IACR Guidelines for General Chairs

17 November 2022

Dear General Chair,

The purpose of this document is to help you smoothly run a successful conference, and help in managing the IACR finances and membership. These guidelines have evolved over decades 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."

The IACR Board of Directors ("the Board") and possibly the respective Steering Committee are your partners for organizing the conference. 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 general conferences (Asiacrypt, Crypto, and Eurocrypt) and all IACR-sponsored area conferences (CHES, FSE, PKC, and TCC). The separate *Guidelines for the Real World Cryptography Symposium* document addresses the organization of RWC.

This document will continue to evolve. Please send your feedback and suggestions for improvements to the Secretary or to any other member of the Board.

Above all, we hope you find your job fun and rewarding. These 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 Board and preceding Chairs. We are all interested in furthering the goals of the Association, and you should feel free to call on us.

Tom Berson (1986), Kevin McCurley (1990, 2004, 2017), Paul Van Oorschot (1995), Birgit Pfitzmann (1997), Bart Preneel (2002, 2007), Christian Cachin (2005, 2008, 2011, 2014, 2017, 2019), Helena Handschuh (2006), Arjen Lenstra (2006), Nigel Smart (2014), Douglas Stebila (2017, 2022), Tal Rabin (2018), Muthu Venkitasubramaniam (2019), Joppe Bos (2019).

Contents

1   Organizing an IACR Conference

At the time of this writing IACR sponsors three general conferences (Asiacrypt, Eurocrypt, and Crypto), as well as four area conferences (CHES, FSE, PKC, and TCC), and one symposium (RWC). 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 area conferences are handled similarly: a Steering Committee for each event series prepares a proposal and final approval is made by the Board. There are separate guidelines for Steering Committees describing this process.

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 general conference and more than one year in advance for hosting an area conference. A proposal usually includes the proposed venue, dates, a General Chair, and the name of other organizers, and is typically 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 an area conference, 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 the conference. The timing is typical for general conferences (Asiacrypt, Crypto, Eurocrypt). For area conferences, 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 4.1: Budget). For area conferences, proposals should be sent to the Steering Committee and the deadline might be relaxed to T−13.

T−24 For Eurocrypt, present your proposal at the Board. For Asiacrypt, present your proposal to the Asiacrypt Steering Committee; its meetings are typically held on one of the first evenings of Asiacrypt; if your proposal is successful, you should present it subsequently to the Board. The Board typically meets on the day before Eurocrypt and Crypto. For area conferences: 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 (Co-)Chair(s) about the budget requirements (specifically for program committee meeting and invited speakers).

Select a local organizing committee (Section 3.3).

Refine the budget (Section 4.1) and approach potential sponsors for your event (Section 4.2).

T−11.5 Inquire into obtaining conference insurance (Section 9.1). For Crypto, sign the mandatory conference insurance with UCSB.

T−12 Attend the previous event; if you are General Chair of a general 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 to open the conference website (see section 6). The Program Chair selects the program committee and prepares the wording of the Call for Papers, and this becomes the first content on the website for the conference.

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 4.1). You must have an approved budget before registration can be opened.

Consider that it should be possible to register early at a reduced fee 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−5 Prepare the registration details and open registration. You must use 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 events are entitled to become members of IACR, you have to ensure your attendee information is recorded in the membership database automatically (Section 7).

T−4 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). There is now a tool to make this easier; see `https://www.iacr.org/tools`.

For general conferences, allow time in the schedule for the IACR Membership meeting; typically this meeting is held immediately after the end of the technical sessions and before an evening dinner. There is also an IACR Award Ceremony, for recognizing IACR Fellows and celebrating other achievements, which should be scheduled at general conferences. Consult with the President about times for these meetings.

T−3 Work with the Program Chair to coordinate any text appearing in the proceedings.

T−3 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, and badges (Section 9).

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

T−2 Monitor registrations through the IACR web interface to intercept fraudulent registrations (Section 7.2).

T−1 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.

