PROCEEDINGS PROPOSAL FORM

Main Discipline:

Editorial Contact:

We thank you for your interest in publishing with Springer! In order for us to make an informed evaluation of your proposal, we ask you to complete this proceedings proposal form. Please do not hesitate to contact us with any questions you may have.

1. **Event and Organizers**
   1. Conference Organizer: *Name and email of person(s) coordinating the incoming papers:*
   2. URL of Conference/Workshop Website:
   3. *If the previous information is not available on the website, kindly supply it here:*
      1. *Name of the event & conference acronym (English):*
      2. *Websites of Previous Events in the series:*
      3. *No. in the Conference Series. (For example, the third event in the series)*
      4. *Venue and Dates:*
      5. *Sponsors (if any):*
      6. *Estimated Number of Participants at the Conference: Please also give the numbers of participants attending the past two events, if applicable.*
2. **Proceedings Information**
   1. Title: *full working title and subtitle of the proceedings*
   2. Editor: *Name and address of volume editors as they should appear on the book cover.*
   3. Estimated number of pages in manuscript: *Please note that a Springer page counts 550 words on average*
   4. Manuscript Organization: Please give a rough planned structure of your proceedings (preliminary table of contents or list of contributors with affiliations and topics)
   5. Desired publication date: *Would you like to have the proceedings ready in time for the event?*
   6. Estimated manuscript delivery date: *Discuss exact deadlines for manuscript delivery with your Publishing Editor (can be 8-12 weeks before the conference)*
   7. Open Access option: (i.e., content available to anyone for free from SpringerLink)? *Discuss with your Publishing Editor. This is an extra option which incurs additional costs for conference organizers, but some funders provide money to cover those costs. See:* [*https://www.springer.com/gp/open-access/open-access-funding*](https://www.springer.com/gp/open-access/open-access-funding)
   8. Please indicate any supplementary material or data you plan to include: (e.g., software, online files, dedicated website, solutions manual, etc.)
   9. Primary Audience of the Proceedings : *please specify the level and the discipline, as well as if the audience consists of academicians, professionals or both*
   10. Please provide us with a minimum of 5 keywords: *Please use specific terms, e.g. 2 or 3 word-phrases defining the field and query terms you expect the target readers to type in Google when they search for your book/conference. Do not repeat terms from the conference title*
   11. Please provide a short description of the work (up to 1000 characters with spaces):*Do not repeat the title of the work in the first 2 lines or sentences. \* Do not describe the discipline in the first paragraph but focus on the benefits of the proceedings. \* End your text identifying who will be/is the readership/primary audience for the work. \*Hyperlinks are not permitted.*
   12. Related / Similar Conferences? or related / Similar Publications? *Include authors/editors, title, ISBN, publisher and copyright year.*
   13. Please specify the main focus and strengths of your Conference. *What’s its added value (e.g. in comparison to similar events*?
3. **Reviewing**

Documentation of the review process is needed. Please note that we might require copies of the review reports upon submission of the final manuscript.

* 1. Are you interested in using SpringerNature’s [online conference service (OCS)](https://www.springer.com/de/authors-editors/conference-proceedings/online-conference-system) for collecting and managing submissions?
  2. What is the detailed review plan?
     1. *Please give a short description of your review criteria?*
     2. *How many qualified submissions do you expect? Please also give the submission figures for the last two years, if applicable.*
     3. *Please give an estimate of the planed acceptance rate. Please also give the acceptance rates of the last two years, if applicable.*
     4. *Will the review process be single-, double-blind, or open?*
     5. *What is the average number of reviewers assigned to a paper for your proceedings?*

* + 1. *What is the average number of papers assigned to each reviewer for your conference proceedings?*
  1. Please list names and affiliations of reviewers and specify whether they are conference program committee members or external reviewers?
  2. Please give details of the reviewing schedule: *submission date, acceptance notification, deadline for final papers*
  3. Are you planning plagiarism check and if yes, which tools will you use?

1. **Additional Information:**

*Many thanks for taking the time to complete this questionnaire. Your detailed responses will be very helpful in our assessment of the potential market for your proposal and will enable us to reach a decision regarding publication that much sooner.*