Dear General Chair,  

The purpose of this document is to help you smoothly run a successful conference or workshop, and help in managing the IACR finances and membership. The guidelines evolved mainly from the procedures that seemed to work well for past conference organizers. For the most part, guidelines are not meant to be rigid but rather formulas that will help make things work; only a limited number of rules is listed in this document. Such rules can usually be recognized by the imperative “must.”

Agreeing to be General Chair of an IACR-sponsored event implies that you will accept these rules and follow the guidelines. If you feel that you are unable or unwilling to do so, or if you desire modifications be made from these guidelines, please contact the Board or the Steering Committee beforehand.

This document is intended for the General Chairs of the three IACR conferences (Asiacrypt, Crypto, and Eurocrypt) and all IACR-sponsored workshops (CHES, FSE, PKC, and TCC). In this document, an event refers collectively to an IACR conference or sponsored workshop.

This document will continue to evolve. Please send your feedback and suggestions for improvements to the Vice President and to the Treasurer of the IACR.

Above all, we hope you find your job fun and rewarding. These rules guidelines are based on the experience of past conference Chairs, but they cannot hope to cover every possible question that you may have. You are encouraged to seek out the advice of the IACR Board of Directors (“the Board”), and preceding Chairs. We are all interested in furthering the goals of the Association, and you should feel free to call on us.


*The most recent version of this document can be obtained from http://www.iacr.org/docs/
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1 Organizing an IACR Workshop or Conference

At the time of this writing IACR sponsors three conferences, Asiacrypt, Eurocrypt, and Crypto, as well as four workshops, CHES, FSE, PKC, and TCC. Organization for each of these differs somewhat. Crypto has always been held at UCSB and this simplifies the planning. Eurocrypt proposals are reviewed and selected by the Board. Prescreening of proposals for Asiacrypt is handled by the Asiacrypt Steering Committee but final approval is made by the Board. The workshops are handled similarly: a Steering Committee for each workshop series prepares a proposal and final approval is made by the Board.

A conference venue is chosen on the basis of a proposal to the Board or to a Steering Committee. Proposals should typically be made two years in advance for hosting a conference and more than one year in advance for hosting a workshop. A proposal usually includes the proposed venue, dates, and a General Chair, and is presented in person. Final authority for approving a proposal resides with the Board. Section 3 explains what should be included in a proposal.

It should be noted that for Asiacrypt and Eurocrypt, the Board insists that you do not include a Program Chair as part of your proposal. You can discuss potential candidates in an informal way with individual Board members, but you should note that the Board decides on the Program Chair separately and will not feel bound by your suggestion. If you suggest a candidate Program Chair for a workshop, you should indicate clearly to the Steering Committee whether you are willing to hold the conference with any other Program Chair, too.

Organization of this document. Section 2 of this guide is structured according to the timeline from preparing a proposal to holding the conference. Specific topics are explained the subsequent sections.

2 Timetable

The following timetable shows when key tasks should be completed. All times are in months from time T of conference. The timing is typical for a conference (Asiacrypt, Crypto, Eurocrypt). For workshops, a more relaxed timing may apply, depending on the Steering Committee.

T–25 For all conferences but Crypto, propose dates, venue, organizing committee, and a preliminary budget to the IACR President and Treasurer (Section 3: Proposal and Section 4: Budget). For workshops, proposals should be sent to the Steering Committee and the deadline might be relaxed to T–13.

T–24 For Eurocrypt, present your proposal to the Board meeting, which is typically held on the Sunday before Eurocrypt. For Asiacrypt, present your proposal to the Asiacrypt Steering Committee, which is typically held on one of the first evenings of Asiacrypt; if your proposal is successful, you should present it subsequently to the Board meeting held on the Sunday before Eurocrypt or Crypto. For workshops: contact the Steering Committee members.

T–22 Confirm the meeting place as soon as the Board has approved your proposal. If this requires payment of a deposit, set up a bank account (Section 12.3) and obtain seed money from the Treasurer.
T–20 As General Chair for Asiacrypt, Eurocrypt, and Crypto, you become a member of the Board for the year of your conference and the year before. Attend the Board meetings.

T–13 Coordinate with the Program Chair about the conference website and the budget requirements (program committee meeting, invited speakers, proceedings). Confirm that the Program Chair has contacted the publisher about proceedings.

Select a local organizing committee (Section 3.3).

Refine the budget (Section 4) and approach potential sponsors for your event (Section 5).

T–12 Attend the previous conference or workshop; if you are General Chair of a conference you should participate in the Board meeting and present an up-to-date budget and a short status report. The Board can also answer questions you may have.

T–11 Coordinate with the IACR webmaster and with the Program Chair about where to host the conference website. The Program Chair selects the program committee and prepares the Call for Papers.

IACR provides space on IACR’s server to host your web pages under http://www.iacr.org/conferences/ or http://www.iacr.org/workshops/, but you may also host it elsewhere and have IACR link to it or mirror it, see Section 6. Inform the Webmaster about your choice.

Set up the conference website, post an announcement of your event, and publicize the Call for Papers. Send it also to proper mailing lists (Section 6). Make sure the event is placed in the IACR calendar of events at this point (members like to know dates well in advance).

In order to save cost, the IACR has stopped mailing conference announcements and calls for submission on paper.

T–9 Arrange and announce the registration method. You must use the IACR’s own online conference registration system, which also handles credit-card payments and is integrated with the IACR membership database. Since all participants of IACR workshops or conferences are entitled to become members of IACR, you have to ensure your attendee information is recorded in the membership database automatically (Section 7).

The possibility for registering early at a reduced fee should be available for at least 2 weeks after the announcement of the final program. The deadline for early registration has typically been about one month before the conference; careful choice of this date allows you to plan ahead.

If not already done, set up a bank account (Section 12.3).

T–6 Finalize the budget, set a registration fee, and send the detailed budget to President and Treasurer for immediate review and final approval (Section 4). You must have an approved budget before registration can be opened.

It is now common to charge extra for delegates who want a printed version of the proceedings.

Inquire into obtaining conference insurance (Section 9.1).
Coordinate with the Program Chair to prepare a schedule for the technical and social program (the Program Chair is primarily responsible for the former, the General Chair the latter). For conferences, allow time in the schedule for the IACR Membership meeting; typically this meeting is held immediately after the end of the sessions on Wednesday (before the gala dinner or beach BBQ). The IACR President or his representative may also want to make a short announcement during the opening session of the conference. Consult with the President about times for these meetings.

Work with the Program Chair for coordination with the publisher of the proceedings, including delivery of the final manuscripts to the publisher and shipping of the proceedings to the conference. Springer typically needs the manuscripts at least 9 weeks prior to the conference, including time for shipping and a safety margin.

When estimating how many copies of the proceedings to order, use any preliminary data you have from the registration system, and ask the previous year’s General Chair for advice. Also refer to the cost model for proceedings in Appendix B and take that information into account when making your estimate.

Note that most attendees no longer take printed copies of the proceedings, so it may be the case that you only need to order the 50 “free” copies from Springer.

Take care of all major things to organize, like meals, coffee breaks, reception, excursion, audio-visual equipment, Internet access (Section 8), but also of minor things, like souvenir, badges, and photos (Section 9).