Shortly before 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).

T The conference takes place; see Section 10.

T+1 Coordinate with the Membership Secretary to reconcile the attendee list, last minute registrations, refunds, etc. Process reimbursements for students for travel.

T+1 Start settling any outstanding financial details.

T+5 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 an area conference. Unlike Crypto, these events 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 general conferences, it must also be able to accommodate parallel sessions. As of 2019 there have typically been 400–600 attendees at Eurocrypt and Crypto (detailed statistics are available from the Board of Directors area on the IACR website). 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(s) used for presentations should have at least one large raised screen. Space for coffee breaks and lunches should be available nearby. Consider using a local university for meeting rooms.

Consider any transportation problems between lodgings and meeting places.

Lodging: Indicate lodging options 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 photos and some promotional information in 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). 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 area conferences). Information about religious holidays is available from `https://www.interfaithcalendar.org/index.htm`, `https://www.earthcalendar.net/`, and `https://www.rochester.edu/diversity/calendar.html`.

Try to avoid conflicts between FSE 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. For general conferences, it is advised to select a workshop chair, who will oversee the organization of workshops and affiliated events (see Section 5). 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.

3.4   Format of the proposal

The proposal should consist of two parts: a short text (1-2 pages for an area conference, 3-6 for a general conference) and a budget using the current *IACR conference budget planner*, available at `https://www.iacr.org/docs/`.

Section 4.1 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, 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 area conferences: if your proposal suggests a program chair, indicate clearly whether you are willing to organize the event 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 all other events). You should be prepared to present your proposal in person.

4 Finances

4.1 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 must use the IACR *conference budget planner* available at `https://www.iacr.org/docs/`.

You must use the current version of 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.

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

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.

4.2   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).

For Springer specifically, IACR and Springer have agreed that Springer may set up a conference booth for no extra charge, but that the delegates of Springer register at the regular rate (though they typically will not attend all events). Furthermore, for conferences with proceedings published in LNCS, Springer pays a sponsorship towards the conference budget. Ask the treasurer for the amount.

It is advised to be careful and realistic if you include money from sponsors in your tentative budget. You should coordinate with the Treasurer on how to receive sponsorship funds. The online registration system must be used to create and issue invoices to sponsors and to receive sponsorship payments by credit card, should the sponsor want to pay that way. The online registration system must be used to track all sponsorship payments even if they are made locally. See for more information Section 7.9.

5   Workshops and Affiliated Events

From about 2017 onward, IACR general conferences have featured *workshops* and other co-located events, also called *affiliated events*. Such events are typically 1–2 days long, dedicated to a particular topic, co-located with a conference, handled by your organization, and included in your budget. These are also events of the IACR and organized under your oversight as General Chair. You are advised to appoint a *Workshop Chair*, who will be responsible for their selection and organization.

In order to ensure broad participation, issue a *Call for Workshops* and solicit proposals for affiliated events early enough. The selection of workshops should be guided by their proposed topics and may be constrained by the space available locally. You and the workshop chair are jointly responsible for ensuring that the scope of the affiliated events is aligned with the interests of the IACR. You should also seek the feedback of the program chair on the selection of workshops. Examples for sample texts calling for workshop submissions are available from the IACR website.

Workshops generally increase the attendance at the main conference considerably and serve as a venue for featuring recent developments and work of current interest. As part of the main conference, you organize the venue, catering, logistics, and registration for workshops. For each workshop or affiliated event, a chair should be named at the time when the event is confirmed. The chair is then responsible for all further aspects of a workshop, such as the program, website, and so on.

6   Publicity

IACR operates a website at `https://www.iacr.org/`, mailing lists, news feeds in multiple social media systems, and several other communication channels. The integrated communication system is called *IACR News* and appears at `https://www.iacr.org/news/`. There are several twitter handles that can be used as well.

To open the conference website, get credentials from the IACR webmaster. Enter as much information regarding dates, venue, travel, accommodation, visa information (eg, visa request form). Coordinate with the Program Chair to finalize and publish the Call for Papers.

