WORKSHOP ORGANIZATION

We provide some general rules regarding the organization and oversight of workshops. The success of this IIF initiative depends on the willingness, entrepreneurship, and volunteering work of the agents promoting the workshop. Recognizing this much effort, the IIF will support the operations and the budget of the organizers in charge.

1. Objective.

The workshop should focus on very specific and timely forecasting topics. It should have a well-defined theme that links the prospective papers. It normally runs over 1.5 days with about 8-10 presenters and their corresponding discussants. This small setting allows for informal discussions and productive exchanges.

2. Sponsorship

Interested organizers should contact the IIF director in charge and provide a theme and a preliminary budget. The organizers must have a sponsor in place that provides the majority of the funds to guarantee the success of the workshop. The organization resides with the local organizers, and the IIF will offer advice and suggestions and limited financial assistance when needed. The organizers may extend invitations to speakers and discussants and/or may write a call for papers from which they will select the workshop presentations. The organizers should keep the IIF director informed about the progress of the workshop. Travel expenses of speakers and discussants will be covered as much as possible by the sponsor funds and within the rules established by the sponsor. If some travel expenses were to be covered by IIF funds, the Institute would only reimburse economy air fare. IIF will not provide funds upfront to the organizers. The format and the program of the workshop will be designed by the organizers within the general setting established above. The workshop is open to the public at large and the organizers may choose to set a small registration fee to defray the costs of the organization.

3. IIF Budget

The IIF allocation for workshops will be discussed every year at the annual meeting of the Board of Directors. We aim to sponsor two workshops per year. However, if we receive more than two competitive requests, the IIF director may request an increase in the allocation for that year. If the Treasurer considers that the financial status of the IIF is sound and the requested increase does not jeopardize the books, the President will bring the requested allocation to the Board for a vote.

4. Approval
At the annual meeting of the Board of Directors, the director in charge of workshops should present a summary of the workshop activities of the current and future years. The Board will discuss and approve whatever workshops are proposed at the time of the meeting. However, requests will be coming during the year, and in this case the primary IIF director in consultation with the assigned secondary IIF directors will approve or disapprove the request.

5. Advertising.

The local organizers will advertise the workshop as widely as possible. The IIF will announce the workshop and will establish the necessary links to the local organizers in the Institute’s website, newsletters, promotional flyers, and social media sites, e.g. Facebook, Twitter, etc.

6. IJF special issue

The International Journal of Forecasting may choose to run a special issue on the theme of the workshop, primarily drawing upon selected papers from the workshop. The workshop organizers should seek approval of the Editor-in-Chief of IJF, who in consultation with the IIF director in charge of workshops will appoint guest editors and an IJF associate editor responsible for maintaining the quality standards of the journal.

7. Summary of activities

The local organizers will provide a summary of the workshop within two months after the workshop has taken place. It should be sent to the IIF director and posted in the IIF website and other venues line The Oracle newsletter.