

# Call for Institutions & Hosting Guidelines

## AIMC | AI Music Creativity Conference

AIMC is the international conference on AI Music Creativity. AIMC aims to gather academics and practitioners interested in the virtual emulation of musical creativity and its use for music creation, and to provide an interdisciplinary forum to promote, present and discuss their work.

The present document is intended to provide guidelines to institutions interested in making a bid for the organisation of future editions of the conference.

### **Important dates:**

- Deadline for applications for hosting **AIMC 2023: June 10th 2022.**

***Prospective AIMC organizers are encouraged to contact us ahead of time for additional details regarding the application process.***

**Contact:** [aimusic-steering@sfu.ca](mailto:aimusic-steering@sfu.ca)

**AIMC General website:** <https://aimusiccreativity.org>

# 1. GENERAL INFORMATION

AIMC is the international conference on AI Music Creativity. AIMC aims to gather academics and practitioners interested in the virtual emulation of musical creativity and its use for music creation, and to provide an interdisciplinary platform to promote, present and discuss their academic, scientific, and/or artistic work.

The computational emulation of musical creativity continues to be an exciting and significant area of academic research, and is now making impacts in commercial realms. Such systems pose several theoretical, technical and philosophical challenges, and are the result of an interdisciplinary effort that encompasses the domains of music, artificial intelligence, cognitive science and philosophy. This enterprise can be seen within the broader realm of Musical Metacreation, which studies the design and use of such generative tools and theories for music-making: discovery and exploration of novel musical styles and content, collaboration between human performers and creative software “partners”, and design of systems in gaming and entertainment that dynamically generate or modify music.

AIMC originates from two overlapping research forums: The International Workshop on Musical Metacreation (est. 2012) and The Computer Simulation of Music Creativity conference (est. 2016). AIMC has been held annually since 2020. It is a medium-size conference, and has traditionally intended to be accessible and affordable both to organisers (in terms of organisational complexity and financial burden) and to participants.

The conference has a length of **three to five days**. In its parent forums and in its first iteration, the programme has included:

- **Single-track** oral paper presentations, organised in thematic sessions
- Two or more invited **keynote** speakers (keeping in mind EDI)
- An **artistic program** including performances
- and **tutorials**
- Daily lunches and coffee breaks (If conference is in-person) (cost included in registration)
- Optionally: other social events (banquet, etc.)

## **2. FORMAT OF THE PROPOSAL**

Proposals to organise an iteration of the AIMC Conference must be written in a PDF document that should be sent to the contact email of the Steering Committee provided on the first page of this document. The application document must include the following aspects:

1. Motivation
2. Dates, facilities and local context
3. Organising institutions and proposal committee
4. Timeline of the organisation
5. Budget proposal
6. Reviewing arrangements
7. Website and promotional arrangements
8. Activities and topics
9. Papers and Proceedings-related aspects

See section 'Requirements' for details.

## **3. EVALUATION CRITERIA**

Proposals will be evaluated by the AIMC Steering Committee according to the following criteria:

- Past participation in the AIMC community (or motivation to participate in the community beyond the organisation of a single conference)
- Proposed mechanisms to guarantee the high-level scientific quality of the conference
- A clear intent or mechanisms in place from proposers to reach financial break-even (i.e., no financial gain nor loss)
- Compliance with the format mentioned in the previous section and the requirements outlined in Section 4
- Proposed unique events and/or artistic programs

## 4. REQUIREMENTS

### 4.1 Location

Ideally, the location of AIMC should alternate between Europe/Africa, Asia/Australasia and North/Central/South America on a rotating basis, but the Steering Committee sees this as one of many desirable aspects of a bid rather than a strict rule.

### 4.2 Dates, facilities and local context

The date should not conflict with conferences that have a similar research scope or major holidays.

Organisers are encouraged to indicate whether they would be interested in hosting the conference in a later year if their proposal is not accepted for the proposed dates.

Organisers must agree to reserve an adequate number of meeting rooms that

- Can accommodate a large enough number of people
- Can cater for diverse activities (panels, tutorials, posters, practice works, performances, etc.)
- Are within walking distance of each other
- Have very good transportation links to the accommodation solutions proposed (ideally walking distance)

Proposals should include a description of the local context, including town specificities, typical climate in target dates, closest international airport, typical international travel costs, local transportation, etc.