6.1   Conference website

The primary forum for communicating to the membership is the IACR website, the IACR News, and your conference website. The first step is to list your conference in the IACR calendar of events (members like to know dates well in advance). To do this you just need to enter some data on a web form at `https://www.iacr.org/events/submit.html`.

You should host the conference website at the IACR server. Contact the IACR Webmaster `webmaster at iacr.org` for obtaining an account on the IACR server. Starting in 2017 there are dedicated URLs such as `https://asiacrypt.iacr.org/` for use by the conference of that year. 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.

As of 2017, all conference websites should be mobile-friendly, because many people will view the site from phones. IACR has contracted for a mobile-friendly template that should make it easy to build your website. Once you have an account on the IACR machine, you can follow

the instructions located at `https://github.com/IACR/conference-template`. The first page that you will need to construct is the call for papers, which requires the program chair to set submission guidelines and select a committee. There are two data files for this setup that may be constructed at `https://www.iacr.org/cryptodb/pc`.

Once your basic website is set up, make sure that it is linked from the calendar of events and publicize the Call for Papers. Contact the IACR Webmaster for sending announcements to IACR News.

At the present time, Asiacrypt, Crypto, Eurocrypt, CHES, PKC, FSE, TCC, and RWC 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."

6.2 Announcements

Using the conference registration system you can send announcements by email to all IACR members. You should typically do this for announcing the opening of the registration and related deadlines. Try to limit the number of email announcements sent to all members to two for each conference.

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

6.3 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 – `https://www.iacr.org/events/`

IEEE Cipher – `http://www.ieee-security.org/cipher.html`

IEEE Information Theory Society – `http://www.itsoc.org/`

Notices of the AMS – `http://www.ams.org/notices/`

7 Registration

7.1 Conference registration system

IACR maintains its membership database integrated with website and its online registration system. You must use this online registration system. The Membership Secretary will give you

access to the registration system and be your contact for handling registrations.

The system 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, logging who has ordered printed proceedings, preparing badges, exporting a spreadsheet format, on-site registration, and receipts for payments. It also authorizes attendees and IACR members to access IACR's publications hosted by Springer.

Contact the Membership Secretary to get access and to use the system. Once your final budget has been approved, which should be at the latest three months prior to the conference, 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. If the conference will require additional options, such as co-located workshops, you should contact the Membership Secretary well in advance in case any custom programming is required.

7.2   Fraud

There have often been some fraudulent attempts at registration. 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 USD 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. 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 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 judgment. 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 USD 50), and interna-

tional 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. The only alternative form of payment is currently through a wire transfer directly to IACR. 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. The conference registration system provides invoices prior to payment.

7.5   Registration fee

It is the IACR's policy that registration fees for all IACR and ICW-IACR events be non-discriminatory except potentially for the specific cases mentioned below of single-day attendance, participants of lesser financial means, joint ventures/co-located events, student rates, early discounts/late fees, and local students from economically challenged areas (see Section 7.6, Stipends). In particular, you must not set registration fees that discriminate based on whether the attendee is from "academia" or "industry". All attendees, no matter where employed (or by whom) are equally welcome at all IACR events.

Workshops and affiliated events.   Decide on a registration fee for workshops and affiliated events. Workshops are typically charged a fee that is proportional to the number of attended workshop days. Ensure that one may attend a workshop also if one does not register for the main conference (such attendees are not charged to IACR membership fee and do not become members of the IACR through this). However, you may encourage attending workshops and conference together by setting the fee structure accordingly.

Single-day attendance.   You should decide on a policy for people who ask about a reduced registration fee for attending only a single day (or a fixed subset of the event). You are not required to offer a single-day registration rate.

Lesser financial means.   You may choose to set lower registration fees for selected categories of participants of lesser financial resources. This is not typically done, but if you choose to do so

you must offer the lower rate in a non-discriminatory manner to everyone who meets the income threshold you set for the reduced rate.

