

GCC2017 Call for Hosts

This document is the formal call for proposals to host the 2017 Galaxy Community Conference.

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Submission Process

Note: The submission deadline has been extended to 30 November 2015.

Proposals to host the 2017 Galaxy Community Conference should be emailed to Dave Clements <clements@galaxyproject.org> **by the end of 30 November 2015**. Applications will be reviewed by Dave Clements, Jeremy Goecks, Anton Nekrutenko, and James Taylor, all of the core [Galaxy Team](#), and a host will be selected and confirmed no later than 20 November 2015.

Eligibility

Any organization outside of North America may submit a proposal to host the 2017 Galaxy Community Conference (GCC2017). (GCCs in *even* years are held in North America.)

Event Scope

GCCs are multi-day, multi-event conferences. They typically include 2-3 days of hackathons, 2 days of training that overlap with the hackathons, and a 2 day meeting. GCC training features multiple concurrent tracks covering a full range of topics, from *using* Galaxy to updating the code. The meeting typically includes keynotes, accepted talks, lightning talks, poster and vendor sessions, and birds-of-a-feather gatherings.

GCC's have drawn between 200 and 230 total participants every year since 2012. Most participants will attend both the meeting and some or all of the training. Participants can typically register for any set of non-overlapping options they choose, with around 200 attending the meeting, and around 200 attending the training.

Each GCC has had a different set of events. We started with just a two day meeting with space for lightning talks and breakouts. Over the years we added a Training Day, poster sessions, vendor/sponsor exhibits, birds-of-a-feather sessions, a conference dinner, a keynote speaker, a coding hackathon, a second day of training, a data hackathon, and a software demo session (new in 2016).

Information about all past GCCs is available online. The websites for the previous 5 GCCs are:

GCC2016: <http://galaxyproject.org/GCC2016>, Bloomington, Indiana, United States (still under construction)

GCC2015: <http://galaxyproject.org/GCC2015>, Norwich, United Kingdom

GCC2014: <http://galaxyproject.org/GCC2014>, Baltimore, Maryland, United States

GCC2013: <http://galaxyproject.org/GCC2013>, Oslo, Norway

GCC2012: <http://galaxyproject.org/GCC2012>, Chicago, Illinois, United States

Proposal

Please limit proposals to no more than 16 pages, including pictures and supporting documents. Pithy is good, but informative is more important. Feel free to link to any information that is already available online. Proposals should cover several key areas, at whatever level of detail is known at the time of the proposal.

Event Summary

Please describe what you would like to see offered at GCC2017. This can be the same set of events offered at previous GCCs, or a combination of new and old events. Each year is different from, and an improvement of previous years.

At minimum, the proposal should contain support for at least

- One or two concurrent hackathons lasting 2 or 3 days.
- Two days of training supporting at least 4 and preferably 5 parallel tracks
- Two days of meeting.

These events have typically been presented over 5 days, starting first with the hackathons, and ending with the meeting. However, other arrangements and durations have been suggested by some participants and will be considered.

Specific dates are not required at this time, but if you have specific options then please include them. Past GCCs have been in May, June, and July. Whenever possible, we try not to overlap with other conferences such as BOSC, ISMB, and SMBE that a significant percentage of attendees are also interested in.

Facilities

Please describe facilities that would be used for GCC. Facilities should include

- A large meeting space for all attendees.
- Smaller spaces for training, birds-of-a-feather, hackathons, and informal gatherings
- Robust wifi in meeting spaces is essential. Expect everyone to be connected simultaneously.
- High-traffic (ideally) areas for vendors/sponsors to have exhibits
- Space for posters and/or demos
- Space for catering

Ideally, events happening on the same day would be physically close to one another. Pictures are helpful here. *Floor plans and maps are really helpful here.* Multiple options for facilities can be given.

Lodging

Proposals can include lodging or not. Not including lodging makes the conference easier to manage, but also makes it less attractive to participants. Please describe what, if any, lodging will be available for the conference. Including an inexpensive option such as dorms makes the conference significantly more attractive to students and postdocs, and to others who are containing their costs (which is most people). Inexpensive lodging options that are easily accessible from conference facilities also lead to a much tighter sense of community during the event.

Dorms, if significantly less expensive than other options, can also be an opportunity to generate revenue.

Hotel options can also be included in proposals. Ideally lodging is within easy walking distance of conference events, and if it's not the proposal should include options for transporting people.

Local Institutional Support

Having local people who are committed to the success of the event is absolutely key. It is essential to have several people from the host organization on the event organizing committee. It is also very helpful to have local admin support for things like managing paperwork and catering. Finally, having buy-in (even enthusiasm) from senior administration at the host organization can go a long way towards smoothing bumps.