### 4.3 Organising Committee

The Organising Committee should propose at least:

- One conference chair
- One scientific (program) chair
- One artistic chair
- One tutorials chair

Other roles, such as a publicity chair, a finance chair, local arrangement chairs, etc., are also possible. The proposed chairs should have already been approached and given their agreement to take on this role. The proposal should include brief biographies for the chairs and other people principally involved.

## 4.4 Timeline

A timeline should be provided, covering the whole period between the date of proposal to the target dates of the conference, and including milestones such as dates for:

- Communication schedule with AIMC Steering Committee
- Establishment of conference website
- Schedule of calls for papers
- Selection of reviewers
- Submission deadlines
- All important steps of the reviewing workflow (e.g., papers out to reviewers, papers back from reviewers, authors notification, etc.)
- Proceedings to be made available online
- Registrations (early, late)

## 4.5 Submission deadline extensions

We encourage organisers to keep to their advertised deadlines unless there are exceptional circumstances which create the need for an extension. Any extension should be fair (should apply equally to all authors) and public (should be announced on the AIMC Community Mailing List).

## 4.6 Budget

The AIMC Conference is intended to be accessible and affordable both to organisers (in terms of organisational complexity and financial burden) and to participants. Organisers must explicitly agree to do their best to reach financial break-even.

Proposals to achieve this should include:

- Spreadsheet estimate of budget
- Estimate of registration fees (early/late, academic/student/non-affiliated artist)
- Sponsorship plan

Managing the conference budget is the responsibility of the conference organisers. Although the objective should be for the organisers to reach financial break-even, it is accepted that post-conference financial balance may show a small loss or profit.

## 4.7 Reviewing workflow

Organisers must agree to implement a **single-blind** reviewing workflow, following a **two-tier model** (i.e., with one level of “regular” reviewers, and another level of “meta-reviewers”), and providing **three reviews per paper**.

### 4.7.1 Criteria for paper acceptance

Submitted papers should be evaluated according to the following criteria:

- Novelty and originality of the paper
- Scholarly/scientific quality
- Appropriateness and relevance of topic
- Importance of the contribution
- Readability, presentation quality, and paper organisation

Proposals can suggest a different set of criteria, to be agreed between the organisers and the AIMC Steering Committee.

### 4.7.2 Conference Management System

Organisers are required to use a suitable Conference Manager System (CMS) to manage the scientific program of the conference (paper submission, communication with reviewers, etc.).

## 4.8 Conference website and promotional aspects

Website hosting, content edition and management are the responsibility of the organisers from the initial publication of the website until at most two months after the completion of the conference.

### 4.8.1 Online guidelines for reviewers

The website must include guidelines for reviewers (perhaps referring them to previous editions of the conference).

### 4.8.2 The “About AIMC” webpage

The conference website must include a page of information about AIMC or a link to the AIMC website (<https://aimusiccreativity.org>).

### 4.8.3 AIMC Logo placement

The official AIMC logo should be displayed prominently on the conference website, proceedings, programme booklets, and any other AIMC-related documents.

## 4.9 Activities and topics

The conference has a length of **three to five days**. In its parent forums and in its first iteration, the programme has included:

- **Single-track** oral paper presentations, organised in thematic sessions
- Two or more invited **keynote** speakers (keeping in mind EDI)
- An **artistic program** including performances
- and **tutorials**
- Daily lunches and coffee breaks (If conference is in-person) (cost included in registration)
- Optionally: other social events (banquet, etc.)

Proposals should include a list of scheduled activities, together with a draft program for the conference (subject to change).

Proposals should identify any major changes in the CFP list of topics with respect to recent AIMC conferences (if any).

### 4.9.1 Keynote/invited speakers

The conference program should include at least two keynote speakers.

Finding appropriate keynote speakers relevant to AIMC often takes significant time, so should be started early.

Conference organisers may consider covering the travel and accommodation expenses of the keynote and invited speakers, and provide complimentary conference registrations.