Joint ventures/co-located events. If your event is co-located with another IACR or ICW-IACR event, you may want to offer a discount to attendees registered for both events. Registration discounts for joint ventures are permitted subject to the mutual discretion of the General Chairs of the co-located events. If offered, all General Chairs for the co-located events must mutually agree on the amount of the joint registration discounts offered and how those discounts will be divided among the participating events.

Student rates. 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 general conference do not have to pay the registration fee. In 2015 this was extended to the IACR area conferences. 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. The online conference registration system provides a mechanism for issuing waivers to student speakers. Use the administration system to enter the names and email addresses of those who are to receive waivers; the system will email a token code to the recipient, who should then enter this in the registration form. The amount of the waiver for student speakers should in general include the IACR fee as well. You can decide whether to waive the late fee as well if they register late.

Registration waivers. The budget prepared by you as General Chair and finalized in agreement with the Treasurer and the President (Section 4) defines the "free attendees" at your conference, for whom you waive the registration fee. It is important to be transparent about free registrations because they affect the budget. The question who benefits from such waivers may vary depending on the tradition of the conference and the respective Steering Committee.

Typically free registrations can be given to the general chair(s), program chair(s), (student) supporters of the organising committee, invited speakers, sponsors, and others. If you offer free registrations in return for sponsorship income, you should ensure that the net balance is positive.

Members of the Board of Directors should not benefit from registration waivers in their capacity of being a Board member. For questions consult with the Steering Committee Chair, Treasurer, and President.

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 (USD 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. Some may wish to become IACR members nonetheless. One policy might be to refund these people the paid amount less a handling fee and the 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 meals (say USD 150).

Historical data.   For your information, the regular registration fees for past Asiacrypt, Crypto, and Eurocrypt conferences are shown here. The numbers are in 2005-inflation-adjusted USD. (Keep in mind extreme differences in the exchange rate between the USD and global currencies over time!)

**IACR General Conference Registration Fees
(2005 inflation-adjusted USD)**

Legend: Eurocrypt ADJ · Crypto ADJ · Asiacrypt ADJ
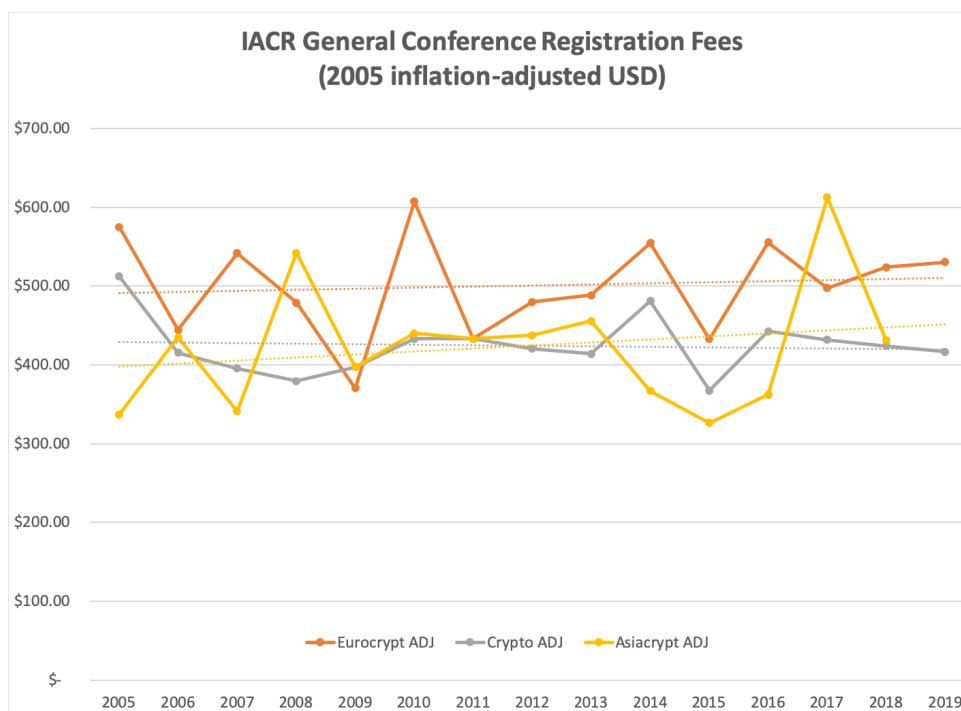
7.6   Stipends

