International Multiconference Information Society IS2024

INFORMATION AND INSTRUCTIONS

We thank you for registering for the IS2024 conference. To make your experience as smooth as possible, we have prepared the following guidelines for preparing and submitting papers.

Preparation of Papers

Paper Format: All papers must be prepared in the prescribed format. Once your accepted and revised paper is ready, upload it in the new format available on the conference website and resubmit it through the system. Papers should not have page numbers, and we would like to remind authors to enter the appropriate information in the page headers and use title case in the titles (in English, this means capitalizing all major words), as inconsistencies often occur in this area.

The template can be downloaded from the official conference website: IS2024 template.

Length of Papers: Ideally, the paper should be 4 A4 pages long, including references and appendices. The paper can be written in Slovenian or English. An abstract is required, and the structure should follow the usual format of articles presented at scientific conferences. Exceptionally, you may submit a summary (up to 1 page) or an extended summary (up to 2 pages). Anything longer than 2 pages is considered a full paper.

Authors and Co-authors: Please check that all authors' names are correctly listed and that their academic titles, institutional affiliations, and email addresses are included.

Submission of Papers

Submission System: Papers should be submitted via the EasyChair online submission system. Links to the EasyChair system for each individual conference can be found at: EasyChair submissions. You must register to use the system, and registration in EasyChair is free.

Submission Deadlines: Each conference sets its own submission deadlines. The deadline for your selected conference can be found in the conference's CFP (Call for Papers), accessible from the list of all conferences on the website: Conference Deadlines.

Review Process and Feedback: All submissions will be reviewed by expert reviewers. You will be notified of the review results by the conference chairs, who will also provide the deadline for submitting the final revised version of your paper. Some conferences may add an AI-generated review, but this should be seen primarily as guidance on language and grammar, as the system is not yet proficient at evaluating content.

Preparing Final Versions (Camera Ready)

If your paper is accepted, prepare the final version of your paper according to the instructions received after the review process.

DOI Link: A DOI (Digital Object Identifier) is a unique identifier used for permanently marking digital content. For papers, this means that your paper will receive a DOI upon publication, allowing it to be easily found and cited. The DOI should be included in the final "camera ready" version of the paper. Updated templates with the precise location for the DOI link can be found on the IS website: [DOI inclusion instructions](). If you used a template without a DOI (as this is a new addition this year), update or replace the footnote on the first page of the paper. In the LaTeX template, enter the DOI in the variable \acmDOI. The updated and "camera ready" paper must then be resubmitted via the EasyChair system in the same way as the initial submission.

Sections and Schedule

Sections and schedules are prepared by the conference chairs and sent to the IS team.

Registration and Conference Fees

Authors must be registered for their chosen conference in time to present their paper in person or remotely. The registration deadline is October 1, 2024.

The registration form can be accessed on the website: [IS Registration](). Follow the steps in the form carefully, entering accurate details, as these will be used to issue a registration certificate, invoice, proof of payment, conference badge, and certificate of participation (optional, upon request). To request these certificates, contact the organizing committee at is@ijs.si.

Author Registration: For each accepted and published paper, at least one author must be registered and pay the conference fee.

Conference Fee for IS2024:

- €150 (full registration)
- €100 (student registration)

Please send proof of payment by October 3, 2024, to the following email: is@ijs.si.

Preparation of Presentations

Type of Presentation: Presentations can be delivered in person at the conference, remotely via teleconference (as part of the hybrid conference format), or as a pre-recorded video presentation (by agreement with the conference chair). Presentations will be broadcast via multiple media (e.g., the web, YouTube) for presenters who agree. If you prefer not to be broadcast, inform the team in the conference room, and your presentation will not be streamed.

Presentation Time: Oral presentations typically last 10 to 20 minutes (including time for questions and answers). Specific instructions will be provided by the conference chairs.

Presentation Schedule: The conference schedule will be publicly posted on the homepage: [IS Program]() and on notice boards within the Jožef Stefan Institute. It will also be sent to all authors by the respective conference chairs via email.

Rescheduling Presentations: Changing the presentation time is only possible by arrangement with the conference chair immediately after receiving the schedule. In case of extraordinary circumstances (e.g., illness), contact the chair or section leader as soon as possible.

Presentation Format: Each author should prepare their presentation in PowerPoint or PDF format. On the day of the presentation, bring it on a USB stick and transfer it to the computer.

Presentation Language: Presentations will be organized in sections according to the presentation topic and language. Presentations should generally be in the same language as the submitted paper. The official conference languages are Slovenian and English.

Publications

Conference papers will be published in the conference proceedings. Some conferences will select and announce the best papers. In agreement with the chairs, the best papers may also be published in the journal *Informatica* after an expedited review process.

Hybrid Conference Format

The IS2024 conference will start on Monday, October 7, 2024, at 9:00 AM. The program for each individual conference will be published on the website: [IS Program](). The IS2024 conference will be held in a hybrid format, allowing participation both in-person and remotely. Authors may present their papers either at the conference location or via the online platform Zoom/MSTeams. More information on technical details and online links will be published closer to the event on the conference website.

Conference Day Reception

On the day of your conference, the reception desk will open at 8:30 AM, while all conferences will begin at 9:00 AM. We kindly ask all authors to complete the following steps at the reception:

- **Registration**: Authors who have not yet registered online must complete the registration process before coming to the reception desk. Those already registered will receive their conference materials and badge. Any "latecomers" can collect their materials after the main coffee break. If the registration fee has not been paid, the materials will be sent by post after payment is received.
- **Schedule Information**: Event schedules will be available at the reception, where you can check the exact time and location of your presentation.
- **Breaks**: Coffee breaks are scheduled for all conferences at the same time. The first coffee break is from 11:00 to 11:30. This is followed by a longer break from 1:00 PM to 2:00 PM (participants can use this time for lunch). The second coffee break is from 3:30 PM to 4:00 PM. The third and final break is from 6:30 PM to 7:00 PM.

We kindly ask all authors to arrive at least 30 minutes before the conference begins to complete all necessary preparations and ensure a smooth event.

Awards Ceremony

On the last day of the IS2024 multiconference, a formal ceremony will be held where various awards and recognitions will be presented.

The ceremony will take place on Friday, October 11, 2024, at 12:00 PM in the Large Lecture Hall of the Jožef Stefan Institute, Jamova 39, Ljubljana.

All participants of the IS2024 conferences are cordially invited to attend the ceremony.

Contact

For additional questions and information, feel free to contact us:

- Email: is@ijs.si
- Website: [IS2024 Website](#)

We look forward to your contributions and seeing you at the IS2024 conference!

Best regards,
IS2024 Organizing Committee