

CIKM Bidding Expectations – 2028 and Beyond

Please supply the requested information as part of your EoI. It will be used by the Steering Committee to assess your bid. You may also choose to provide an early draft of your EoI to the SC Chair if you wish, to discuss options and/or receive preliminary feedback prior to final submission. In all cases the SC Chair (contact details below) should be the first point of contact.

A preferred location for year Y will not be finalized prior to June in year $Y - 3$, and all EoI's received prior to April 30 in year $Y - 3$ will be considered equally. Bidding will then remain open for as long as is necessary thereafter to secure a viable conference location.

Wherever possible, CIKM will not be held in the same continent in two consecutive years. The recent and current sequence:¹

Year	#	Location
2013	22	Maui (North America)
2014	23	Shanghai (Asia)
2015	24	Melbourne (Australasia)
2016	25	Indianapolis (North America)
2017	26	Singapore (Asia)
2018	27	Turin (Europe)
2019	28	Beijing (Asia)
2020	29	Galway (Europe, virtual)
2021	30	Gold Coast (Australasia, virtual)
2022	31	Atlanta (North America, hybrid)
2023	32	Birmingham (Europe, hybrid)
2024	33	Boise (North America)
2025	34	Seoul (Asia)
2026	35	Rome (Europe)
2028	36	<i>A bid is now being considered</i>
2029	37	<i>Still wide open</i>
2030	38	<i>Still wide open</i>

The “EoI- nn ” labels in what follows represent section headings that you should use when preparing your Expression of Interest.

¹Complete list at <http://www.cikmconference.org>.

CIKM is sponsored by the ACM and must comply with all ACM requirements².

Dates

CIKM is a five-day event normally held Mon-Fri somewhere in the period 20 October to 31 October. If there are reasons why you would need to shift outside these dates, please list them in your EoI. And if there are local festivals of significance or major sporting events that might be benefits (or detriments) of those dates, please note them also.

EoI-1. Proposed dates.

EoI-2. Factors that have influenced that choice.

Indicative Budget

Please prepare a preliminary budget (template available from the SC Chair) that includes all of:

EoI-3. Indicative costing (in 2026 prices will be fine) from your preferred venue (or two if you wish to compare and contrast) for your proposed five-day window, covering the typical conference schedule that includes:

- First and last days of workshop/tutorial activities (normally Monday and Friday, but can also be other days if there are reasons to vary) to support (estimated) 500 people across 5 to 7 rooms, with capacities ranging from 70 to 250 people in each room. Please also note any hard upper limits that might apply.
- Three main middle days of conference activities (normally Tuesday to Thursday, but again may be varied if you have reasons to do so) to support:
 - Plenary sessions, up to 800–1000 in-person attendees in a single room.
 - Parallel session, approx 800–1000 people across 7 to 9 rooms, with capacities ranging from 100 to 400 people in each room (the plenary room can be one of these).
 - Poster presentations, up to 150 posters on each of the three days.

Alternative arrangements that have been used in the past include Sunday to Friday five-day period; and in a couple of cases, to allow use of University facilities for the tutorials and workshops, Saturday and Sunday for tutorials and workshops, followed by the three conference days on Monday to Wednesday at a different location in the same city.

- Estimates of any other costs such as mandatory security or cleaning fees; insurance if required by the venue; and so on.

²See <https://www.acm.org/special-interest-groups/volunteer-resources/conference-planning/table-of-contents>.

EoI-4. Estimated AV costing (in 2026 prices will be fine) for that same configuration of rooms across the five days covering:

- Lecterns, if not provided.
- Data projectors, if not provided.
- Screens, if not provided.
- Speaker microphone and roving microphones and sound, if not provided.
- In-room system personnel/support costs and etc in the Plenary room as a minimum, and other rooms too if appropriate.
- Plus any other on-site support costs to service the other rooms.
- Hire of poster boards.
- Hire of any furniture required to make the space habitable, such as table and chairs so that a reasonable fraction of attendees can be seated and talking during the paper sessions.
- And ask the venue about other things that might not be obvious at first: in one recent case the exhibition space had a bare concrete floor and it ended up costing \$8,000 to have temporary carpet installed.
- Including any set-up and removal costs that might apply.
- Ask the venue about wi-fi, and if they don't have baseline high-throughput networking as part of their infrastructure, include a cost line as an estimate to cover top-up provision.

EoI-5. Indicative catering costing (in 2026 prices will be fine) from the proposed venue for morning/afternoon coffees for the anticipated 500/1000/1000/1000/500 people across the five days.

