IACAP / AISB Symposium Organisers Handbook
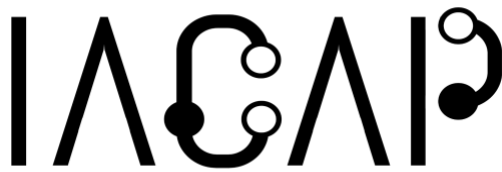
IACAP-AISB-2025 Joint Conference on Philosophy of Computing and AI, University of Twente, NL

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Introduction

Welcome to the IACAP / AISB 2025 Symposium Organiser's Handbook.

Next year the **University of Twente, NL** will host a joint **IACAP / AISB conference 2025** (hereafter **IACAP/AISB-2025**) from 1 to 3 July 2025. Parts of the conference will follow the same overall structure as previous AISB conferences. This will include a set of co-located symposia hosting events that may include talks, posters, panels, discussions, or demonstrations.

In this document you will find lots of useful information and advice to help you prepare a successful symposium for IACAP/AISB-2025. Any other questions you may have, please do contact us.

We look forward to meeting you in July next year.

Y. J. Erden and Stephen Rainey (Conference Co-Chairs)

IACAP/AISB-2025 Organising Committee [OC]

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Rob Wortham (rhw29@bath.ac.uk)
Arzu Formanek (arzu.formanek@univie.ac.at)
Björn Lundgren (bjorn.lundgren@fau.de)
Hajo Greif (mail@hajo-greif.net)

Conference history

IACAP

The International Association for Computing and Philosophy (IACAP) exists to promote scholarly dialogue and research on all aspects of the computational and informational turn, and on the use of information and communication technologies in the service of philosophy. In keeping with its long-lasting tradition of promoting philosophical dialogue and interdisciplinary research on all aspects of the computational and informational turn, IACAP coordinates with local organisers to host annual meetings, frequently in conjunction with affiliate organisations. The Computer and Philosophy (CAP) meetings started in the 1980s, from discussions growing out of the American Philosophical Association. Over the years, these regional CAPs were organised all around the world, sometimes with several regional conferences in the same year. Since 2011, all CAPs have been internationally organised meetings, with one meeting being organised every year (with the exception of 2020).

AISB

The Society for the Study of Artificial Intelligence and Simulation of Behaviour (AISB) is the largest Artificial Intelligence Society in the United Kingdom. Founded in 1964, the society has an international membership from academia and industry, with a serious interest in Artificial Intelligence, Cognitive Science and related areas. It is a member of the European Coordinating Committee for Artificial Intelligence. The AISB Conference typically consists of a set of co-located symposia on a wide-range of topics in AI and the simulation of behaviour; there are often also a number of plenary lectures, and other events such as public engagement sessions, and historical/artistic exhibitions. The symposium model allows for the community to decide what the current topics of interest are and the direction that the field is heading. The event is central to the AISB and its mandate of promoting AI research, and in providing early career researchers and students a supportive environment in which to discuss their research.

IACAP / AISB collaboration

The first collaboration between the two societies was the [AISB/IACAP World Congress](), held at the University of Birmingham in July 2012. The Congress served as AISB's annual conference and IACAP's annual conference, and was inspired by a desire to honour Alan Turing and the broad and deep significance of his work to AI, to the philosophical ramifications of computing, and to philosophy and computing more generally. We are delighted to continue this collaborative tradition at the University of Twente in 2025.

Schedule outline

Symposia organisers have some flexibility with their symposia, but wherever possible they are asked to keep to 30 minute timeslots, including time for the Q&A, and to set up the presentations. This more easily allows delegates to move between symposia, and to see particular presentations at what is always a multi-track event. A schedule for most events is likely to be as follows:

--------------------- DRAFT DAILY SCHEDULE ---------------------

9:00-9:30   COFFEE & REGISTRATION

9:30-10:30   CONFERENCE PLENARY [inc. questions]

10:30-11:00 COFFEE BREAK

11:00-13:00 SYMPOSIA SESSION ONE (4 x 30minute talks)

13:00-14:00 LUNCH

14:00-15:30 SYMPOSIA SESSION TWO (3 x 30minute talks)

