

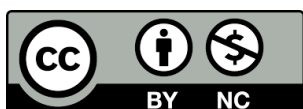


Conference Manual

Authors: EDDI 2024 & 2025 Program Committees

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<https://www.eddi-conferences.eu/>



Acknowledgments:

The Manual is a revised and updated version of the EDDI Conference Management Guide 2020 by Uwe Jensen (GESIS, 2021) which in turn was an enhanced version of the EDDI Manual written by Achim Wackerow (GESIS, 2010) and updated by Catharina Wasner (GESIS, 2015).

Table of Contents

1. Introduction	3
2. EDDI - The Annual European DDI User Conference	3
2.1. Purpose	3
2.2. Time, Location and Event Structure	3
2.3. Organisers	4
2.4. Participants	4
2.5. Equality and Diversity, Privacy Policy and Code of Conduct	4
2.6. Bidding to Host EDDI	5
3. Conference Management and Responsibilities	5
3.1. Conference Chairs (CC)	5
3.2. Program Committee (PC)	5
3.3. Local Organising Committee (LOC)	6
3.4. Communication Channels	6
3.5. EDDI Timeline	7
4. Conference Program	7
4.1. Call for Proposals (CfP)	7
4.2. Review of Proposals	8
4.3. Compilation of the Program	8
4.4. Session Chairs	9
4.5. Plenary Sessions	9
4.6. Side Meetings	9
5. EDDI website and Conference Website	10
5.1. EDDI website	10
5.2. Conference website	10
6. Local Arrangements	10
6.1. Venue, Locations and Catering	10
6.2. Budget and Finances	11
6.3. Registration and Fees	11
6.4. On-site Registration/Help Desk, Conference Materials	12
6.5. Accommodation and Transportation	12
6.6. Virtual or Hybrid Arrangements	13
7. Post-Conference	13
7.1. Conference Review and Handover	13
7.2. Publishing the Conference Presentations	13
7.3. Reporting	13
Appendices	15
A. List of EDDI Conferences	16
B. Typical EDDI event structure and schedule	17
C. Sample EDDI Organising Timeline	18
D. Example: EDDI 2024 Call for Proposals	19
E. Session Chair and Presenter Email Templates	23
F. Conference Venue Requirements	26
G. Registration Form Example	27
H. EDDI Privacy Policy	28
I. EDDI Code of Conduct	30

1. Introduction

This Manual is designed for assisting persons and organisations in charge of planning and organising the annual [European DDI User \(EDDI\) Conferences](#). The first EDDI conference was held in 2009, and even though some aspects may change from year to year, there is a lot of continuity and certain repeated patterns.

EDDI is a two day conference with invited and contributed presentations that should be of interest to (meta)data professionals and researchers from social sciences and related disciplines. The conference including related meetings usually spans a week in early December in a different European country each year.

We believe that an annual in-person conference offers an excellent and irreplaceable way to share ideas, seek feedback, get to know peers, and communicate with each other. Therefore, this manual focuses on organising face-to-face EDDI conferences.

This manual is meant to be a living document that will be adapted to incorporate experiences of future conference organisers. In addition, we have internal checklists and documents that provide additional details. The previous conference hosts, chairs and committee members are excellent sources of information so if you are thinking of becoming an EDDI host, feel free to contact them!

2. EDDI - The Annual European DDI User Conference

2.1. Purpose

Since 2009, EDDI has been the annual conference for users of [DDI \(Data Documentation Initiative\)](#), a metadata specification for the social, economic, and behavioural sciences. EDDI provides a forum for DDI users from Europe - and the world - to gather to showcase their work and their progress toward DDI adoption, as well as discuss any questions or challenges they may have about DDI standards and products. The philosophy of EDDI is to be an open and inclusive DDI community-building activity. A similar North American conference ([NADDI](#)) started in 2013 in Lawrence, Kansas, USA.

2.2. Time, Location and Event Structure

Usually EDDI takes place around the first week of December which allows avoiding conflicts with other DDI-related events like the IASSIST conference (usually in the last week of May) and the DDI workshops in Dagstuhl (usually in October). The exact conference dates are decided annually and depend on e.g. national holidays and venue availability. EDDI takes place only in European countries and the goal is to rotate the location.