We suggest that if possible fruit be provided instead of sugary treats during at least one break each day.

EoI-6. Indicative per-person costing (in 2026 prices will be fine) for a reception (typically Monday evening) for around 700 people at the proposed conference venue or some other nearby location. Please make clear whether these costing include both food and beverages, or whether beverages would need to be purchased via a cash bar.

Note that student attendees are also to be catered for at the reception.

There is usually no AV requirement at the reception venue, but ask about it anyway, and if it will be provided at no cost, make a note.

Note any hard capacity limits that may apply. For example, if you are really keen to use a notable museum in your city, but it cannot cater for more than (say) 850 people.

EoI-7. Indicative per-person costing for a dinner/banquet (typically Wednesday evening) for 900 people at the proposed conference venue (or some other preferred venue in your city), including the nature of the food service (sit-down or stand up, buffet, etc) and information about the nature of any beverage services that are included in that price structure.

Note that student attendees are also to be catered for at the banquet.

Plus, indicative information about the AV cost of supplying lectern plus microphone plus sound (as a minimum), to that dinner location, and the additional cost of projection.

Again, note any hard capacity limits that may apply.

This would also be a good time to think about what makes your city “special” and think about possible dinner entertainment options – local cultural acts or musical genres, and make an estimate of what they might cost to have prior to or through the course of the dinner.

EoI-8. Information about any state/municipal support grants that you believe you would be eligible for, including details of any “performance” hurdles that would be a prerequisite to the release of such funding.

Most large cities that have a convention center have support agencies that can help with many of these things. One of your very first tasks should be to make contact with that agency in your city, so that they know you are hoping to bring a big conference in.

EoI-9. Indicative (estimated, non-binding) likely registration fees that would be implied by these costs, assuming that around 40–50% of the attendees will register as students.

When computing these you should include: (a) a 15% contingency allowance across all of the expenditure; and (b) the mandatory ACM overhead of 16% on all expenditure. The budget should be neutral with those two ACM-mandated components included.

Also include an allowance for PCO support; for PCO and registration equipment at the venue (if needing to be hired); for credit card and back fees (these can in some cases be up to 4% of the payments made). You may include any state/municipal grants that you believe you would receive.

Note that student registrants are to be permitted to present papers. The CIKM SC will *not* accept arrangements that require that students who are presenting papers must register as full attendees.

Nor will the SC accept proposals that require that a separate registration be paid for every accepted paper. That is, should a student be talented enough to be an author of multiple accepted papers they must be permitted to present all of those papers after paying only a single student registration fee.

It *is* acceptable to require that at least one author of every accepted paper be registered as a three-day or five-day attendee by the date of the camera-ready paper uploads.

A budget template is available from the SC Chair that covers these options and is similar to that required by the ACM, so it may be helpful for you to request a copy and then develop your plans in the provided format.

Geography

EoI-10. Details (name, location, approximate capacity) of at least three possible hotels within 5–10 minutes walking distance of the venue, one each at (roughly) 3-star, 4-star, and 5-star standard, including current per night room rate including breakfast (for example, look it up on their web site, pretending to book for 25 October 2026).

EoI-11. A map showing:

- the proposed venue(s).

- major transport hubs (for example, main railway station if train travel is likely, or if airport is served by a train service).
- local transport near the proposed venue (metro/subway stations if relevant).
- the proposed hotels.
- proposed events locations: reception, banquet.
- any significant visitor activities within 15 or 20 minutes walk from the proposed venue (museums, historical sites, parks, etc).
- nearby localities where there are significant clusters of restaurants.

A manually-annotated screenshot from Google/Bing/etc maps can be a good approach to this question.

Personnel

EoI-12. Relevant information (up to half a page each) about the two or three people who would be the academic leads and become the General Conference Chairs; and briefer information about any other key members of the Local Organizing Committee. For each include their past conference organization experience or other “service” experience, and the extent to which they have been involved in past CIKM activities as authors and attendees.

Please consider gender and seniority as you think through who these people might be. At least one should be a senior community leader with significant past CIKM exposure, but there may also be the opportunity to provide professional growth and opportunity to mid-career people.

The Steering Committee will at all times seek diversity with respect to gender and cultural/ethnic origins in conference organizing committees.

EoI-13. [Optional] Names and DBLP/Google Scholar links of three people who you would consider appointing as PC Chairs (please do NOT invite them yet), again making sure that you have diverse representation across countries and gender.

Prepared by Alistair Moffat,
 CIKM Steering Committee Chair 2020–???,
 ammoffat@unimelb.edu.au
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