15:30-16:00 COFFEE

16:00-17:30 SYMPOSIA SESSION THREE (3 x 30minute talks)

17:30-18:00 CLOSING

Organising Committee

A good organising committee (OC) is essential for a symposium. Duties of the OC include (but are not limited to) the following tasks:

Advertising the symposium widely and regularly to ensure maximum participation. The symposium Call For Papers (CFP) or Call for Abstracts (CFA) should be publicised via some or all of the following: academic lists, special interest groups, LinkedIn, professional societies, and professional bulletins, including via IACAP and AISB. It should not be expected that large numbers of papers will be received just by circulating CFPs; personal contact and addressed invitations tend to be more successful in encouraging submissions. We recommend sending reminders of your event every few weeks.

Reviewing papers. To ensure that submitted papers are promptly reviewed, we strongly recommend an online conference management system, e.g.

- EasyChair: http://www.easychair.org
- Oxford Abstracts: https://oxfordabstracts.com
- Conference Management (CMT): https://cmt3.research.microsoft.com/About

Promoting research. Both IACAP and AISB host their annual conferences primarily (a) to help develop and disseminate original, exciting and often radical ideas in new areas of AI; (b) to offer a strong platform for young researchers to present their research; and (c) to offer a simple structure to allow researchers to gain experience of organising small and medium-sized symposia. With these criteria in mind, the general steer is to accept work wherever possible subject to (a) timetabling constraints (symposia are usually either half day [4 papers]; full day [10 papers] or two days [20 papers] and (b) a small number of core rejection criteria which include:

- **ORIGINALITY**: a large portion of the work has previously been published elsewhere;
- **ERROR**: the paper contains significant errors;
- **COMPREHENSION**: the argument is unclear and/or English is sub-standard and/or there is 'excessive use' of [undefined] specialised technical vocabulary;
- **RELEVANCE**: material does not fit within the call for this symposium.

n.b. If referees suggest revisions to the paper, reviewer's comments should be communicated to the author(s) and a suitable period of time offered to allow author(s) to revise the work and produce final "Camera Ready Copy" (CRC). At this stage in the process you might want to explain any guidelines for accepted papers, e.g. IACAP or AISB style guidelines etc.

Producing Proceedings. When all CRC has been received, the OC must collate all accepted papers into a page-numbered symposia proceedings volume. Proceedings should include both a table of contents and an introduction to the symposia. The OC is responsible for delivering a final PDF of the symposium proceedings to conference organisers by the deadline on page 9 (below). The expectation is that all full papers and/or extended abstracts are included in the proceedings.

Copyright. To ensure that authors sign and return copyright forms to organisers **before the event**. The IACAP / AISB copyright form is relatively flexible and the author retains most rights; however, it needs to be completed and returned to conference organisers to prevent delay in publishing papers.

Sponsorship. To seek and explore possible sponsorship deals to help fund invited speakers. You should not expect funding from either IACAP or AISB for participants.

Additional tasks to consider:

- To liaise with and organise (funds permitting) an invited speaker.
- To select a schedule chair and to organise the schedule for the selected papers per day, and to liaise with authors regarding their times (as per schedule information noted above).
- To organise session chairs for each symposium session, of which there are three per day.
- To manage post-event publication of papers (e.g. in a special issue, edited volume or edited book, as appropriate).

Organisers are encouraged to begin considering plans for subsequent events at IACAP / AISB conferences and to begin the process of appointing the organising committee for subsequent events.

Important points to consider:

- **Virtual presentations are discouraged**, and in general a paper should be removed from proceedings if authors do not attend the conference. In the event that a virtual presentation is accepted by symposium organisers, the expectation is that the presenter will still be required to pay standard conference fees.
- All Organising Committee [OC] or Programme Committee [PC] members attending the conference are **required to pay conference fees** as applied to any other conference attendee. Fees also apply to any keynote speakers that are invited to speak at individual symposia. Symposium organisers are encouraged to seek funding from other sources for keynote speakers for their symposia, if required.
- IACAP and AISB are delighted to offer **ONE free conference registration** to all symposia that run with a full day (10 presentations) at IACAP/AISB-2025. Organisers can decide among themselves who will receive the free

registration, and that information should be communicated to the Conference Chairs as soon as possible (and before early bird registration closes). Please note that free registration will include all lunches, but will not include additional events that are paid for separately, e.g. the Conference Dinner. These will need to be booked and paid for in the usual way. More information about the schedule and fees will be released early in 2025.