Announce the conference on the conference website, to the IACR membership by email, and open the registration (Section 6.2). Be prepared to send Letters of Invitation (Section 7.3).

Send an acknowledgment to every participant who registers. Monitor registrations through the IACR web interface to intercept fraudulent registrations (Section 7.2).

A few weeks prior to the conference, you should send an email to all the registered participants with some basic information and a link to the updated conference website (conference program, schedule, last minute changes).

Registration fees should increase at this point in order to encourage people to register early and facilitate your planning. Experience has shown that about 80%–90% of the registrations come in before this deadline; see Section 7.5.

The conference takes place; see Section 10.

Coordinate with Membership Secretary for final attendees list, last minute registrations, refunds, address changes, etc.

Send conference report to IACR Newsletter Editor. Publish photos on the conference website if you have.

Start settling any outstanding financial details.

Send the financial report and surplus funds to the Treasurer, see Section 12.5. Take a well-deserved rest.
3 Proposal

This section explains how to prepare a proposal for Eurocrypt, Asiacrypt or a workshop. Unlike Crypto, these conferences and workshops move to a new location with new facilities every year, which brings specific challenges. It is essential that you also read the rest of this document, so that you develop an understanding of the many aspects of the task of the general chair.

Well before you start making a detailed proposal, you should contact the IACR President, Vice President or the Steering Committee Chair. You will get useful feedback on how to proceed and on the deadline to submit your proposal.

3.1 Venue

The choice of a location involves several factors that should be considered early in the process.

Accessibility: IACR conferences draw participants from around the world, and the site should be chosen with this in mind. In the event of a site located far from an international airport or major train station, convenient and frequent shuttle transportation should be made available. Other important questions are whether IACR members from all countries can attend and whether you anticipate problems with visa.

Attractiveness: This is a matter of taste, but the two major viewpoints are: either an attractive town and accommodation in different hotels. This allows participants a lot of individual ways to spend their free time. Or a secluded spot in a nice landscape where everything is in one place, so that participants have much more opportunities to meet each other. If you present two venues, indicate also in your proposal which one you prefer and why.

Meeting facility: The location for lectures should be large enough to comfortably accommodate the expected number of participants. For conferences, it must also be able to accommodate parallel sessions. In 2003–2007, there were about 380–450 attendees for Eurocrypt and Crypto (some statistics are available from the Board of Directors area on the IACR website). During the 90ies, there has been a steady growth, with a peak at around 550 attendees, but attendance has slightly dropped since 2000. It is a clear policy of IACR that everybody who wants to come should be allowed to. On the other hand, a meeting room that is too large will limit the effectiveness of presentations and inhibit interaction. The room (or rooms) used for presentations should have at least one large raised screen. Space for coffee breaks and lunches should be available nearby. Consider using a nearby university for meeting rooms.

Lodging: Arrange for lodging of different types, ranging from first class (hotel) to one as cheap as possible (student dormitories or equivalent). If there is common lodging as at Crypto, the majority of the participants may be satisfied with dormitories, otherwise provide for a large amount of middle-class, “academic-budget” lodging. Make sure that all expected participants and some family members can be accommodated, and investigate the number of single and double rooms. Ideally, participants should be able to get from lodging to the lectures and back on their own and without much delay, i.e., on foot or at least by public
transport that runs frequently. In the latter case, make precise information (also on how to get tickets) available in the map or in the individual hotels.

**Cost:** Many attendees at IACR conferences have severely limited budgets for travel. If the cost of attending the conference is too high, then many people will be unable to attend and the scientific program will suffer as a result.

For each possible location, investigate costs of lodging, meals, meeting rooms, and local transportation. It is strongly advised that you visit each proposed site. Also make sure that facilities and lodging will be available at the time desired. Do all of this well in advance and include a set of brochures, photos, fact sheets, etc. together with your proposal.

### 3.2 Timing

The typical date for Eurocrypt is in the middle of May. The typical date for Asiacrypt is the first week of December. When proposing precise dates, there are several things to take into account: holidays (particularly Passover, the Easter weekend and, exactly seven weeks later, the Whit Sunday weekend), local events, the climate, and other conferences (mostly in security, theory, and information theory; in May, try to avoid conflict with ACM STOC and the IEEE Symposium on Security and Privacy (Oakland)). It might be best to keep the time open until you have discussed it with the Board or Steering Committee at T–24 (or T–12 for workshops). Information about religious holidays is available from [http://www.interfaithcalendar.org/index.htm](http://www.interfaithcalendar.org/index.htm), [http://www.earthcalendar.net/](http://www.earthcalendar.net/), and [http://www.rochester.edu/diversity/calendar.html](http://www.rochester.edu/diversity/calendar.html).

Try to avoid conflicts between FSE, TCC and PKC (which are all typically held in February-April) and Eurocrypt (that is sometimes held in the second half of April).

### 3.3 Organizing committee

There are so many duties that you will want to work with a local arrangements team or organizing committee to share the work. The following tasks can be delegated:

- publicity and conference web page
- accounting
- conference banquet, meals, and coffee breaks
- excursion
- lecture halls, audiovisual equipment, and presentation handling
- sponsoring
- Internet access
- hotels and accommodations

Now that you see how many things are involved, you may want to consider using a professional conference organization service. If you do so, make sure that you have a watertight contract with them, explaining clearly which costs they can charge, and what services they need to provide you. Contract a price per delegate instead of a percentage. Get them to understand how registration handling with IACR’s online conference registration system works; they will not be involved in every transaction, they only have to manage the exceptions.

Many recent Asiacrypt and Eurocrypt conferences have used a conference agency only for hotel bookings.
3.4 Format of the proposal

The proposal should consist of two parts: a short text (ideally in pdf) (1-2 pages for a workshop, 4-8 for a conference) and a budget using the IACR conference planner spreadsheet available at http://www.iacr.org/docs/. Section 4 explains how to make and present a budget and Section 7.5 describes how to set the registration fee. You may also provide a presentation that summarizes the essential points.

The short text should address the following items:

- **The team**: short CV of general chair, in particular earlier experience with the organization of conferences/workshops, relation to the IACR; list of the other team members and their responsibilities. Who will be managing the finances? In which account will the money be held? Will professional assistance be hired for the local organization? If so, for which tasks? Can you provide details (earlier experience, website, proposed contract)? Do they understand how IACR works (IACR takes the financial responsibility)?

- **Meeting facility**: provide extensive details on the lecture hall (audiovisual infrastructure, size, . . . ), the rooms for coffee breaks and meals, local transportation to the meeting facility and to the social events.

- **Accommodation**: availability and price range. Are block bookings needed? Who will make the bookings? If it is a third party, how will they be compensated for this?

- **Transportation**: how easy is it to reach the location (plane, train, car)? Do you expect any bottlenecks?

- **Timing**: which week do you plan to organize the conference? Is there an alternative week? By when would you need to commit (sign a contract) for the infrastructure and the hotels?

- **Other issues**: sponsors, co-location with other events, interaction with the local research community, . . .

*For Asiacrypt and Eurocrypt your proposal should not contain a program chair.* For the workshops: if your proposal suggests a program chair, indicate clearly whether you are willing to organize the workshop even if your suggestion is not accepted.

