Co-hosting the FORCE11 conference

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About FORCE11

FORCE11 is a nonprofit volunteer organization with a community of scholars, librarians, archivists, publishers, infrastructure providers, and research funders who are working to facilitate the transition toward improved knowledge creation and sharing. The mission of FORCE11 is to improve research practices by supporting innovations in the ways knowledge is created and shared, via all output types and across all research disciplines, communities, sectors and timeframes.

FORCE11 works toward its mission through:

- Connecting global communities interested in research communication
- Building an engaging space for discussion and collaborative work
- Facilitating the development, demonstration, dissemination and deployment of new approaches and tools for effective digital communications in research
- Facilitating the community-driven education of current standards and practices

The FORCE11 Conference

The FORCE11 conference brings together community members from across scholarly communications to explore emerging themes and practices, and discuss tangible approaches to foster innovation in how scholarly outputs are created, shared and used.

FORCE11 grew out of the FORC workshop ('Beyond the PDF') held in Dagstuhl, Germany, in August 2011 – hence the '11' in FORCE11. We list below the summary of FORCE11 conferences.

Conference Year	Location	Month	Attendance
Beyond the PDF (2011)	San Diego, California, US	January	96
Beyond the PDF 2 (2013)	Amsterdam, NL	March	212
FORCE2015	Oxford, UK	January	255
FORCE 2016	Portland, Oregon, US	April	359
FORCE2017	Berlin, Germany	October	231
FORCE2018	Montreal, Quebec, Canada	October	330
FORCE2019	Edinburgh, Scotland, UK	October	243
FORCE2020	Canceled	October	N/A
FORCE2021	Remote	December	1237*
FORCE2023	Remote	April	1611*
FORCE2024	Los Angeles, US	August	120
FORCE2026	Singapore	June	TBD

**Remote / online event*

Why Host?

The FORCE11 conferences have been unique and dynamic forums that bring together a diverse group of people, including scholars, librarians, archivists, publishers, infrastructure providers, and research funders, in a lively and intense environment of discussion with a focus on collectively producing better scholarly communication from the bottom up.

Previous collaborations with host institutions have been successful by combining the local knowledge, connections and resources at the host institution with the network of scholarly communication professionals convened by FORCE11. Some of FORCE11's most influential activities (e.g. the FORCE11 Joint Declaration of Data Citation Principles) had its origin in community discussions initiated at the conference.

The FORCE11 conference provides an opportunity for hosts to shape the conference; the event format, content and feel will be developed collaboratively between the host and FORCE11.

Conference logistics

The FORCE11 conference is an international event, aiming to host about 200-300 participants over 2-3 days. The hosting institution should ideally have a venue that can accommodate that audience, including multiple rooms for parallel sessions.

The following items are to be agreed between the host and FORCE11 in relation to the next conference:

- Dates when the conference would take place
- Whether virtual/hybrid participation options will be provided. If virtual participation is provided, the virtual elements of the program may be distinct from the in-person elements, and the precise virtual format can be determined based on available resources and budget.

Conference planning

The conference organization and planning will be led by the Conference Organizing Committee.

FORCE11 and the partner host will work together on convening and co-chairing the Conference Organizing Committee, which will include members from the local host's organization and members of the FORCE11 Board and community. A representative of the host institution should be one of the Committee co-chairs, and at least one member from the host institution should join the FORCE11 Fundraising Committee to solicit and secure sponsorships and explore other financial support opportunities for the event.

The Conference Organizing Committee is to hold regular meetings and is responsible for the following areas:

- Selection of dates for the conference.
- Selection of the meeting theme.
- Design and development of the event schedule and program (workshops, poster sessions, demos, keynote speakers, etc.).
- Decision on whether to have a hybrid format (in-person and online) and if that is the case, management of necessary logistics for the virtual activities.
- Coordination of rooms necessary to host the different programme sessions at the conference venue.
- Coordination of travel information and accommodation options for attendees (e.g. any on-campus accommodation available, reservations for hotel blocks or hotel discounts).
- Catering.
- Conference information for the FORCE11 website.
- Coordination with the FORCE11 Communications Committee on announcements, marketing, and social media notifications about the event.

FORCE11 Conference Support

FORCE11 will provide the following as part of the conference planning:

- Support the Conference Organizing Committee with members and a co-chair (or vice-chair) from the Board of Directors and/or help with recruiting FORCE11 community members to join the Committee.
- Support from the FORCE11 Communications and Fundraising Committees.
- Website pages for conference activities and FORCE11 communications channels for dissemination of conference information (e.g. Slack, social media).
- Financial management for registration and sponsorship funds.
- Partnering and support to prepare and manage a budget (to be approved by the FORCE11 Board of Directors).

Financial planning

FORCE11 and the host organization would work jointly on a conference budget in the initial stages of the conference preparations. In the past, FORCE11 has relied on proceeds from the conference to cover all conference costs, and also to support FORCE11 annual operations (budgeted at $40k). FORCE11 would expect such funds to be accounted for in the conference budget, which we would aim to cover via sponsorship efforts.

In consideration toward the conference budget and if such options are available to the partner organization, we encourage conference hosts to use local resources to help subsidize conference costs and enrich the conference experience for attendees. Examples of local resources include university provisions for discounted on-campus housing, local government and charitable organization grants to support conference programming, or donations for travel scholarships.

Considerations toward the conference budget include:

- The budget should be developed with a view to generate a surplus, including all estimated income and expenses, ie. registration fees, registration waivers/discounts, anticipated fundraising goals, and consideration to FORCE11 contribution and operations.
- Both FORCE11 and the partner host agree to manage and monitor the final approved budget; any additions to the budget would be discussed and approved by both parties before additional expenditures are added.
- Any net revenue or loss remaining after expenses are paid will be split 50/50 between the local host organization and FORCE11.

We are aware that the financial goals for the conference will vary depending on the circumstances of the partner host and local requirements. FORCE11 is willing to discuss details with the partner host, as well as areas to be considered and included towards the conference budget according to the host's individual circumstances.