Programme Committee and paper reviewing

When selecting your Programme Committee (PC), and organising papers for review, please note the following advice:

- Submission to symposia can be either by (extended) abstract or full paper. You may find extended abstracts easier to manage, especially if your symposium is running for the first time.
- Over one day there will need to be 10 accepted papers, which means that you will need to organise a minimum of 20 reviews overall. You will most likely have to review more papers than you accept, and you might decide to review particular papers more than twice, but these numbers give you an indication of what you can expect.
- It is advisable not to allocate more than 2-4 full papers (maximum) to any individual member of your PC. This should also stand for extended abstracts, but in this case you could allocate up to 8 abstracts if you really must.
- We recommend that symposia have at least 7 PC members (or more) for a one-day symposium or 14 for two (or more), but again these are minimum figures and not an indication of maximum numbers.
- While the inclusion of some post-graduate members of the PC are acceptable, a strong PC should aim to have as much expertise, experience and demonstrable competence as possible, so as to ensure thorough, high-quality reviewing etc.

Timetable for symposium planning

The following is a suggested timetable for events, and while we would encourage symposia to stick to these deadlines (for reasons of consistency), there is flexibility with most dates should symposia wish to offer extensions to authors and reviewers. **Please note, however, that there is no flexibility on the deadline for sending complete proceedings to the IACAP / AISB as detailed below.**

17 February 2025	Submission of abstracts / full papers by authors.
24 February 2025	Papers allocated to reviewers.
17 March 2025	Deadline for reviews, for circulation to authors.
28 April 2025	Date by which camera-ready copies of final papers should be received from authors, along with completed copyright forms.
6 June 2025	**PDF Camera ready proceedings submitted to IACAP/AISB-2025 organisers, along with all copyright forms.**
1 to 3 July 2025	IACAP/AISB-2025 Conference at the University of Twente.

CFP sample

CFP: <symposium title>, at IACAP/AISB-2025, University of Twente, NL, 1 to 3 July 2025

As part of the IACAP / AISB joint conference to be held at the University of Twente, NL, 1 to 3 July 2025

https://iacapconf.org/

The conference is jointly organised by

The International Association for Computing and Philosophy (IACAP), https://www.iacap.org

And

The Society for the Study of Artificial Intelligence and Simulation of Behaviour (AISB) http://www.aisb.org.uk/

OVERVIEW:

<text>

TOPICS OF INTEREST

<text>

SUBMISSION AND PUBLICATION DETAILS

Submissions must be abstracts / full papers and should be sent via <link>

Text editor templates can be found at <link>:

We request that abstracts / submitted papers are limited to [minimum or maximum, e.g. eight pages]. Each paper will receive at least two reviews. Selected papers will be published in the general proceedings of the IACAP / AISB Conference, with the proviso that at least ONE author attends the symposium, in person, in order to present the paper and participate in general symposium activities.

IMPORTANT DATES

   i.   Full paper submission deadline: <see above>
  ii.   Notification of acceptance/rejection decisions: <see above>
 iii.   Final versions of accepted papers (Camera ready copy): <see above>

iv.   Conference: 1 to 3 July 2025 [confirmation of symposium dates tbc]

SYMPOSIUM ORGANISERS:
Symposium Chair: Name, Department, Institution, Address, Country.
email; tel; web page
Symposium OC member: Name, Department, Institution, Address, Country.
email; tel; web page

SYMPOSIUM WEBSITE: <link>

POSTER ADVERTISING THE CFP: <link>

PROGRAMME COMMITTEE:

<Name, institute, link>

Invitation to PC sample email

The Organising Committee (OC) of the 2025 Symposium <text>, which will take place at the IACAP/AISB-2025 Conference at the University of Twente, NL, next year, would like to invite you to serve as a member of the Programme Committee (PC).