The finalized proposal should be submitted to the IACR President and Treasurer (for Eurocrypt) and to the Steering Committee Chair (for Asiacrypt, CHES, FSE, PKC, and TCC). You may have to present your proposal in person.

4 Budget

Your conference budget is the financial plan for your conference. Your budget will help you to determine what registration fee to charge your attendees and what you can afford to spend to organize and produce the conference.

You should have a preliminary budget when you first make a proposal (for some items you will have to use good estimates, say within 10%). However, your final budget should be prepared with great care and sent to the IACR President and the IACR Treasurer for approval at T–6 months or earlier. Preparing the budget is a difficult thing to do, but can be based on the final
reports of previous conferences. If you need such information, contact a previous Chair, the Treasurer or the President.

The budget typically includes the information below. Variable costs are costs that incur per delegate and fixed costs are costs that incur once. Your budget must use the IACR conference planner spreadsheet available at http://www.iacr.org/docs/. You must use this spreadsheet for the formal proposal (without editing the formulas!); this makes it a lot easier for the Board to read budgets and to compare various events.

<table>
<thead>
<tr>
<th>Income</th>
<th>Variable costs</th>
<th>Fixed costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration fee</td>
<td>Proceedings</td>
<td>Conference facility</td>
</tr>
<tr>
<td>Sponsors</td>
<td>Social event</td>
<td>Audio-visual equipment</td>
</tr>
<tr>
<td></td>
<td>Welcome cocktail</td>
<td>Conference support staff</td>
</tr>
<tr>
<td></td>
<td>Rump session</td>
<td>Printing</td>
</tr>
<tr>
<td></td>
<td>Coffee breaks</td>
<td>Speaker assistance</td>
</tr>
<tr>
<td></td>
<td>Banquet</td>
<td>Program committee</td>
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<tr>
<td></td>
<td>Lunches</td>
<td>Local organizing committee</td>
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<tr>
<td></td>
<td>Delegate pack</td>
<td>Office consumables</td>
</tr>
<tr>
<td></td>
<td>IACR membership fees</td>
<td>Board Meeting</td>
</tr>
<tr>
<td></td>
<td>Credit card/bank fees</td>
<td>Insurances</td>
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<td></td>
<td></td>
<td>Internet Access</td>
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<tr>
<td></td>
<td></td>
<td>Mailing costs</td>
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<tr>
<td></td>
<td></td>
<td>Conference transport</td>
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<td></td>
<td></td>
<td>Stipends</td>
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<td></td>
<td></td>
<td>Publicity</td>
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<tr>
<td></td>
<td></td>
<td>Invited speakers</td>
</tr>
</tbody>
</table>

For events in Europe, please do not forget VAT issues in your budget. That is, make sure whether or not you have to pay VAT, and try to be on the safe side.

Before you finalize the budget and set a registration fee, make sure to read Section 7.5.

5 Sponsors

Traditionally, IACR has been independent and self-supporting, and the organization has taken a reserved attitude towards sponsorship by commercial organizations. However, sponsoring can be a major source of income for your conference. Sponsors like to get recognition by having their name attached with an item (a souvenir, conference bag) or to an event (excursion, banquet). Sponsors should be acknowledged in the proceedings (coordinate with the Program Chair), on the website, and in the printed program. Use your own judgment for how much presence you want to grant them.

Springer and other publishers (Cambridge University Press, Aegean Park Press) have sometimes exhibited their books at past IACR conferences. This is typically welcomed by most conference attendees, and you may want to contact suitable publishers in advance. Past conferences have charged a reasonable fee for the exhibition space provided (e.g., on the order of one full conference registration). Their delegates have in the past received a badge and taken some meals, but were not registered for the conference.

It is advised to be careful and realistic if you include money from sponsors in your tentative budget.
6 Publicity

IACR maintains a website at \url{http://www.iacr.org/} and no longer sends paper mailings to announce workshops and conferences. You can send announcements by email to all IACR members, but you should limit the number of email announcements sent to all members to two for each conference.

The primary forum for communicating to the membership is the IACR website, the IACR Newsletter, and your conference website. You may host web conference website at the IACR server. Contact the IACR Webmaster for obtaining an account on the IACR server. You should also ask for email alias of the form crypto20xx at iacr dot org (for example) or other mailing aliases and lists for your conference.

Remind the IACR Newsletter editor to announce your conference on the IACR website and in the Newsletter at the appropriate time. Include your event in the IACR Calendar of Events; to do this you just need to enter some data on a web form our the IACR website.

At the present time, Asiacrypt, Crypto, Eurocrypt, CHES, PKC, FSE, and TCC are all official IACR meetings, any communication regarding these meetings should clearly state that the meeting is sponsored by IACR by including the phrase “sponsored by the International Association for Cryptologic Research.” In addition, you should include the IACR logo (available from the IACR website). If other organizations are helping with the meeting in some way, then you should include the phrases “hosted by” or “in cooperation with” for these organizations, but not “sponsored by.”

6.1 Call for papers

Although preparing the Call for Papers is the responsibility of the Program Chair, the General Chair should help with its publication, for example, on the conference website, because it is typically the first detailed announcement of the conference.

It is a good idea to send a copy of the Call for Papers to various relevant societies for publication in their journals and newsletters. This should be done well before you would like it to appear.

Addresses of some organizations used in the past are given below; feel free to consider others that appear relevant and to update the list for your successors. Don’t forget national organizations of your home country.

IACR Calendar of Events in Cryptology – \url{http://www.iacr.org/events/}
IEEE Cipher – \url{http://www.ieee-security.org/cipher.html}
IEEE Computer Society – \url{http://www.computer.org/conferences/calendar.htm}
IEEE Communications Society – \url{http://www.comsoc.org/e-news/}
IEEE Information Theory Society – \url{http://www.it soc.org/}
Notices of the AMS – \url{http://www.ams.org/notices/}

6.2 Call for participation and other announcements

All information regarding your event should be stated on the conference website: program, location, registration, deadlines, information about the area and climate, travel, accommodation, and what type of dress is appropriate.
You should also prepare a brief announcement for your conference (or a Call for Participation) for inclusion in the IACR Newsletter and/or for sending to all IACR members by email when registration opens. Contact the Newsletter editor or the Webmaster for how to send email to all members.

Note that IACR members can opt out from receiving announcements, so your email announcements are not guaranteed to reach the whole membership.

7 Registration

7.1 Conference registration system

IACR has ported the membership database to the IACR website, created an online registration system, and is now using this database. You must use this online registration system. It handles a number of features, including merging with the IACR membership database, financial records of who has paid their registration fees, recording of IACR membership fees, preparing the list of attendees, logging who has ordered printed proceedings, preparing badges, preparing a supplemental list of attendees, exporting a spreadsheet format, on-site registration, and receipts for payments.

Documentation for the online registration system is available. Contact the Membership Secretary to get access and to use the system. About three months prior to the conference you should fill out and submit the web form at https://secure.iacr.org/conferences/newIACRconf.html which requests the specific information required to build the registration site.