### **4.9.2 Demos and Artistic Program**

We encourage local organisers to include a demo session and/or an artistic program (performances, etc.). The reviewing or curation process for the artistic program can be chosen by the organisers. If a call for artistic contributions is made public, conference organisers must make sure that the curation/reviewing process is fair and open.

## **4.10 Papers and proceedings**

Papers selected in the review process will be archived on Zenodo in PDF format. Previous conference proceedings are available on the AIMC website for reference.

### **4.10.1 Author registration requirement**

Organisers must stipulate that for each accepted paper, at least one author must register for the conference, and that papers with no registered author by the author registration deadline will be removed from the conference programme and will not appear in the Proceedings nor on the conference website.

### **4.10.2 Important requirements for papers**

Organisers must ensure that papers presented at the conference and published in the Proceedings consist of original contributions (not previously published and not being considered for publication elsewhere on the date of presentation at AIMC).

### **4.10.3 Paper format**

We developed our own paper templates, which you can adapt for the current year's edition. Please request a .zip download link.

## **4.11 Post-conference report**

Organisers must also agree to provide, no later than 2 months after the end of the conference, a final report describing the way the scientific program was organised, statistics, and budget. A template will be provided to organisers for this purpose. This report is made available to future conference organisers, to ensure continuity and retention of best practice.

## **4.12 Code of conduct**



AIMC requires all attendees, speakers, and volunteers to uphold the following code of conduct at conference and workshop venues and conference-related social events. The code of conduct was derived from “Conference Code of Conduct” by Conference Code of Conduct, licensed under a Creative Commons Attribution 3.0 Unported License.

Harassment includes offensive verbal comments related to gender, gender identity and expression, age, sexual orientation, disability, physical appearance, body size, race, ethnicity, religion, technology choices, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, sustained disruption of talks or other events, inappropriate physical contact, and unwelcome sexual attention.

Participants asked to stop any harassing behavior are expected to comply immediately. If a participant engages in harassing behavior, the conference organisers may take any action they deem appropriate, including warning the offender or expulsion from the conference with no refund.

If you are being harassed, notice that someone else is being harassed, or have any other concerns, please contact a member of conference staff immediately. Conference staff can be identified as they'll be wearing branded clothing and/or badges.

Conference staff will be happy to help participants contact hotel/venue security or local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the conference. We value your attendance.

## 5. PREVIOUS CONFERENCES

**MUME 2012** was held at Palo Alto, United States on October 9th, 2012  
<https://musicalmetacreation.org/proceedings/mume-2012/>

**MUME 2013** was held at Boston, United States on October 14-15th, 2013  
<https://musicalmetacreation.org/proceedings/mume-2013/>

**MUME 2014** was held at Raleigh, United States on October 4th, 2014  
<https://musicalmetacreation.org/proceedings/mume-2014/>

**MUME 2016** was held at Paris, France on June 15, 2016  
<https://musicalmetacreation.org/proceedings/mume-2016/>

**CSMC 2016** was held at Huddersfield, UK on June 17-19th, 2016  
<https://csmc2016.wordpress.com/>

**MUME 2017** was held at Atlanta, United States on June 19, 2017  
<https://musicalmetacreation.org/proceedings/mume-2017/>

**CSMC 2017** was held at Milton Keynes, UK on September 11-13th, 2017  
<https://csmc2017.wordpress.com/>

**MUME 2018** was held at Salamanca, Spain on June 25-26th, 2018  
<https://musicalmetacreation.org/proceedings/mume-2018/>

**CSMC 2018** was held at Dublin, Ireland on August 20-22nd, 2018  
<https://csmc2018.wordpress.com/>

**MUME 2019** was held at Charlotte, United States on June 17th, 2019  
<https://musicalmetacreation.org/proceedings/mume-2019/>

**AIMC 2020** was held at Stockholm, Sweden on October 19th, 2020  
<https://boblsturm.github.io/aimusic2020>

**AIMC 2021** was held at Graz, Austria on July 18-22, 2021  
<https://aimc2021.iem.at/>

## **6. ACKNOWLEDGMENTS**

This document is largely based on the equivalent Guidelines of the Conference on Movement and Computing (MOCO). We would like to acknowledge this document with thanks.