, and budget. A template report from previous editions of the conference will be provided to organisers, which

they can update at the end of the conference. This report is passed on to future conference organisers, to ensure continuity and retention of best practice.

PREVIOUS CONFERENCES

MOCO'14 was held at Ircam, Paris, France on June 16-17, 2014

<http://moco.ircam.fr>

MOCO'15 was held at SFU, Vancouver, BC, Canada on August 14-15, 2015.

<http://moco.iat.sfu.ca/>

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