Our symposium is based around the following theme: <text>. Further details about the symposium and the CFP can be found here: <website>

You have been highly recommended by one or more OC members as an expert in your research area and we very much hope you will find the time to serve in this capacity. We anticipate that your refereeing duties will not be too onerous (merely one or two papers) and we only expect to receive a 'light touch' review, hence only a few sentences for the organisers - and similarly for author feedback - are required.

I would be very happy to answer any questions you may have about this, and I greatly look forward to hearing from you.

Please let us know if you accept by return email.

Inviting reviews sample email – A: Online system

Thank you once again for agreeing to join the Programme Committee (PC) for the <title> Symposium at the forthcoming IACAP/AISB-2025 Conference. We hope that you will not find your refereeing duties too onerous and we reiterate that we expect only a 'light touch' review (only a few sentences for the organisers - and similarly for author feedback).

We have been extremely successful in attracting papers for our symposium this time around, which means that even though we have a large PC, many members are being asked to review two papers. If you are unable to meet this request, I would appreciate if you could let me know as soon as possible so that a paper can be reallocated. As I say above, reviews need not be longer than a paragraph or two.

I would be grateful if you would complete reviews online (via <system>) by <date>. I would appreciate if you could inform me in advance of any difficulties in meeting the deadline. We appreciate that you will have other commitments, and we would like to be flexible wherever possible.

Given one of the primary goals of IACAP and AISB conference is to promote 'work in progress', the steer is to **ACCEPT** work unless it clearly fails one or more of the following generic rejection criteria [a to d]:

a. **ORIGINALITY**: a large portion of the work has previously been published elsewhere; b. **ERROR**: the paper contains significant errors; c. **COMPREHENSION**: the argument is unclear and/or English is sub-standard and/or there is 'excessive use' of [undefined] extremely specialised technical vocabulary; d. **RELEVANCE**: material does not fit within the call for this symposium.

Please indicate on 'Instruction to authors' the following paper style <link>

Please identify any work you consider to be of particularly high quality by ***ACCEPT**.

In assessing a paper as **REJECT** please specify both the conditions that have not been met {a, b, c, d} (see above) and how the work has failed.

Inviting reviews sample email – B: Collated manually

Dear [*FIRST-NAME*], Attached you will find the new papers assigned to you for reviewing. Please submit your review by <date>.

Further details follow below.

[*ASSIGNMENT*]

Thank you once again for agreeing to join the Programme Committee (PC) for the <title> Symposium at the forthcoming IACAP/AISB-2025 Conference. We hope that you will not find your refereeing duties too onerous and we reiterate that we expect only a 'light touch' review (only a few sentences for the organisers - and similarly for author feedback).

We have been extremely successful in attracting papers for our symposium this time around, which means that even though we have a large PC, many members are being asked to review two papers. If you are unable to meet this request, I would appreciate if you could let me know as soon as possible so that a paper can be reallocated. As I say above, reviews need not be longer than a paragraph or two.

Please find attached one of these papers for comment. I would be grateful if you would email your reviews to me by <date>; for consistency across reviews, please complete the four sections outlined under ----- CUT ----- below (next page of handbook).

I would appreciate if you could inform me in advance of any difficulties in meeting the deadline. We appreciate that you will have other commitments, and we would like to be flexible wherever possible.

Given one of the primary goals of IACAP and AISB conferences is to promote 'work in progress' the steer is to **ACCEPT** work unless it clearly fails one or more of the following generic rejection criteria [a to d]:

a. **ORIGINALITY**: a large portion of the work has previously been published elsewhere; b. **ERROR**: the paper contains significant errors; c. **COMPREHENSION**: the argument is unclear and/or English is sub-standard and/or there is 'excessive use' of [undefined] extremely specialised technical vocabulary; d. **RELEVANCE**: material does not fit within the call for this symposium.

Please indicate on 'Instruction to authors' the paper style <link>

Please identify any work you consider to be of particularly high quality.