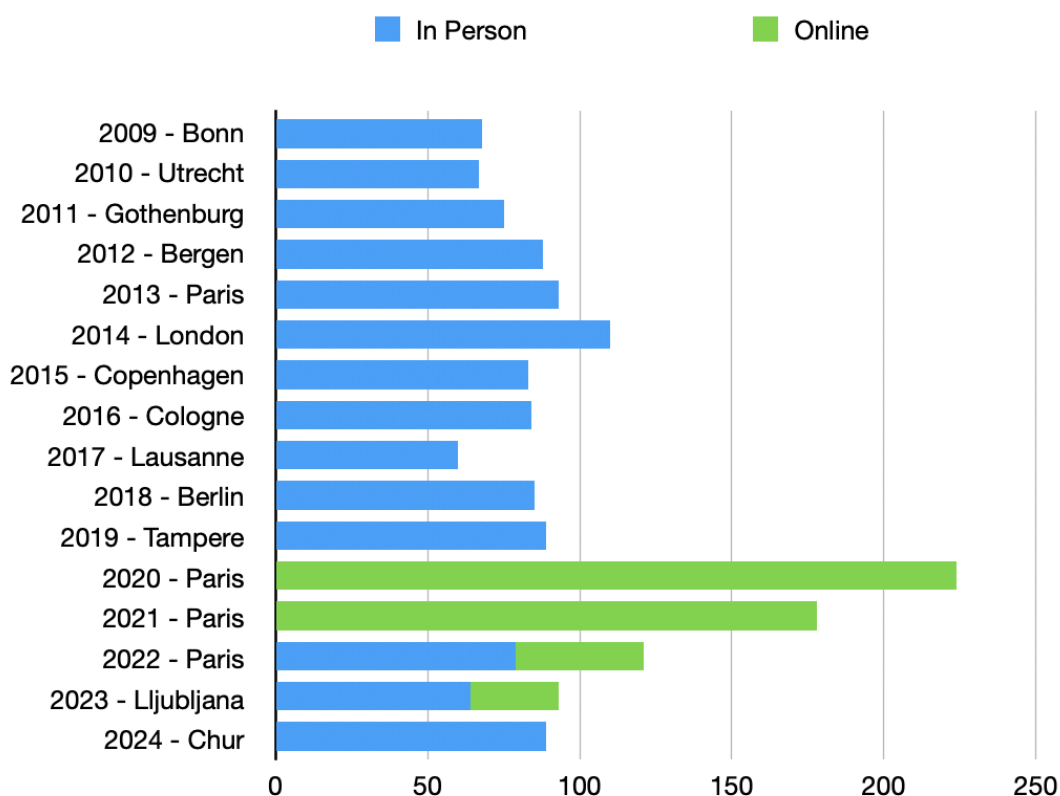
EDDI functions as both a traditional conference and as a community support and building event. Typically, EDDI includes conference days, tutorials, side meetings and associated events for development of the DDI standards as well as social activities. The composition of the event reflects the needs of the community. See Appendix B for a typical event structure.

2.3. Organisers

Since its inception, EDDI has been organised jointly by the Program Committee, the local host(s), [GESIS](#) - Leibniz Institute for the Social Sciences, and [IDSC of IZA](#) - International Data Service Center of the Institute for the Study of Labor. GESIS and IZA have supported the conference by providing technical and personal resources. [Géant](#) has supported EDDI's use of Indigo as a conference platform. The [DDI Alliance](#) has endorsed EDDI conferences as official DDI events. The conference management is divided between the Conference Chairs and the Committees (see Chapter 4).

2.4. Participants

EDDI brings together DDI users and professionals from all over Europe and the world. Anyone interested in developing, applying, or using DDI is invited to attend and present. EDDIs have been an important part of building the DDI community. Between 2009 and 2024 they have been attended by 850 individuals, 33% have been to more than one EDDI and, typically, 40-50% annually are first time attendees.



2.5. Equality and Diversity, Privacy Policy and Code of Conduct

EDDI actively encourages equality and diversity. The conference seeks to have a diversity of Chairs of sessions, and of discussion panels. Since 2018, EDDI has run a scholarship that has provided subsidies to participants that have been under-represented in previous

conferences. This has been funded through the local host institution obtaining grants or through sponsorships. Local hosts are encouraged to seek similar or other mechanisms.

[EDDI Privacy Policy](#) is attached as Appendix H and EDDI Code of Conduct as Appendix I.

2.6. Bidding to Host EDDI

Interested institutions should express their interest to host an EDDI conference by contacting the Conference Chairs as early as possible, preferably two years before the conference. Applicants should understand the requirements for hosting according to this manual. Generally speaking, the Conference Chair(s) and the Program Committee are responsible for the program and organising the sessions. The Local Organising Committee (the local host institution) is responsible for budget, registration, venue and catering.