(Dave Clements, the Galaxy Training and Outreach Coordinator also provides a great deal of organisational support for GCCs, taking on most responsibilities that do not require a local presence. Dave has been doing this since GCC2011.)

Transportation

Please address how hard or easy it is for people to get to the event, and how participants will get around, once they are at the event. If lodging is included in the proposal, please describe travel between lodging and the event.

Ideally, the event will be within 2 hours of a major airport, and lodging and event facilities be within easy walking (or rapid transit) distance of each other.

Finances

Estimates of the more significant expected costs should be included, if available. Large expenses tend to be for facilities, taxes, lodging and sometimes networking/IT support. Estimates for catering don't need to be included (but can be). Catering is a large expense, but it is expected to be a relatively similar cost across hosts.

If any local financial sponsorships are likely, please describe those as well. These have been a huge help at several past GCCs.

Finally, please include a proposal for how financial losses or excess revenue would be handled. We have done a variety of arrangements in past years (and our last revenue shortfall was GCC2011). Our starting suggestion for each year is to split the responsibility for shortfalls, or any excess funds between the hosts and the Galaxy Project. Over the years there have been two hosts who passed the entire surplus back to the Galaxy Project: the 2012 surplus was used to defray costs for GCC2013, and the 2014 surplus was used to set up the Galaxy Community Fund, which is used to support things like project outreach and scholarships.

Sponsorships and Vendors

GCCs have had strong vendor support since we first invited sponsors in 2012. Many sponsors return multiple times, and each year has also featured new sponsors. Each year the Galaxy Project works hard to identify and recruit sponsors for GCC. Conference hosts are also expected to identify and contact potential sponsors, especially those with a strong local presence or with whom the host has business relationships with.

Sponsorship packages are reconsidered and adjusted each year by the organizing committee.

Location & Host Organization(s)

Please include anything about the host city or organization(s) that makes this proposal particularly attractive.

FAQ

Questions that have come up in previous years.

What are some of the costs in hosting a GCC?

There are many costs. Some of them are:

- Meeting room rentals (pretty much from 7am to midnight)
- Wifi charges (everyone gets wifi included, and it needs to be robust)
- IT support time
- The Conference dinner
- Catered lunches and breaks.
- Sometimes catered breakfasts
- Project and screen rental
- Poster board rental
- Power strip rental/purchase
- Minimum guarantees for lodging (if we arrange for lodging; in 2013, we did not)
- Lanyards
- Printed programs
- T-Shirts
- We also like to comp the registrations for Training Instructors, members of conf committees, hackathon organizers, and the keynote speaker (we try really hard to find a local keynote speaker)
- Transportation if we have official lodging that is not walking distance to the conf.
- Transport to and from conf dinner
- Sponsor booth material rental (sometimes) and setup (sometimes)
- Tax (sometimes, mostly in Europe)
- Payment and registration provider processing fees

Typically all costs are paid for out of conference revenues and sponsorship funds.

How much of a time commitment is hosting and organizing a GCC?

A lot, especially for the lead local organizer(s). The Galaxy Team representative (most likely Dave Clements) will take the lead on many things that don't require a local presence, but this still leaves an enormous amount of work to be done by the hosts, including working with catering, lodging, facilities, printers, security and IT. The registration site is also typically handled by the host organization's infrastructure and that takes coordination as well.

This time commitment is most noticeable during these several peak periods:

- Just before early registration opens
- When early registration closes.
- Two weeks before the conference through the end of the conference.

You may also want to ask current and past host lead organizers how much time is involved:

Robert Ping <robping@iu.edu> (2016)

Dan MacLean <Dan.MacLean@sainsbury-laboratory.ac.uk> (2015)

Karen Reddy <kreddy4@jhmi.edu> (2014)

Geir Kjetil Sandve <geirkjetil@gmail.com> (2013)

Neil Bahroos <nbahroos@uic.edu> (2012)

It is a significant commitment of time.

Demographics

The sponsorship prospectus for the current year includes demographic information and is available on request. This is used to provide information to potential sponsors about this year's conference.

What if we are not in Europe?

Past years have demonstrated that GCC can consistently draw 200+ researchers when held in Europe and North America. Galaxy, however, is a global project with a significant presence on other continents as well, and as a project we are committed to addressing the needs of these communities as well. Therefore we will consider proposals for holding GCC outside of Europe and North America. We realize that this may result in a drop in attendance that year.

If you are proposing hosting GCC2017 outside of Europe, please include an estimate of the size of the regional community, and how many you think would attend the GCC. Please also describe any particular efforts to reach out to the regional and global Galaxy communities. The project will fully commit to promoting GCC to the Galaxy Community, no matter where the event is held.

Other Questions?

The Galaxy Project has a great deal of information about past events, how things have been done, and what worked and what hasn't. If you have any questions or concerns when preparing the proposal, please do not hesitate to send them to Dave Clements.