

INTERSPEECH Bidding Procedure

(Last update: 1 November 2022, MKZ)

The location of each INTERSPEECH conference is determined through a bidding process. Each year, bids for INTERSPEECH are solicited by the ISCA Conferences Coordinators. The bids are reviewed by the INTERSPEECH Advisory Committee (IAC), who make comments and possibly recommendations to the ISCA Board. Following this review process, the ISCA Board also discusses the bids and votes on them. If any ISCA Board member is named as an organizing committee member in an INTERSPEECH bid, that Board member does not take part in either the discussion or the voting process for that year.

Timeframe:

Bids are solicited approximately 4 years in advance; e.g. in 2021 bids were solicited for the 2025 conference. This is done in order to give the local organizing committee plenty of time to plan this large event. It also allows time for a re-bidding process in case an organizing committee later discovers that they are unable to organize the conference (an extremely rare occurrence).

Eligible bidders:

Bids are only considered if they come from members of the scientific community (academic or industry). Bids coming directly from professional conference organizers (PCOs) are normally not given consideration. Bids should minimally include the names of General Chairs and Technical Program Chairs; the more members of the organizing committee who can be named at the time of the bid, the better. ISCA is committed to improving diversity in our community, including at the level of INTERSPEECH organizing committees; thus, organizing committees should consider their composition in terms of factors such as gender diversity, regional background of committee members, and distribution in academia and industry. Organizers should come from a variety of institutions in the vicinity of the conference organization; inviting international committee members is also welcomed, although the organizing team should be primarily local. A convincing organizing committee is one of the most important factors for a successful INTERSPEECH bid.

Location:

It was previously the case that INTERSPEECH alternated annually between locations within Europe and outside of Europe. This alternating pattern is no longer considered necessary by the Board. However, we are very interested in increasing geographical diversity in terms of the regions and countries hosting INTERSPEECH. Thus it is likely that a bid from a location that is geographically very close to the location of the winning bid from the previous year will be at a disadvantage, though not automatically disqualified. We are always particularly eager to receive bids from regions where INTERSPEECH has never previously taken place, and we encourage potential organizers from new regions to communicate with the Conferences Coordinators as well as with previous INTERSPEECH organizers to discuss bid preparation.

Bid format:

A bid for INTERSPEECH is comprised of two documents:

1. the Bidding Template
2. a bid booklet

The short bid document or Bidding Template is a two-page summary containing crucial details about the conference such as dates, venue, main organizing committee members, etc. as well as a proposed budget with three break-even points. Only committee members who have explicitly confirmed their willingness to participate in the bid should be listed in the bidding document. **The Bidding Template should be submitted without any changes to the format.**

The bid booklet is a colour document with no prescribed format. This document should give further details about the conference organizers, theme, venue, travel/access, social events, possible PCO, etc. It may also include letters of support from local organizations. **The bid booklet should give a clear sense of the character of the conference that you would like to organize**, specifically: what is special about this INTERSPEECH theme, and how will the theme be integrated into the conference organization? What special features does the location offer, and how will the location affect the character of the conference? How does the conference site fulfil the requirements of a large conference, including access and reasonably-priced accommodation? What possibilities exist for virtual participation in the conference? The booklet should show how the INTERSPEECH bid is unique. Information from the Bidding Template may also be included in the bid booklet, but please make sure to submit the Bidding Template as a separate document alongside the bid booklet even if this is the case.

Both documents should be submitted in PDF format to the Conferences Coordinators by the bidding deadline (normally 1 November of the year in question, but check the ISCA website for possible changes to this date). Bids should be submitted by email (conferences@iscaspeech.org), and all committee members who are named in the bid must be included in the email in CC.

The Conference Coordinators welcome the submission of draft bids in advance of the deadline for comments and suggestions; please allow at least a week before the bidding deadline if you are requesting comments on your bid.

Planning bids:

In order to increase geographical diversity, as well as reduce the organizers workload in their early phase while still providing a comprehensive review for Interspeech bids, starting with the 2026 bidding round we are offering the option of a “planning bid”. Planning bids are an opportunity for potential Interspeech Organizing Teams to explore the opportunity to organize and host an Interspeech, and receive constructive feedback/encouragement from the ISCA Board which could be used for a potential follow-on full submission. This is an excellent option for groups exploring the possible full submission, and wanting to get feedback on city, venue, costs, or open questions. While no endorsement letters (e.g., city, school, organization, etc.) and no full budget are needed, there is an expectation that it be clear that any individuals named in the committee are confirmed as agreeing to be on the Organizing Committee. Submitting a planning bid before submitting a full bid is optional, and allows for constructive feedback with less up-front work. Of course, organizing committees may also go directly to the full bid option if they prefer (e.g. if hosting in a

specific year is especially desirable). We expect that only one planning bid from an organizing team would be submitted; any later bid should be a full bid.

For a planning bid, teams should submit:

- a booklet containing the potential venue, proposed dates (ideally dates that would be possible over the next several years), general and TPC chairs and other organizing committee members to the extent that these are known, theme, ideas for social events, travel and visa information, overview of hotel costs in the area and available beds, potential sponsors
- optionally a budget using the budget template from the Bidding Template; if a full budget is not provided, a partial budget containing whatever estimates are already available is also acceptable
- explicitly *no* letters of support from institutions (university, local government, sponsors, etc.)
- just as with a full bid, all persons named in the planning bid should be in CC on the email where the planning bid is submitted

A planning bid will explicitly not be considered as a potential INTERSPEECH host for the year it is received, but will undergo the same feedback process that we use for full bids (comments from the IAC and the Board will be provided).

Feedback to bidders:

The successful bidding team will be notified as soon as possible following the completion of the voting process, and additional organization guidance will be provided by the Conference Coordinators.

After the bidding process is complete, the Conferences Coordinators will arrange a meeting with the general chair(s) of each unsuccessful and each planning bid to communicate feedback, and possibly strategize about the year in which a follow-up bid should be submitted.

Contact:

For any questions about the INTERSPEECH bidding process, please contact the Conferences Coordinators, conferences@isca-speech.org.