The decision on the host is made by the Program Committee. The Chairs and the Program Committee can provide further information and materials. The host is usually announced in the previous year's EDDI conference.

3. Conference Management and Responsibilities

3.1. Conference Chairs (CC)

The Conference is led by the Conference Chair (CC). There can be either one Chair or two Co-Chairs. A good practice is to have two equal Co-Chairs. They are appointed by the PC on a consensual basis. The CC represents EDDI, chairs the Program Committee (PC) and liaises with the Local Organising Committee (LOC). The main tasks of the CC are to:

- Enable smooth transfer between conferences
- Invite the PC to the first meeting to start planning the new conference
- Chair the PC
- Answer bids to host conferences
- Invite keynote speaker(s) and local host's speaker(s)
- Publish the Call for Proposals (CfP)
- Decide on acceptance of proposals and inform proposal submitters about the results
- Inform DDI user groups and other stakeholders on news about EDDI
- During the conference: opening and closing the conference; welcoming keynote speakers; informing on changes of the program; guiding the topics of the closing session; and acknowledging the local organisers.

3.2. Program Committee (PC)

The PC is appointed annually and consists of 4-6 volunteer members – preferably from different institutions – plus the Chair(s). The PC should include at least one person from the LOC and members of the previous PC to ensure continuity. The PC meets on a regular basis to prepare the conference program and to decide upon EDDI policies. The PC's tasks are to:

- Review and decide upon bids to host a conference

- Decide the timeline of the conference considering the needs of the LOC
- Consider keynote speakers and discuss potential content of keynotes
- Prepare and distribute the Call for Proposals and decide upon types of presentations to be included in the program
- Review all submissions
- Compose the conference and program structure (conference days, tutorials, side meetings, workshops, social events, conference dinner, etc.)
- Organise chairs for conference sessions (plenary & keynotes, presentations, poster, panel discussion, etc.) and provide them guidance
- Discuss and decide on sponsorships
- Consider options to implement diversity scholarships
- Maintain the content of the EDDI Website and on Zenodo
- Prepare and decide on EDDI policies

The Program Committee is open to new members that are willing to contribute to the success of EDDI. Please contact the Chairs for further information.

3.3. Local Organising Committee (LOC)

The LOC consists of people appointed by the local host plus the Conference Chairs. Typically it includes 2-6 local people but this depends on the host. The LOC meets on a regular basis. Its primary responsibility is to carry out all on-site arrangements and logistics before, during and after the conference. Local organisations like Visitors' Bureaus or university conference offices can usually provide support to the LOC. The LOC's tasks are to:

- Appoint a main LOC contact person to the PC
- Create a budget for the conference and agree on conference fee with the PC
- Handle all local arrangements needed to run the conference (venue, registration, accounting, cancellations, hotels, travel for invited keynote speakers, visas for sponsored participants, etc.)
- Provide information on location, venue, accommodation, travelling and contacts to the EDDI website and to conference participants
- Find a prominent keynote speaker from the host country in cooperation with the PC

3.4. Communication Channels

For internal communication and coordination of CC and LOC, the main channels are email lists with all members of the PC and LOC respectively:

- PC: eddiYY-prog@googlegroups.com
- LOC: eddiYY-org@googlegroups.com

There is a common google document space to share working documents. The PC has regular online meetings, typically bi-weekly. The internal channels for the PC and LOC should be set up after the first meeting of PC in January. The LOC may implement their own channels to meet local communication and coordination needs.

The EDDI website and the annual conference website are the main external communication channels (see Ch. 5). The PC maintains an internal document about channels and email lists that are used for distributing the Call for Proposals and other EDDI news.

The PC mailing list is also the official conference contact email. The LOC list is restricted. The LOC sets up a contact email for registration issues.

3.5. EDDI Timeline

The conference planning and implementation spans the whole year. The timeline is an important instrument for planning and tracking progress of work by the committees. The annual timeline should be approved by the PC in January. It may be adjusted by common agreement and according to arising needs. See Appendix C for an example EDDI timeline.