7.2 Fraud

Note that the electronic registration has resulted in many fraudulent registrations, and some organizations are reporting as many as 20% of the registrations to be fraudulent. These often come from African countries such as Nigeria, Ghana, etc. Their primary purpose appears to be for immigration fraud, in order to secure entry to the host country. These registrations are often paid for with a stolen credit card number, and there is usually no way to detect this until it is too late. For this reason you should scrutinize registrations as they enter the system. They will typically also include a request for a letter of invitation (see next section). Suspicious transactions can be voided or refunded, and doing so will save IACR a substantial amount of money (approximately US-$ 25 for each fraudulent charge). You should coordinate the fraud detection with the membership secretary.

7.3 Visa and letters of invitation

Some participants may require a visa to attend the event. Collect all required information and make it available on the event website in a timely fashion.

Some participants may need an invitation letter in order to obtain a visa, depending on their citizenship. A sample letter of invitation is provided in the Board of Directors area of the website.

Remember that you are providing a service to our members and promoting our society and that it is the intention that our events are open to everyone. On the other hand, experience in the last year has shown that some people want to abuse this procedure (see previous section).
If someone asks for an invitation who has never previously attended an IACR event, then, depending on the country of origin, you should try to get more information about their background (ask them for a vita, reference to their home page, evidence of qualification, a reference letter, or their interest to attend the conference). Use your own judgement. If you are not sure, double-check with the immigration authorities of the event’s host country, ask members of the Board, or get help from IACR members from the respective country.

7.4 Acceptable methods of payment

With the creation of the online database, online credit-card payments are preferred. The advantages of online credit card payments are substantial; they require no human intervention or data input, they have relatively low costs (approximately 2.5%), and consolidate records with the online database. Checks frequently bring very high costs (as much as US-$ 50), and international money orders, wire transfers, and checks are sometimes anonymous or difficult to match up with the attendee.

At the present time, online credit card payments can only be made in US dollars. Your local account may be in whatever currency is normal for disbursements in the host country. Online credit card payments are made to an IACR account, and the Treasurer will arrange to periodically transfer collected registrations to the local conference account, making a currency conversion at that time if necessary. Beware that fluctuations in the exchange rate can create havoc with your budget. The best thing to do is to try to make a realistic estimate of the exchange rate, and to indicate clearly in your budget profits or losses due to exchange fluctuations. The IACR has decided to accept the exchange risk, as it will average out over the years.

If you accept payments to your local account that are in a form other than online credit cards, then you should enter those payments into the online registration system in order to maintain an integrated and complete record keeping system. Alternative forms of payment are currently handled by the IACR secretariat at UCSB conference services in Santa Barbara. Participants who absolutely cannot pay by credit card online and wish instead to pay by check or bank transfer to UCSB can be given the following information:

- Checks: advise registrants to send checks (payable to “UC REGENTS”, drawn on a U.S. bank in U.S. Dollars) to IACR/UCSB Conference Services, PO Box 13850, Santa Barbara CA 93107, USA.

- Transfers: the Treasurer can give you details of the bank account to accept wire transfers. These should be discouraged, because it is expensive at both ends, and often difficult to reconcile the wire transfer to the person being paid for. Sometimes transfers will have fees deducted in transit, and any shortfall will still be recorded as a balance due in the registration system. However some government employees in some countries can only pay this way. Once the Treasurer confirms that the payment has arrived, account for it in the registration system.

In some countries (e.g., France) an invoice is required before payment can be made. You should be prepared to issue invoices if this is absolutely necessary for the participants.
7.5 Registration fee

You should decide on a policy for people who ask about a reduced registration fee (e.g., for attending only a single day). You may also choose to set lower registration fees for selected categories of participants of lesser financial resources.

**Student registration fee.** It is IACR’s policy that students be charged a reduced registration fee (effectively subsidized by non-student participants), to encourage more student participation and student IACR members. It has been a tradition that the student fee is 50% of the regular fee. The fee however is up to the General Chair, as part of conference budgeting. To avoid abuse, it is advisable that registrants claiming student status be required to provide evidence thereof (perhaps a signed letter from a professor, or a copy of their student ID card).

It has been a policy since 2007 that students who present their own paper at an IACR conference do not have to pay the registration fee. In 2015 this was extended to the IACR workshops. You should refer to this as the *Cryptography Research Fund for Students*. Further sponsorship you obtain may enable you to extend this offer to non-speaking students. See also Section 7.6.

**Registration deadline and late fee.** The registration information should include the deadline for early (or “regular”) registration, with recommended wording something like: “Late registrations will be accepted if space is available (however, there are no guarantees that space will be available)”. It is recommended that a late fee (US-$100-150) be imposed to discourage late registrations. Decide whether registration “at the door” will be allowed (it typically is at Crypto), but note that such registrations make it more difficult to organize the meeting. In 2003–2007, only a handful of people registered at the door and about 10–20% registered late.

It is strongly recommended to enforce the late fee for all payments made after the deadline. Use your best judgment for special cases (e.g., overseas payments are often very slow though no fault of IACR members, as is creation of manual cheques by administrations in universities and large corporations); fairness and consistency are good guidelines. Some people will pay at the door regardless of your policy; decide how you will handle this. As an over-riding consideration, remember you are providing a service and promoting our society; the purpose of a late fee is to encourage early registration to ease organization and planning, not to raise additional funds or to create any ill feelings.

**Refund policy.** Decide on your refund policy for people who cancel their advance registrations, and state it together with the registration information. Refunds should go to the party who actually paid (e.g. a participant’s employee or third party if they are the one who paid). Consider whether you will allow no refunds at all (which is not common), partial refunds, or full refunds. The objective should not be to penalize people or raise additional funds, but rather fairness including coverage of any costs incurred by the conference as a result of the cancellation. Consider whether pre-registrants who cancel should get a copy of the proceedings. Some may wish to become IACR members nonetheless. One policy might be to refund these people the fee paid less the cost of one copy of the proceedings (plus mailing costs) and IACR membership fee. In the past, the policy has been to set a date up until which full refunds are granted (typically, this was set to the same as the deadline for early registration). After that date a partial refund can be given up until the time of the conference, withholding an amount to cover fixed costs.
such as the proceedings and meals (say US-$ 150). The proceedings should be mailed to such people who choose this option.

**Historical data.** For your information, the regular registration fees and the late fees for the last several Eurocrypts are listed here. (Note that one needs to keep in mind extreme differences in the exchange rate between the US-$ and European currencies.)

<table>
<thead>
<tr>
<th>Year</th>
<th>Regular fee</th>
<th>Late fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>2002</td>
<td>560$</td>
<td>80$</td>
</tr>
<tr>
<td>2003</td>
<td>568$</td>
<td>80$</td>
</tr>
<tr>
<td>2004</td>
<td>640$</td>
<td>80$</td>
</tr>
<tr>
<td>2005</td>
<td>663$</td>
<td>100$</td>
</tr>
<tr>
<td>2006</td>
<td>550$</td>
<td>80$</td>
</tr>
<tr>
<td>2007</td>
<td>663$</td>
<td>100$</td>
</tr>
<tr>
<td>2008</td>
<td>530$</td>
<td>100$</td>
</tr>
<tr>
<td>2009</td>
<td>498$</td>
<td>100$</td>
</tr>
<tr>
<td>2010</td>
<td>778$</td>
<td>100$</td>
</tr>
<tr>
<td>2011</td>
<td>570$</td>
<td>110$</td>
</tr>
<tr>
<td>2012</td>
<td>570$</td>
<td>120$</td>
</tr>
<tr>
<td>2013</td>
<td>590$</td>
<td>110$</td>
</tr>
<tr>
<td>2014</td>
<td>680$</td>
<td>130$</td>
</tr>
</tbody>
</table>

### 7.6 Stipends

Recall Section 7.5 that addresses waivers for student registrations.