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 (via the waivers in the online registration system) 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 USD 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 lodging 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 IACR event entitles one 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

The online registration system sends a confirmation and receipt once a payment has been received. For people who pay by a manual method, you should record the payment in the online registration system and then the system will send a receipt to the registrant.

You should also send informational emails to registrants prior to the conference. The informational email 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.

You can send the informational email via the online registration system.

7.9 Tracking sponsorship payments

Use the "Local account" option to record a sponsorship payment that goes to a local (e.g., university) account. All sponsorship payments must be recorded in the online registration system, even if funds are paid to a local account. If the payment comes in a currency other than US dollars, put the amount on the invoice as the approximate amount in US dollars, and then use the "Local currency" field on this form to record the exact amount received.

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 (vegan; vegetarian; gluten-free; 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 an event 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. For Crypto, please coordinate with UCSB Organizers, to secure blocks of rooms in neighboring hotels and UCSB Club.

8.5   Proceedings

Proceedings at conferences are published by Springer in the LNCS series and the papers related to the hybrid journal-conferences (currently FSE, CHES) appear in IACR Transactions. Printed LNCS proceedings are only provided to those delegates who pay an extra charge at registration. This option should only be available up to the early-registration deadline, to have time for ordering and shipping. For multi-volume LNCS proceedings, only the option to buy all volumes should be offered and the price to charge should be checked with the Treasurer. Making printed proceedings available to registrants is now quite rare: between 2017 and 2020, on only 2 occurrences (out of around 20) were proceedings available.

   All attendees have access to the proceedings online, for LNCS in Springer's digital library via the IACR website and for open-access IACR Transactions directly on the web. Since delegates will want to read the proceedings during the conference it is vital that sufficient network connectivity and bandwidth are available at the conference facility. You should work with the

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[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.

program chairs and the IACR webmaster to ensure proceedings can be accessed online at the event. Ignore any information that Springer might publish about LNCS pricing or ordering, as IACR has a direct agreement with Springer.

8.6   Excursion

You may want to plan an excursion or other activities on a free afternoon (traditionally Tuesday). 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 (≥ 3 meters on a side) elevated screen for use with an overhead projector and a beamer (LCD projector, resolution at least 1024×768 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 `https://www.youtube.com/TheIACR` with videos of talks from IACR conferences, and they are being archived for future distribution. The general chair is strongly urged to arrange for videos from talks at the conference. 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 `https://www.youtube.com/watch?v=rJIlMPu9ndE`

- A format where only the slides are shown. See `https://www.youtube.com/watch?v=8CfJmSGXSTc`

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

Any of these formats are acceptable.

Authors and presenters fill in the *IACR Copyright and Consent Form* as part of the paper submission process when uploading the final paper version. According to this policy the IACR requests the permission to record all presentations (with possible exceptions).

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.

8.10   Code of Conduct

The IACR has adopted the following *code of conduct* for events sponsored by the IACR.

> The IACR is committed to providing an experience free of harassment and discrimination in its events, respecting the dignity of every participant.
>
> If you experience harassment or discriminatory behavior at an IACR event, we encourage you to reach out to someone who could help. The following are available to you: the Code-of-Conduct Liaison, General Chair(s), any member of the Ethics Committee, the President ***and others relevant to event***.
>
> Participants who violate this code may be sanctioned and/or expelled from the event, at the discretion of the General Chair(s). Serious incidents may be referred to the Ethics Committee for further possible action. Any action will only be taken with the consent of the complaining party ***subject to applicable laws***.
>
> If you witness harassment or discriminatory behavior, please consider intervening.
>
> Code-of-Conduct Liaison: [add name and email address]
> Ethics Committee: `ethics-committee@iacr.org` (see `https://www.iacr.org/committees.html` for who this is).
> IACR president: `president@iacr.org` (see `https://www.iacr.org/bod.html` for who this is).

