

Minutes of the 2012 ICAPS Council Meeting – Sao Paolo, 24.6.2012

1. Attending: Chris Beck, Mark Boddy, Daniel Borrajo, Ronen Brafman, Malte Helmert, Joerg Hoffmann, Derek Long, Sylvie Thiebaut, Shlomo Zilberstein. Organizers of ICAPS-12 (Blai Bonet, Jose Reinaldo Silva, Tiago Stegun Vaquero, Brian Williams), ICAPS-13 (Simone Fratini, Angelo Oddi), and proponents for ICAPS-14 (B. Minh Do, Wheeler Ruml) made presentations at the meeting.
2. The council approved the minutes of the 2011 meeting.
3. Blai Bonet and Brian Williams were elected unanimously to the council.
4. The council unanimously approved the election of the following new officers:
 - a. Chris Beck: President elect.
 - b. Malte Helmert: Conference liaison.
 - c. Joerg Hoffmann: IPC liaison.
 - d. Adele Howe: Secretary
5. The council reviewed and approved the ICAPS 2011 report and reviewed the answer to the survey, presented by Malte. The survey expresses strong support for short papers and their publication in the proceedings. The council decided that, to ensure continuity of the format of ICAPS, the conference guidelines would mention short papers as an integral part of the conference submissions.

To do: (Malte Helmert) Update short papers in guidelines and edit ICAPS 2011 report for public consumption.

To do: (Adele Howe) Move the survey results from the conference organizer area and edited report to a public area.
6. To avoid the potential disappearance of old ICAPS conference web pages, the council will ask Sven Koenig, whose organization hosts the ICAPS web site, if he can secure enough backed up space to maintain past conference web pages and proceedings. Organizers can then provide us with a static html version.

To do: (Sylvie Thiebaut) Ask Sven.
7. Blai Bonet and Jose Reinaldo Silva reviewed the ICAPS 2012 program and logistics:
 - a. The Winter School that took place in University of Sao Paolo. 2 days, 60 participants, 33 of them from Brazil.
 - b. ICAPS conference and satellite events: 147 expected attendees (without on site registration) a drop from 223 last year. This figure is a little higher than the 2008 conference held in Sydney. This appears to be the price to pay for a more remote location.
 - c. The DC is to be held on the first half day of the conference with invited speakers talking about post-PhD career path.
 - d. Poster session will be held during the main conference.
 - e. Tutorials: no unsolicited, 5 solicited tutorials (90 minutes) will be presented.
 - f. 7 workshops each for a full day. 5 repeat events, 2 new ones. All but one have an on-line proceedings.
 - g. 9 system demonstrations.
 - h. Competition on Knowledge engineering.
 - i. Submissions numbers similar to 2011. Acceptance rates for short papers were lower than in the past. Acceptance rate for full papers were higher. The council discussed the acceptance rate and expressed some concern regarding the possible impact of high acceptance rate on the perception of the field. There was a special track on continuous planning with 17 submissions.
 - j. Expected deficit no higher than \$5000 given current estimate for no-shows for hotel.
 - k. Sponsorship: around 75K from diverse sources. It was suggested that we need to make sure money is not lost on no-shows by announcing a good cut-off date in the

future.

1. More details will appear in the post-conference report.
8. Simone Fratini and Angelo Oddi, the organizers of the ICAPS 2013 conference in Rome, joined the meeting and presented a report on their plans. Expected date: June 10-14, 2013.
 - a. For students: Summer school in Perugia, DC, and Tutorials
 - b. Venue: satellite events at the University of Rome located centrally in Rome.
 - c. Two options for the main event – at the University la Sapienza or outside in a central location. The council expressed strong preference for the option outside the university because it is more suitable in terms of size and location.
 - d. Finances: The conference is expected to run a deficit without sponsorship. The break-even point is at 14K-41K Euro sponsorship, depending on attendance and choice of venue. Conference chairs were encouraged to lower non-fixed costs, if necessary based on level of support.
9. Selection of a bid to organize ICAPS 2014. A single proposal to hold ICAPS in Portsmouth New Hampshire was presented by Wheeler and Minh and discussed by the council. The council unanimously voted to approve this proposal. It was therefore agreed that ICAPS 2014 would be held in Portsmouth, NH.

To do: (Malte Helmert) provide additional advice and feedback to the proposal team.
10. Video recording: The wish to standardize the method of video recording and dissemination was expressed by all participants. In addition, it is understood that the council cannot go on subsidizing these costs for a long time. A number of options were discussed, including buying hardware and having the students film the lectures. As no method appears to provide a clear, preferred solution at this stage, it was decided to experiment with (site-dependent) options for a few more years, limiting the cost of video recording to \$10000, with the council continuing to provide \$5000 (or \$7,500 in case of a summer school). Conference organizers should appoint a dedicated video recording chair.

To do: (Malte Helmert) update video recording paragraph of conference guidelines.
To do: (Sylvie Thiebaut) contact AAI to see whether they could link video recording from the proceedings page.
To do: (Adele Howe) link to video recording from ICAPS web site.
11. The council strongly recommends not providing paper proceedings, but just a disk or USB key. As for 2012, people will be able to order paper proceedings from AAI for small fee.

To do: (Malte Helmert) update proceedings paragraph of conference guidelines.
To do: (Sylvie Thiebaut) Ask AAI to provide a PDF of an assembled proceedings and distribute it on the web site.
To do: (Daniel Borrajo/Joerg Hoffmann) Publication of ECP'01 – an effort to contact Springer by phone should be made in order to attempt to get an ISBN number and make it citable. If impossible, feasibility of AAI solution (will it be possible to easily turn all papers into AAI format?) should be investigated as a next step.
12. Financial Report: The council discussed the financial situation of ICAPS. The financial standings of ICAPS are strong. It was pointed out that it is difficult to understand the situation every year from the current data, as the fluctuations in the balance is not in line with the surplus amounts for each conference. The council also discussed whether there should be an effort towards reducing the surplus. It was decided not to make an effort in this direction, but to use this security to allow ICAPS to take more risky moves.
13. Joerg Hoffmann to take the role of Competition Liaison. He will start by dissolving the competition committee, which has not really been operational in the past few years and will bear the responsibility of recruiting organizers and ensuring that competitions take place as appropriate.
14. The council will draft a proposal to allow the presentation of journal papers in ICAPS and will attempt to implement this policy in ICAPS 2013.

To do: (Ronen Brafman) Draft proposal

15. The council thanks Derek Long, Lee McCluskey, and Shlomo Zilberstein for their continued service and support on behalf of the ICAPS community.
16. The next meeting will be on June 9, 2013 between 2-6pm in Rome, Italy.