The General Chair may additionally decide to allocate, in the conference budget, a limited amount of funding to help defray expenses (e.g., registration or other partial expenses) for a small number of participants who might otherwise be unable to attend the conference. Note that it is far easier to waive the registration fee than to reimburse travel costs, for example, for which you have to collect receipts.

In the past, stipends have typically gone to students or other individuals from nations with economic difficulties. A safe rule of thumb to follow is that participants given financial support should make some technical contribution to the conference, like have an accepted paper (at least these participants should get priority). It also seems preferable to directly cover expenses (e.g., waive the registration fee or pay for accommodation in an inexpensive hotel) rather than to actually pay out money directly to such participants. It is prudent to request that funding requests by students be "endorsed" by a professor.

The Board has endorsed a policy (starting 2005) that the general chair may make a request of the Board for a special grant of US-$ 5,000 to support attendance at a conference by local students in cases where economic conditions make it difficult for them.

For Eurocrypt, students will be very pleased if you can pay for their accommodation in a simpler accommodation; this kind of support is well received, not very expensive, and it is unlikely that it will be used by students who do not need the support. You may wish to seek general guidance from previous Chairs (but keep in mind that requests for funding are usually handled in confidence, and discussion of specific individuals should generally be discouraged).
If allocated in your budget, the availability of such support (but not funding levels, since this often cannot be determined until all requests themselves come in) should be publicized, in the interest of fairness, in the Call for Papers and Conference Announcement, along with details regarding how to apply. A summary of financial support provided is required in the appropriate financial report; names of individuals typically appear only in a separate confidential report to the Treasurer and President, and to other members of the Board at the discretion of the President. No money must be paid to any member of the Board or to any person in an official function of the IACR, even if services are rendered (Section 12.1).

7.7 Integration into IACR membership

Since attendance at any of the IACR conferences or workshops entitles to be a member of the IACR for a year, you are responsible entering and reconciling the data of your attendants with the IACR membership database at the conclusion of the conference. The online conference registration system of IACR performs this step automatically — its use is therefore mandatory.

7.8 Registration confirmation

Be sure to send each person that preregisters a confirmation of their registration, and a receipt for their payment. This is done automatically by the online registration system, so you only need to do this for people who register by a manual method such as fax. You can also provide the receipt at the conference.

Acknowledgements should refer to the conference website for information about locations of meeting place, hotels, travel, etc. Also include a preliminary schedule or complete program that minimally states when registration and other activities begin and when the conference ends. Be sure to update this as the conference approaches.

Remember that if you send acknowledgements by snail mail, then many participants will not receive them in time due to overseas mailing delays. It is therefore more important to have complete and up to date information available on the conference website.

8 Major Things to Plan

8.1 Lecture hall

Make sure the lecture hall is large enough to accommodate all participants. A high ceiling is recommended. If you have a choice, select theater-style seating (chairs only) or conference seating (with small tables) based on the space available. If you mix the two forms, put tables at the back of the lecture hall, as this attracts more laptop users, and keep the front rows free for those without laptops.

Furthermore the Board requires that a venue for Asiacrypt, Crypto or Eurocrypt must be able to accommodate have parallel sessions. Some events might also provide a separate “working room” in the coffee-break area, where people can work on their laptops, but see the slides and listen to the presentation in the background. This helps to get distractors out of the main lecture room such that the other attendees can concentrate on the talks.
8.2 Meals

IACR conferences usually provide lunches, some food at the rump session, and a banquet. Give the option of purchasing separate tickets for the social events (rump session and banquet) for non-participant guests.

In selecting menus, avoid extremes. Some participants have special dietary requirements; check what arrangements are possible (vegetarian; Kosher; no pork; etc.), and have the online registration site modified to appropriately to record options\(^1\).

8.3 Reception and breaks

In the past, there has usually been a reception early during the conference. For coffee breaks, it is suggested that something be served besides coffee, tee, soda, and pastry. Fresh fruit and fruit juices are usually received very well. Strange as it may seem, many people like to get their morning caffeine from soft drinks. Also try to ensure that evening drinks include fruit juices and pure mineral water — this is not automatic in the catering for Crypto.

8.4 Accommodation

It is convenient for attendees if you provide a list of preferred hotels, and you may also be able to arrange for special rates for conference attendees. Beware of any commitment by the conference for a guaranteed number of rooms to be filled however, because attendees will (and should) seek the best accommodations that fit their needs, and rates for hotels are notoriously variable. Moreover, participants will try to make discounted reservations via the web. If you hold a workshop or conference in a popular location at peak season then you should investigate a guaranteed rate and number of rooms reserved for attendees, but you should leave attendees to make their own arrangements directly with the hotel. IACR conferences have grown so large that it is usual for Eurocrypt to have a travel agent handle the hotel reservations. If you expect no problems with availability, you may also simply let attendees make their own reservations.

8.5 Proceedings

Proceedings are published by Springer in the LNCS series. Beginning with Crypto ’94, final proceedings for Crypto, Eurocrypt, and later Asiacrypt and all the workshops (except for FSE) have been available at the event. From 2012 printed proceedings are only provided to those delegates who pay an extra charge at registration. The reason is that delegates can now have access to the proceedings online via the IACR website to Springer’s digital library. Since delegates will want to read the proceedings during the conference it is therefore vital that sufficient WiFi access points are available at the conference facility.

Since the change to non-printed proceedings it has been tradition to give to all delegates a USB stick containing the papers. Springer does provide an option to purchase USB sticks containing the proceedings, but it is often cheaper to produce your own. You should liaise with the Program Chair as to how best to obtain PDFs to put on the stick. Options include using

\(^1\)In many cases, the caterer is aware of Kosher food and may provide it. Otherwise, contact the local Jewish community and ask if they can provide Kosher food. Be aware that Kosher food must be prepared in a Kosher kitchen, and that (with probability very close to 1) the hotel cannot produce it in its premises. Kosher food is received as sealed, and with a document signed by the local Rabbi who assures that it is Kosher. The food should be served in the original sealing.
the full proceedings printpdf provided by Springer (this is a single large file), or use the pdf’s produced by the program chair before he sends the files to Springer for publication. You must not put the files of each separate paper from Springer on the USB token.

8.6 Excursion

You may want to plan an excursion or other activities Tuesday afternoon, which has traditionally been free. If the excursion incurs major costs, make it optional on the registration form.

8.7 Audio-visual equipment

The lecture hall should provide at least one large ($\geq 3$ meters on a side) elevated screen for use with an overhead projector and a beamer (LCD projector, resolution at least $1024 \times 768$ is required). Overhead and LCD projectors should be sufficiently powerful to illuminate the entire screen. Microphones should be provided for the speakers and session chairs, and for the audience to ask questions (wireless microphones are preferred for the speakers). Provide a presentation PC so that speakers don’t have to fiddle around with their laptop configurations. Consider providing a laptop with some timing software for the session chairs.