General chairs must include this code of conduct in the description of the event, where the starred sentences above should be substituted with text relevant to each event. Participants will

be required, by use of a check-box at registration time, to agree to this code of conduct. If there is some reason that the General Chair wishes to use different wording than above, this requires approval from the Board.

The General Chair of each event must appoint a contact person who will be present at the event itself. This could be the General Chair him/herself.

Posting of the code of conduct should include a clear indication of the names and email addresses of the people to contact, and an indication of whether they are present at the event. If an email alias is used, it must be accompanied by a list of all the people who can access the email sent to that alias.

You should train your volunteers and staff on how to respond to a code of conduct or safety complaint. In general, the volunteer should be instructed to *not* attempt to adjudicate or resolve the issue at hand, nor to confront a belligerent attendee. They should be trained instead to offer all of the following (a) get the affected individual to a safe space (e.g., the registration desk), then contact the General Chair as quickly as possible (e.g., by cell phone); (b) get the General Chair to come and address the situation, or (c) have the General Chair follow up with the affected person at the next opportunity.

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 online registration system produces the badges automatically. They have been set with large fonts; they should not be changed and this system must be used to produce badges.

We would like to provide the option for attendees to present their pronouns, if they wish. We have consulted with some members of our community and received some guidance on how to do so.

- It's better to not ask for this information at registration, both to avoid permanently archiving it in our database but also because people may make their decision on whether

and how to present their gender identity much closer to the event, depending on their comfort and situation once they arrive.

- We think the best option is to provide people with stickers that they can add to their registration badge, with some common pre-printed options (he/him, she/her, they/them) as well as blank ones for pronouns we haven't pre-printed.

- Stickers should not be differently coloured for different pronouns to avoid associating colour with gender.

- One organizer of another event we talked to suggested it's nice if everyone is given a sheet of stickers with all the options; even though that's a bit wasteful in terms of printing stickers, it normalizes the behaviour so people don't have to ask for it. Alternatively you could have piles of stickers for different pronouns available for pickup at the registration desk.

- No one should be pressured or obliged to take any stickers or put them on their badge, though it would be nice if organizers and staff were showing leadership by using a sticker if they felt comfortable to do so.

If possible, provide differently coloured lanyards (e.g., bright red) so that people who don't want to be photographed can be easily identified. This is common practice at IETF meetings, for example. It benefits anyone who has privacy concerns about being photographed.

9.4   List of attendees

A list of attendees information can be accessed from the membership website. The list includes participants which contains name, address, phone, fax, and email address. The list excludes the list of participants who have explicitly opted out.

9.5   Accessibility

Try to make the conference as accessible as possible for people with disabilities.

9.6   Support for LGBTQ+ attendees

In addition to the discussion in Section 9.3 about pronouns on badges, there are a few additional things we can do to make our events more supportive for LGBTQ+ attendees.

We want to ensure transgender attendees don't have any problems with bathroom access. It is nice to have available some bathroom options that are in some way non-gendered – family bathrooms, wheelchair-accessible, or explicitly signed non-gendered. That may not be possible depending on the venue. If such options are available, it would be helpful to include them on maps or signage so that transgender attendees can elect to use them without calling attention to it. If the venue has no options, we can consider creating one by changing one of the traditional restrooms to a non-gendered one just for the conference.

If you are also providing accommodations (e.g., Crypto's on-campus accommodations at UCSB), please liaise with the accommodations provider to try to make gender neutral options available during sign-up.

In some environments, it would also be helpful to provide LGBTQ+ attendees additional information about safety in the host city. If possible, write to a local LGBTQ+ organization and ask whether there are any safety concerns that conference participants should be aware of, and if yes, making this information available to the participants.

