Invitation of proposal to host the IEEE International Conference on Healthcare Informatics (ICHI)

The ICHI Steering Committee invites interested parties to submit proposals to host and organize ICHI 2015 and ICHI 2016.

ICHI is sponsored by the IEEE Computer Society and the Technical Committee of Intelligent Informatics. The annual ICHI conference is the premier international forum concerned with the application of computer science principles, information science principles, information technology, and communication technology to address problems in healthcare, public health, everyday wellness as well as the related social and ethical issues. ICHI 2013 (http://cci.drexel.edu/ichi2013/) and ICHI 2014 (http://ichi2014.di.univr.it/) were hosted in Philadelphia and Verona respectively.

The ICHI will be a forum for demo and paper contributions from researchers, practitioners, developers, and users to explore and disseminate cutting-edge ideas and results, and to exchange techniques, tools, and experiences.

Parties interested in hosting ICHI are invited to submit their proposals by August 15, 2014 by email with the subject line: ICHI proposal to ichi.ieee@gmail.com. The steering committee will review the proposals and give initial feedbacks by September 8. The final decision will be made when the steering committee meets in Verona in ICHI 2014. If you have any questions, please feel free to contact the steering committee chair, Chris Yang at chris.yang@drexel.edu.

The proposal should provide the following information:

**Timing and location**

ICHI is usually organized between mid-August to mid-October. Religious and national holidays should be avoided. The conference location should be easily accessible for people attending from Asia, Europe, USA via air, rail and road. The proposal should include a short description of the locality and remarkable features that are attractive to potential participants.

The conference venue (either a conference hotel or an academic institution) should be able to host over 250 delegates. It should also have sufficient facilities to host three or more parallel sessions concurrently.

Social events are not required; however, a relatively formal conference banquet that hosts the award ceremony is expected. Other activities such as reception that host the poster session and sightseeing visits would be good ideas as well.
Organizers
The proposal should provide the names, affiliations, and email contact information for the main organizers, including the general chairs, program committee chairs, local arrangement chair, and financial chair. It is good if other key organizers such as registration chair, publication chair, and publicity chair are also available.

Experience of organizing IEEE conferences or other healthcare related conferences or events should be described to support the credentials of the organizers.

Program Committee
ICHI has three major tracks: Systems, Analytics, and Human Factors. Systems Track focuses on building health informatics systems (e.g., architecture, framework, design, engineering, and application). Analytics Track focuses on data analytics. Human Factors Track focuses on understanding users or context, interface design, and user studies of health informatics applications. The program committee should have senior PC members and regular PC members for each track. Each senior PC member and regular PC members will review a number of papers. The senior PC members will coordinate the discussion after all the review reports are received and make recommendation of paper acceptance to the program committee chairs. The proposal should provide a draft of the program committees. A full list of program committee is not necessary but it would be good to propose a number of new program committee members, in particular a number of senior PC members who can facilitate a high quality review process. Please specify if a member is tentative.

Accommodation and social events
Proposers should demonstrate suitable accommodation for delegates that are within walking distance to the conference venue (e.g. local hotels and/or student halls) for a meeting of at least three days duration. The availability of low-cost accommodation for student delegates such as youth hostels or inexpensive student halls would also be good.

Conference web site
Proposers are required to organize and maintain a web site for the conference, at least providing links for paper submission, delegate registration, program as well as the organizing and program committees.

Budget preparation and costs
A conference budget with costs estimated on 150 attendees, inclusive of organizers and volunteer helpers, must be included in the proposal. It is expected that the conference should break even as a minimum and preferably a small surplus. Various projections of income (including potential sponsorship) and expenditure, with different price bands for members of any collaborating or sponsoring bodies (normally a 10% discount on the standard rate), non-members and student delegates, with corresponding break even points, should be provided. Registration fees for students should be kept as low as possible in order to encourage young researchers to participate. Incentives for early registration are advisable. The
budget should also include 20% of support services fee to IEEE Computer Society and 15% of contingency fund.

**Plans for publicizing the conference**
Proposers must provide a detailed plan for publicizing the conference to the interdisciplinary healthcare community.

The proposal should also provide the following items:
- A copy of the first call for papers for the conference including dates.
- A draft programme for the conference