Provide and test a presentation PC and ask the speakers to preload and test their electronic presentations on the PC. Note that Powerpoint presentations containing mathematics must have their fonts embedded in them, because transferring them to a machine without the required fonts will result in a display that contains gibberish. There is nothing more distracting and disruptive than a malfunctioning audio-visual system. Make sure that everything that appears on the PC monitor is also projected on the screen for the audience and that margins are not chopped off. Preferably the operating system on the presentation PC should be English, so the speakers can open their presentations themselves.

Audio-visual setups need to be checked out well before the first session in case they are inadequate. (Also make arrangement to ensure that the presentation room itself is not locked!) Arrange for a backup overhead and LCD projector and microphone. Also make sure that you have backups for every piece of equipment (even power cables).

You should appoint someone to be in charge of the audiovisual system during the entire conference (ideally a back-up person should be available as well). This person should explain the system to session chairs, administer the presentation PC, explain handling of the microphone to the speakers, and help in case of emergencies.

8.8 Videos from talks

In recent years we have started collecting videos of presentations. Kevin McCurley maintains a youtube channel with videos of talks from IACR conferences, and they are being archived on www.iacr.org for future distribution. See http://www.youtube.com/TheIACR. The most important part of planning for this is to make sure that the video production people produce one video per talk, because editing the videos after the fact is very time-consuming. The exact format is less important, and you can choose from whatever is available at the venue. In past years we have tried several formats, including

- A format where a camera man moves between the speaker and the screen. See http://www.youtube.com/watch?v=rJ11Pn9ndE
• A format where only the slides are shown. See http://www.youtube.com/watch?v=8CfJmSGIcSTc

• A format in which both speaker and slides are shown in a split view. See http://www.iacr.org/workshops/pkc2010/02_constant_size_ciphertexts_in_threshold_attribute-based_encryption/

Any of these formats are acceptable.

The paper submission system now collects information as to whether a speaker gives permission for their talk to be recorded as part of the copyright form. Thus you need to liaise with the program chair as to who has given permission. If a speaker does not wish to have video made, just don’t do it.

It’s useful to archive the presentation materials from the speakers, so that they can be made available on the web. The speakers may decline to have this distributed, and that is their choice. Again, permission is captured by the program chair via the copyright forms.

8.9 Internet access

Attendees have become used to access the Internet through wireless LAN and/or a set of terminals at the conference. You may be able to set up a small network yourself for the terminals and for wireless access. Many conference centers already offer wireless LAN access for all conference participants; you should buy an access code for all attendees instead of requiring individual registration and payment. You can also consider to find a sponsor who is willing to provide Internet access.

9 Minor Things to Plan

9.1 Conference insurance

Consider whether to buy insurance for the conference (it is mandatory for Crypto and for other conferences in the USA). Discuss this with the IACR President. The purpose of this is to protect the IACR and its members from financial liability in the event of an accident for which the conference is held liable. While the risk of a serious accident is small, the potential damage to the IACR is extremely serious. One serious accident and resulting lawsuit would be a fatal disaster for the IACR.

9.2 Souvenir

Some attendees expect to receive some sort of souvenir. T-shirts, for example, seem to be very popular for Crypto. Keep in mind that large and extra large are considerably more popular than small and medium (you might also get about a dozen preschool size). The gift item should not be too expensive and easy to carry home. Regarding selling extra souvenirs at the conference, see Section 12.1. You might wish to have a sponsor provide the souvenir, but in this case you might have to suffer the indignation of having advertising on the item.

9.3 Badges

The most important information on a badge is name, affiliation and country. Make sure that at least the name is easily readable across a table or when standing loosely together in a group. Other things like logos and “Eurocrypt ’xy” can be small. Definitely don’t use a typewriter.
The online registration system produces badges in a PDF file that can be printed onto standard card stock or paper and then cut out. This system MUST be used to produce badges.

9.4 List of attendees

At the conference, a printed list of participants should be distributed which contains name, address, phone, fax, and email address. It should not contain the those people who have asked to not be included in the list. The online registration system provides the ability to download a PDF file ready for printing at the last minute. It is a good idea to have a few draft lists available during registration, and to ask participants to correct their details. You can then make corrections, add walk-in registrants and distribute the final list during the conference. The online database allows preparation of a supplementary list that includes only those people whose registration was entered or modified after a given date.

9.5 Photo

Until 1999, it has been the tradition take a group photo during the conference. But it is very hard to recognize anyone on a group photo with 400 people or more, which may explain why this early tradition has been abandoned in the last years. With the advent of digital cameras and the Web, more recent conferences have posted a series of pictures from the conference on their website.

9.6 Handicapped attendees

Try to make the conference accessible for handicapped attendees.

10 At the conference

10.1 Registration table

Plan to set up a registration table for the duration of the conference. The table can be used for registration and distributing other information. It will speed the registration process if you have put together packets for each attendee before the conference starts. For convenience, arrange administrative lists alphabetically (rather than e.g., by chronological registration date). Note that the online registration system allows you to produce two separate lists of attendees; one for distribution to attendees and one for use by registration staff. The latter includes people who have opted not to publish their details in the list of attendees. The online registration system also provides a way to download an Excel file showing the total amount due for each person.

Each registration packet should include a name badge (Section 9.3), a list of attendees (Section 9.4), any final instructions for attendees, a receipt (if this has not been sent), meal tickets, a map, possibly a list of restaurants (ideally rated), and the proceedings. The conference program should include locations for all group meals and other events.

There will undoubtedly be people who arrive on the scene without having registered, even if you state that there will be no registrations at the door. You should have a plan for accommodating these people. The online registration system has an interface for registering such people by the conference staff, or you can set up public terminals and simply point the late registrants
to the IACR website in order to enter their details. Accepting on-site registration is a major pain and you should try to minimize your effort.

10.2 Handling money

You will undoubtedly take in some money at the conference from sales of souvenirs and booklets, and late registrations. For this purpose it is a good idea to use a receipt book that makes carbonless copies, so that you can use it to keep records of the money taken in. The online registration system also provides an interface for you to print a receipt when you enter a record of payment into the on-site registration section. You should make some plan for safeguarding the money that you receive, as it is probably not a good idea to carry around US-$ 10,000 in your pockets.

11 Special Guidelines for Crypto at UCSB

Note that the dates for Crypto are arranged with UCSB several years in advance. One year before the conference (T\textsuperscript{–12}) the dates need to be confirmed as being “fully booked.” Specifically, Campbell Hall and the University Center need to be confirmed that they are changed from “tentatively” to “fully booked.”

There are two primary people at UCSB that must be dealt with, namely the Conference Coordinator from Conference Services and the Food Service Coordinator. The Conference Coordinator is the main person to deal with, and the Food Service Coordinator will contact you shortly before the conference to arrange menus and special events.