In assessing a paper as **REJECT** please specify both the conditions that have not been met {a, b, c, d} (see above) and how the work has failed.

----------------------- CUT -----------------------------------

IACAP / AISB <title> SYMPOSIUM
===

1. Paper title:

2. Decision: {***ACCEPT**; **ACCEPT**; **BORDERLINE**; **REJECT**}

3. Comments from reviewer (for organisers):

4. Comments (for authors): -----------------------

Accepting papers sample email

Dear [*FIRST-NAME*],

We are pleased to confirm that we have accepted your paper [*TITLE*] for oral presentation at the <title> Symposium at the University of Twente (IACAP/AISB-2025) this July.

Please note that acceptance is based on your meeting a number of requirements.

1. Please address any issues raised by one or more of the reviewers. Comments that require your attention are attached to this message. You should also ensure that your paper is CORRECTLY FORMATTED. For information on paper style, please see <link>

If you are unsure about any of the comments raised by our reviewers, do let me know asap and we can discuss this.

2. You must resubmit your camera ready and edited paper to the <system> by <date>. At this stage we will require a PDF of the finished paper. Please let me know asap of any issues in meeting this deadline.

3. You must submit a completed copyright agreement form along with your paper by the due date noted above.

4. Please advise me ASAP as to the status of your conference registration (whether you have already registered, or when you plan to do so). Acceptance of your paper is dependent on attendance by at least one of the authors (for presentation of the work at the Symposium). If none of the authors attend then the paper will be removed from our proceedings. Please note that virtual presentations are discouraged, and will still require that participants pay conference fees.

Details about registration and accommodation etc. can be found on the main conference website: https://iacapconf.org/

Any questions about registration, fees, accommodation, or IACAP / AISB membership should be directed to the conference organisers in the first instance (via the website above).

Please confirm receipt of this email, and your intentions regarding the conference by <date>. You should also let me know as soon as possible if you have any questions.

Presentation instructions & schedule sample email

We're pleased that you will join us at IACAP/AISB-2025 at the University of Twente, NL, next month. I trust that you have now made your arrangements. Should you have any issues or questions regarding your registration or accommodation, please contact the conference organisers in the first instance (details on the conference website).

The Symposium Schedule is attached to this message. The schedule is still subject to change, but this is unlikely at this stage. Do let us know as soon as possible if there are any issues arising, but note that we have limited flexibility with regard to moving talks around. Any such issues should be emailed to us by <date>.

You should now begin to prepare your presentation. Please note that talks should last for approximately 20 minutes, with 10 minutes for questions, and in any event should not exceed 30 minutes. You are advised that after this time you will be asked to stop irrespective of whether you have finished your paper or not. In this way we can ensure that each author has his or her allocated presentation time, and that our symposium fits within the overall schedule for the conference. You are invited to make use of PPT/Prezi (or similar) software for your presentation.

We look forward to meeting you at the conference.

IACAP / AISB Conference 2025

Proceedings Copyright Form

Paper Title: . . . .

. . . .

Author(s): . . . .

. . . .

The author of the manuscript identified above and any supplemental tables, illustrations or other information submitted therewith (the "Work"), to be included in the IACAP / AISB proceedings, grants to the SSAISB a non-exclusive right to print, publish, reproduce, or distribute the Work throughout the world in all means of expression by any method known or hereafter developed, including electronic format, and to market or sell the Work or any part of it as it sees fit, for the full term of copyright and all extensions and renewals thereof. The author further grants to the IACAP and SSAISB the right to use the author's name in association with the work in published form and in advertising and promotional materials. **Copyright of the work remains in the author's name, and the author reserves all other rights.**

The author agrees not to publish the work in print form prior to the IACAP / AISB 2025 conference.

The Author represents and warrants that the work:

> (a) is the Author's original work and that the Author has full power to enter into this Agreement;
> (b) does not infringe the copyright or property of another;
> (c) contains no material which is obscene, libellous, or defamatory.

The Author shall indemnify and hold the IACAP and SSAISB harmless against loss of expenses arising from breach of any such warranties.

……………………………………   ……………………………………
Date   Signature