# Charter of the ESSIR initiative

European Summer School in Information Retrieval

The **ESSIR initiative** (European Summer School in Information Retrieval) is a self-organized body, whose main mission is to promote research, innovation, and development of information access systems by educating junior and senior researchers, students, professionals, developers, and practitioners on the latest developments in the field, both methodological and technological.

By targeting information access at large, ESSIR places itself at the crossroad of several neighbors disciplines, namely Information Retrieval (IR), Recommender Systems (RecSys), Natural Language Processing (NLP), Machine Learning (ML), Artificial Intelligence (AI), and Data Science (DS).

ESSIR also aims at nurturing discussion on new approaches for teaching and learning information access, at fostering the development of modern curricula, at all levels, on these subjects, and at stimulating the adoption of the most up-to-date resources (software, datasets, and more).

The **ESSIR event** is a week-long event, organized over the summer, where renowned lecturers and students interact together in a number of ways, e.g. lectures, hands-on sessions, flipped classrooms, aimed at the most effective teaching and learning of both basic and advanced topics on information access at large.

The ESSIR event is typically organized on a (bi-)yearly basis.

The ESSIR initiative is organized by a **Steering Committee**.

The (bi-)yearly ESSIR event is organized by the **ESSIR Organizers**.

# Steering Committee

The main purpose of the Steering Committee (SC) is to ensure the continuity, the growth, and the quality of the ESSIR Initiatives.

More specifically, the Steering Committee should:
- identify strategic directions for the ESSIR initiative in order to keep it at the edge of the field;
- plan future ESSIR events;
- evaluate how well each ESSIR event has achieved the objectives and the mission;
- collect feedback about ESSIR events for the purpose of improving over time;
- solicit proposals for and select the venue of future ESSIR events, in response to the submitted proposals;

- assist in the appointment of and approve the ESSIR organizers for an ESSIR event;
- assist ESSIR organizers in the definition of the contents, program, and modalities for an ESSIR event;
- create a record of experiences from earlier ESSIR events to be handed to the new organizers;
- contact and coordinate with relevant conferences and other activities;
- manage and maintain a Web portal disseminating and providing all the relevant information about the ESSIR Initiative.

The Steering Committee has faculty to change the Charter when necessary.

As a general rule the Steering Committee will meet once a year, in connection with the ESSIR events when possible, unless some relevant circumstances will require more frequent meetings (not necessarily physical). Coordination and communication among SC members will be achieved via emails and conference calls.

The Agenda for the annual Steering Committee meeting will be distributed to the Steering Committee at least one week before the Steering Committee meeting.

The Steering Committee is chaired by the Steering Committee Chair. The Chair is elected for a five year term by the Steering committee members.

The Steering Committee has the final authority on every aspect related to the organization and management of the ESSIR Initiatives.

## Selection Procedure

The Steering Committee members are selected from the:
- ESSIR organizers of the previous ESSIR events, proposed by the Steering Committee Chair;
- named experts proposed by any member of the Steering Committee.

A maximum of 2 new members enter the Steering Committee each year.

The proposals will be discussed at the annual SC Meeting and will be accepted if a majority of the SC Members present at the meeting agree.

The Steering Committee should not exceed 15 members; it is expected that all members will play an active part and regularly attend SC meetings. Non-active members may be requested to resign. SC membership will normally be for a period of five years.

# ESSIR Organizers

The ESSIR Organizers are responsible for the overall running of the ESSIR event. ESSIR Organizers will work together with the Steering Committee for the planning and running of

these activities to ensure that they meet the objectives of the ESSIR Initiative. The ESSIR Organizers are expected to timely interact and cooperate with the Steering Committee Chair to ensure a smooth and effective running of the ESSIR event.

The ESSIR Organizers are responsible for the finances of the event and for coordinating local arrangements. They will prepare a report of the scientific results and the expected financial results of the event, to be presented at the annual meeting of the Steering Committee held in connection with that event.

As a general rule it is assumed that each event will be a not-for-profit self-supporting event. It is the responsibility of the ESSIR Organizers to seek external funding (sponsors, specific programs at the national or European Commission level, contributions from scientific institutions, etc.) in order to keep the registration fee as low as possible. If the final balance of a conference budget is positive, it is recommended to use the surplus money to fund the participation of young researchers in the event, or in other scientific events related to information access research. The participation of invited speakers, panelists, etc. should not normally be paid, except for the waiving of the registration fee and, the reimbursement of travel expenses.

The ESSIR Organizers are responsible for planning and implementing the technical program of the ESSIR event, and therefore their main responsibility is to ensure that the scientific quality of the ESSIR event is at the highest possible level. The ESSIR Organizers are expected to timely interact and cooperate with the Steering Committee Chair to agree on the program, modalities, and contents of the ESSIR event.

# Proposal for an ESSIR event

The Steering Committee will obtain, through open solicitations, proposals for future ESSIR events, with names of individuals who are suitable to serve as ESSIR organizers.

Institutions or individuals interested should send written proposals to the Chair of the Steering Committee by the deadline specified in the Call for Tenders and available on the ESSIR Initiative website (at least 18 months before the expected date of the ESSIR event, i.e. around end of December). The proposal shall list facilities, venue, proposed management, preliminary budget and financial arrangements, a brief summary of the event structure, a breakdown of the proposed schedule for the event, the scheduling of any other potentially conflicting related event (within several months before and after the proposed ESSIR event date), and any other information that the proposers deem relevant to the evaluation of the proposal.

The Steering Committee will review proposals and notify the proposers of acceptance at least 12 months before the proposed date, i.e. around end of May.

# ESSIR Template for Bids

**Invitation to Tender for a ESSIR Event**

The Steering Committee of the ESSIR initiative invites interested parties to submit bids to host the ESSIR 20XX event for the duration of one week.

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Parties interested in hosting the ESSIR event are invited to submit proposals, in PDF format, by email to the ESSIR Steering Committee Chair by 20 December 20XX

Evaluation of proposals will take into account the following contents:

1. SUMMARY
2. HOSTING INSTITUTION
   2.1. Profile
   2.2. Experience
   2.3. ESSIR Organizers
3. EVENT PLANNING
   3.1. Event Dates
   3.2. General structure
       Program, Teaching Modalities, Schedule, Social Program, Facilities, Food, Internet access.
4. Tentative Schedule
   4.1. Website and social media
   4.2. Invitation to lecturers
   4.3. Call for Participation
   4.4. Grants to students
5. SITE
   5.1. Location
   5.2. Venue
   5.3. Accommodation
       A list of hotels, their categories, and indicative current room prices
   5.4. Travelling information
       By airplane:

Other:
6. FINANCIAL ISSUES
    6.1. Budget
        Including information on registration fees (Student - Normal), sponsorships, costs.
    6.2. Sponsorship (known and expected)
7. CONTACT