UCSB offers only two standard room and board packages; either single room or double room for the entire conference. If an attendee stays in the dorm but does not eat the meals, or stays for less than the full length of time, the conference will still pay the full package price. Most of the people working in the dormitories do not know this. Children under the age of 12 are not allowed to stay in the dormitory, and children under 18 are not allowed on the school grounds unless they are accompanied by an adult at all times. The policy about early arrivals varies from year to year, depending on whether the schedule of other conferences will allow it. This can be very convenient for participants who wish to arrive early or stay a day longer, which is often necessary for cheap overseas flights. To try to make it possible, check with the UCSB Conference Coordinator well before the conference, and advertise the options on the registration form. A social program on Sunday, first tried in 1996, has been well received by many of the participants who have to fly Saturday.

The Conference Worksheet is the official contract with UCSB, and should contain all relevant data about the conference. In past years, it has been part of the agreement that we are not to charge more for room and board than UCSB is charging the conference, although some rounding to reflect credit card and other fees is probably acceptable. If you have a special meal such as the beach barbecue, UCSB will give you some tickets to be used for that meal. You will be asked to commit to a minimum at some date in advance of the conference, and it is a good idea to get some extras to sell at the conference. The charge for the meal is based on the original number of tickets, minus the number that you returned after the event. Indicate clearly on the registration form whether the cost of a barbecue or banquet is included in the room and board fee.
UCSB requires that you purchase insurance for the conference. They can arrange for you to purchase it through an independent broker, and such arrangements need to be made several months in advance of the conference. Have the insurance state that this is UCSB arranged, but General chairs must sign. Be sure to point out that alcohol is served at conference functions (and as we learned from one of our non-American participants at Crypto’94, it is apparently illegal to walk around UCSB with an open container of alcohol).

Note that the Computer Science Department at UCSB is entitled to one free faculty registration and two student registrations, because Dick Kemmerer was one of the originators of CRYPTO 81 and the department is a co-sponsor.

12 Financial Guidelines

12.1 Why financial guidelines?

IACR requires that its conference General Chair act in a fiscally responsible manner. What does this mean?

1. Prepare a budget for your conference according to the model provided on the IACR website. Get it approved by the Treasurer and President of IACR. Get any significant deviations from your budget approved before you make them.

2. Set-up the IACR online registration system and contact the Treasurer to schedule transfers of registration funds.


4. Report your conference’s finances promptly and accurately. Use IACR’s standard Chart of Conference Accounts according to the model provided on the IACR website. Provide copies of receipts and other supporting documentation where required.

5. Safeguard the tax-exempt status of the IACR. Particular things to watch out for include:

   • No money must be paid to any member of the Board or to any person in an official function of the IACR, even if services are rendered. The only exception to this rule can be if they are an invited speaker to the conference, in which case there should be no favorable treatment granted.

   • Do not write checks to yourself except with prior approval from the Treasurer. It is preferable for the Treasurer to write the check to you. Try to avoid needing to do this at all, by paying providers directly rather than seeking reimbursement. It is particularly important to provide detailed receipts for every item being reimbursed to yourself.

   • For conferences in the USA, payments to individuals in the USA may be required to be reported to the IRS, depending on the circumstances. As far as can be determined from the rules, if an individual is speaking at the conference and receives financial assistance to attend the conference, these expenses may be paid at the discretion of the General Chair, presumably with guidance from the Program Chair. In general, if
the speaker is a resident of the U.S.A. and is reimbursed for expenses, these payments should be reported as income to the individual, and a 1099 form should be filed with the IRS for this. As an alternative, the expenses of the individual may be paid directly by the conference, in which case they appear not to be taxable. This is generally more trouble for the General Chair, but recipients will naturally prefer this. In order to file the 1099 form, you need the individual’s address and Social Security Number. Such payments are usually reportable as income by the individual, but may be deductible as business expenses. This is the responsibility of the individual.

- If you receive any grants, donations, or contributions (cash or non-cash) to subsidize the conference, these must be reported to the IACR treasurer for record-keeping purposes. Also, any single contribution exceeding US-$ 5000 (cash or equivalent cash value) must be reported to the U.S. Internal Revenue Service on the IACR tax forms. The information required is: (1) contributor’s name, (2) contributor’s address, (3) amount of contribution. Contributions from government entities are even more complicated; consult the IACR treasurer before accepting these. You might wish to have any contributions used to directly support something given to the conference attendees (like the traditional free gift or an optional outing) rather than accepting general contributions on behalf of IACR.

- Business income that is unrelated to the tax-exempt purpose of the IACR (promotion of research in cryptology) is to be avoided at all costs. We should be careful not to engage in business selling T-shirts or cups or such things, other than to dispose of any extras produced for conference attendees.

Proper records are also necessary protection for the IACR against an unhappy day in the future when the tax man calls.

These guidelines were developed to help you fulfill your fiscal responsibilities. They contain information on the cash profile of a typical conference, banking, the IACR Chart of Conference Accounts, financial planning, and financial reporting.

12.2 Profile of a conference

The graph given below will give you some idea of the cash position of a conference over time. As you can see, your cash position goes negative just as soon as you spend your first penny (probably on publicity). It stays that way until you start collecting registration fees. After that your cash position gets very healthy and, assuming you have collected enough in registration fees to pay all your expenses, stays that way until you close out your accounts. Seed money is available from IACR to help you over the period of negative cash flow. The following is a profile of the balance in the account for conference funds, with $T$ representing the time of the conference.
12.3 Where to put the money

You should open a checking (demand deposit) account especially for your conference. Do not mix conference funds with those of your department, your employer, or your own personal funds. Don’t worry if the account you open does not bear interest, but if it does, keep track of the interest received in account 391.

Choose a large commercial bank because every IACR conference entails a certain amount of international business. In choosing a bank, pay attention to their fees for incoming wire transfers and collection of foreign checks, since some people will insist on sending you such things even if you request payment in another form.

If you open the account in the name of IACR, the bank may require a corporate resolution, a certificate from the Secretary, or some other legal token to serve as evidence of your right to open the account. Contact the IACR Treasurer, Secretary or President for prompt and courteous service.

Please organize your account so that in addition to yourself someone else can get at the funds. This is in case something should happen to you (God forbid). The other signatory can be any of the IACR Officers or Directors — choose one who lives near you. Let the IACR Treasurer know who it is.

12.4 Where money comes from and goes to

Your conference will have income from some or all of the following sources: registration fees, room and board fees, sales of extra souvenirs or abstract booklets, grants and seed money received. Your conference will incur expenses for some or all of the following: publicity, organizing committee, meeting facility rental, invited lecturers, travel assistance, receptions and banquet,
proceedings, room and board paid out, seed money returned, and of course, balance paid to IACR.

Standard definitions of these categories of income and expense are found in the IACR Chart of Conference Accounts given below. Use this Chart for bookkeeping and reporting purposes. It is meant to simplify your work and that of the IACR Treasurer.