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), any final instructions for attendees, a receipt (if this has not been sent), meal tickets, a map, possibly a list of restaurants (ideally rated). 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 USD 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−12**) the dates need to be confirmed as being "fully booked." Specifically, coordinate the lecture halls with UCSB.

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 Co-

ordinator 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.

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. 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.

Note that the Computer Science Department at UCSB is entitled to one free faculty registration, 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.

3. Open a bank account for your conference. Keep careful records of what gets paid in and what gets paid out. Issue receipts and ask for them.

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 USD 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.

CASH

T-8 T-7 T-6 T-5 T-4 T-3 T-2 T-1 T   T+1 T+2 T+3 T+4 T+5

TIME
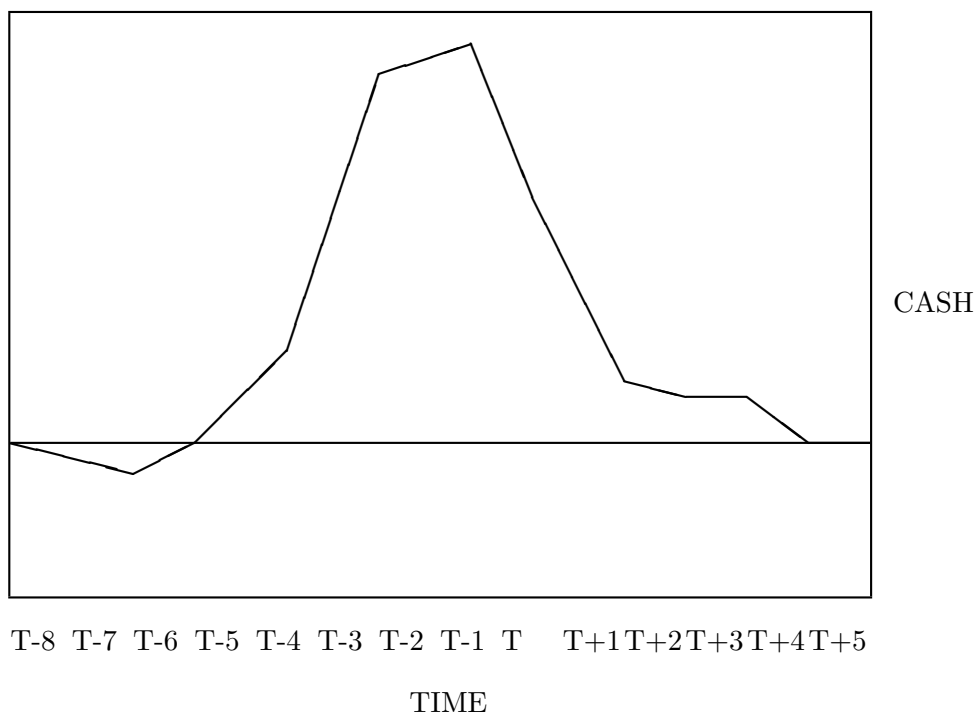
12.3 Where to put the money

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, 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

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

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 USD 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 USD 50 for regular and USD 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

3XX	Income Accounts	4XX	Expense Accounts
311	seed money received	411	seed money returned
321	registration fees received	422	room and board paid
322	room and board fees received	431	publicity*
331	grants received (provide details)	432	organizing committee*
391	interest income	433	meeting facility*
399	other income (explain)	434	reception and banquet*
		441	invited lecturers*(document)
		442	travel assistance*(document)
		451	proceedings*
		471	membership dues paid to IACR
		481	surplus paid to IACR
		499	other expenses*(explain)

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 `https://www.iacr.org/`; browse the website and obtain information about past events. Do not hesitate to contact the members of the Board for more information.

The current members of the Board are listed at `https://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`
Secretary	`secretary at iacr dot org`
Board	`bod at iacr dot org`
Archivist	`archive at iacr dot org`