### IACR Chart of Conference Accounts: Summary

<table>
<thead>
<tr>
<th>3XX Income Accounts</th>
<th>4XX Expense Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>311 seed money received</td>
<td>411 seed money returned</td>
</tr>
<tr>
<td>321 registration fees received</td>
<td>422 room and board paid</td>
</tr>
<tr>
<td>322 room and board fees received</td>
<td>431 publicity</td>
</tr>
<tr>
<td>331 grants received</td>
<td>432 organizing committee</td>
</tr>
<tr>
<td>391 interest income</td>
<td>433 meeting facility</td>
</tr>
<tr>
<td>399 other income</td>
<td>434 reception and banquet</td>
</tr>
<tr>
<td>441 invited lecturers</td>
<td>442 travel assistance</td>
</tr>
<tr>
<td>451 proceedings</td>
<td>451 proceedings</td>
</tr>
<tr>
<td>471 IACR membership dues</td>
<td>481 surplus paid to IACR</td>
</tr>
<tr>
<td>499 other expense</td>
<td></td>
</tr>
</tbody>
</table>

### IACR Chart of Conference Accounts: Definitions

#### 3XX Income Accounts

**311 Seed Money Received** IACR will provide seed money to General Chairs to help them through the period of negative cash flow. Get seed money by making a request in writing to the IACR Treasurer. If you take seed money you have to pay it back as soon as you are able. (Pay it back from account 411).

**321 Registration Fees Received** This will be the bulk of your income. It is comprised of fees paid by people to attend your conference. You decide how much to charge for registration when you make your budget. (Handle refunds of registration fees by debits to this account 321.) Contact the IACR Treasurer well in advance to schedule transfers of the registration funds if you are using IACR’s online registration system.

**322 Room and Board Fees Received** The Crypto conferences at UC Santa Barbara used to collect room and board money from registrants who are staying and eating in UC facilities, but this is no longer the case. This entry should be zero. (Account 422 is for room and board paid out, chiefly to UC.)

**331 Grants Received** You might be well connected, lucky or skillful enough to get a grant from some government or academic organization. Keep track of it here. **In no case should you accept any grant in excess of US-$ 5000 from a single party without clearing this with the IACR Treasurer** (there are tax consequences).

**391 Interest Income** Any interest paid by the bank to the conference account.
399 **Other Income** Keep track of other income – the amount and an explanation.

4XX **Expense Accounts**

411 **Seed Money Returned** Should equal the amount in account 311.

422 **Room and Board Paid** For Crypto conferences. Amounts paid to UCSB for attendees’ dormitory, meals, lost keys (which should ultimately be paid by the person that lost it), and similar charges.

431 **Publicity** Funds paid to let people know about your conference. Layout and printing of announcements and calls for papers, postage and mailing labels for these. Receipts are required.

432 **Organizing Committee** Funds spent to coordinate your local arrangements and program. Costs of the reviewing process. Communications, maybe a little travel, postage. Attendee’s kit, your office supplies, souvenir (if any). Get receipts, especially when you reimburse yourself.

433 **Meeting Facility** Room rental, audio-visual fees, etc. paid to providers of meeting facilities. Include the costs of food and service for coffee breaks. Get receipts.

434 **Reception and Banquet** Food service, transportation and other charges related to social events besides coffee breaks. Get receipts.

441 **Invited Lecturers** Honoraria and other amounts paid to distinguished researchers invited to present a paper at your conference. In order to preserve IACR’s tax status, **it is important** that you document the qualifications and contribution to your conference of every account 441 recipient. Get a signed receipt from each invited lecturer.

442 **Travel Assistance** Amounts you spend to defray travel expenses for some of the attendees of your conference. In order to preserve IACR’s tax exempt status, **it is important** that every recipient of travel assistance contribute to your conference somehow (e.g. giving a paper, help with organization). Document how you make travel decisions, who got how much, and why. This can be a very sensitive area both with the tax authorities and politically within IACR. Get receipts.

451 **Proceedings** Amounts spent to prepare materials for sending to the publisher. Cost of proceedings for your attendees and postage for these if not provided free by the publisher.

471 **IACR membership dues** This is IACR’s major source of income. Membership dues are currently set at US-$ 50 for regular and US-$ 25 for student membership (check with the Treasurer). You should therefore pay to IACR this amount for each and every attendee at the conference, including those for whom registration fees were waived.

481 **Surplus paid to IACR** After all your expenses are paid, the balance of your funds should be paid to the IACR treasury.

499 **Other expense** If you cannot figure out where else to put an expense put it here and provide an explanation.
12.5 Final financial report

Your conference is over and has been a big success. Feel very good about yourself and about the great job you did as General Chair. Take a little vacation, during which the last of your bills should arrive. Pay them. Then prepare your Final Financial Report. Close out your checking account. Send your Final Financial Report to the IACR Treasurer along with the balance from your checking account by T+5 months. If you expect further late-arriving bills, send in your Final Financial Report and the money now, and later simply forward any such bills to IACR for payment.

The format you should use for your Final Financial Report is shown below. It should be accompanied by a copy of your checking account register and all of the receipts and documentation you have collected. These will be carefully preserved.

Format for Final Financial Report

<table>
<thead>
<tr>
<th>3XX</th>
<th>Income Accounts</th>
<th>4XX</th>
<th>Expense Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>311</td>
<td>seed money received</td>
<td>411</td>
<td>seed money returned</td>
</tr>
<tr>
<td>321</td>
<td>registration fees received</td>
<td>422</td>
<td>room and board paid</td>
</tr>
<tr>
<td>322</td>
<td>room and board fees received</td>
<td>431</td>
<td>publicity*</td>
</tr>
<tr>
<td>331</td>
<td>grants received (provide details)</td>
<td>432</td>
<td>organizing committee*</td>
</tr>
<tr>
<td>391</td>
<td>interest income</td>
<td>433</td>
<td>meeting facility*</td>
</tr>
<tr>
<td>399</td>
<td>other income (explain)</td>
<td>434</td>
<td>reception and banquet*</td>
</tr>
</tbody>
</table>

Those categories marked with a * require receipts or paid invoices for all expenses in the category.
A  More Information

More information is available on the IACR website at http://www.iacr.org/: browse the website and obtain information about past conferences and workshops. Do not hesitate to contact the members of the Board for more information.

The current members of the Board are listed at http://www.iacr.org/bod.html. You get to the Board of Directors area on the website when you remove the string .html from this URL. Important email addresses:

- President: president at iacr dot org
- Vice President: vicepresident at iacr dot org
- Treasurer: treasurer at iacr dot org
- Membership secretary: iacrmem at iacr dot org
- Webmaster: webmaster at iacr dot org
- Newsletter editor: newsletter at iacr dot org
- Secretary: secretary at iacr dot org
- Board: bod at iacr dot org
- Archivist: archive at iacr dot org

B  Cost Model for Proceedings

The Board of Directors area on the IACR website contains details about the pricing model for conference proceedings. Recall that these days most delegates for events will not require printed proceedings, thus the 50 free copies provided by Springer are often more than sufficient for the workshops. For Crypto and for Eurocrypt, 70 free copies of the proceedings are usually given, constituting of the 50 mentioned by Springer plus 20 free copies in exchange for a presentation desk and a single delegate at the event.

The Program Chair may take a limited number of these free copies (say 3) and may reserve a number of free copies for PC members who cannot attend, but the remainder of the 50 (or 50+20) free copies should be provided to the General Chair as copies for the participants. If additional delegates of Springer attend the event, negotiate an ad-hoc solution with Springer (such as pay per social event attended).

Shipping cost depends on the country (typically US-$ 2000 for a large event, but for Russia it was twice as much) and whether the proceedings are shipped to the event or sent to every attendee individually after the conference (FSE). For shipping to the event, clearance through customs may require attention.