4. Conference Program

4.1. Call for Proposals (CfP)

The Call for Proposals (previously also Call for Papers) is developed by the PC along the defined EDDI timeline. The proposals are submitted and managed via an online proposal submission system as agreed by PC and LOC. Currently EDDI is using Indico as the conference platform. The CfP should include the following information:

- Title/Place/Date/Host of the conference
- Short description of the conference
- Description of the possible topics
- Description of the submission and presentation forms
- Guidance on how to provide a submission
- Date of opening of the submission system
- Submission deadline
- Date of notification of acceptance
- Link to the EDDI conference website
- Conference contact e-mail address(es)

Typically, EDDI proposal types are:

- Complete session. Proposals for complete sessions should list the organiser or moderator and possible participants. The session organiser will be responsible for securing both session participants and a chair. Complete sessions can be e-g- discussions, plenaries, birds of a feather or lightning talks.
- Regular presentation. The presentation will be approx. 20 minutes long, plus 10 minutes for questions at the end. Submission: abstract (200 words maximum).
- Short presentation. The presentations will be approx. 10 minutes long, plus 5 minutes for questions at the end. Submission: abstract (200 words maximum)
- Poster. An A1 poster. Posters are to be presented in-person. Submission: abstract (200 words maximum).

- Tutorial or workshop. Half-day or full-day tutorials (introductions) or workshops (more advanced special topics) with respectively 2 and 4 blocks each lasting 90 minutes in length. The abstract should describe the topic, the perspective (business or technical), the intended audience and possible prerequisites. Submission: abstract (300 words maximum).
- Side meeting. Half-day or full day meetings for established DDI related projects or DDI Alliance working groups etc. The abstract should describe the topic and the rationale for the meeting. Submission: abstract (300 words maximum).
- Other non-regular sessions (e.g. hackathons). The applicant should describe what kind of an event they'd like to organise, and how it is related to DDI and EDDI.

See Appendix D for an example. The PC may also decide to include the option of proposing full papers, which could include a possibility to submit the paper in the [IASSIST Quarterly](#) (IQ) according to the IQ guidelines. In that case, the PC defines the process before the CfP is published, finds paper reviewers and communicates with the IQ editors.

4.2. Review of Proposals

The proposals are reviewed by the PC. The review period is typically two weeks long and starts the day after the submission deadline. The first review step is to check that formal requirements of the CfP are met. Secondly, the PC members evaluate the abstracts to see if they fit the scope of EDDI conferences and meet the content requirements of the CfP. Thirdly, the reviews are summarised and discussed by the PC for final decisions according to the conference timeline. The review can result in:

- accepting the proposal
- rejecting the proposal
- asking for clarifications or adjustments
- asking to change the proposal type

The results of the review process are documented in a sufficient manner for quality control and to re-use the information for preparing the conference program. The Chairs inform the submitters about the review results by email.

4.3. Compilation of the Program

The PC strategically develops, creates and organises the program according to the timeline. It has proved useful that 1-2 PC members develop a draft program structure. The draft is discussed and modified and the program decided by the PC.

The program should be composed of thematically coherent sessions with a balanced diversity of topics. The base program structure includes two concurrent sessions, one plenary on each conference day and a poster session (see Appendix B). The PC should ensure no one is double booked, e.g. presenting and chairing a session at the same time.

The program versions (drafts, final) are published according to the EDDI timeline. The PC maintains and updates the online version. The LOC can decide if they wish to provide a

printed version of the program. If a printed version is provided, it can be a full version, or a short version without abstracts. Typically, a full version of the program includes:

- EDDI logo, conference title, location, date
- Table of contents
- Venue information, map of conference locations
- Schedule: Time and place of all sessions, tutorials, side meetings, social events,...
- For each presentation: title, presenter(s), abstract
- Names and institutional affiliations of all speakers, chairs, tutorial instructors
- List of authors and index of organisations
- Funding and sponsoring organisations
- "About EDDI" text and list of EDDI Committees and their members
- EDDI Code of Conduct

4.4. Session Chairs

The PC recruits the session chairs and provides them guidance on chairing practices. Before the conference, the session chairs contact the presenters to ask for their bios and presentation files, and to provide practical information. See Appendix E for template emails.

During the conference, the session chair ensures that the room facilities work and that the presentations are saved in the relevant storage place. In the session, they introduce each presenter and ensure that presentations and discussions take place within the planned timeslot. The LOC provides a chair package containing time cards to inform the presenter about the remaining minutes (5/2/1/0) for the presentation.

The poster session chair collects the technology and room/space requirements for the poster session and communicates these to the LOC. The poster presenters bring their own laptops for demonstrations.

4.5. Plenary Sessions

Both conference days start with a plenary with a keynote speaker. The second day ends with a short plenary where the host for the following year should give a short presentation on the future venue.

4.6. Side Meetings

Side meetings shall foster community building, networking and work progress of the DDI community and with organisations in the field metadata standards developments. After a side meeting is approved, the organiser must contact the LOC to start arrangements. The side meeting organisers are responsible for the preparation, implementation and costs if charged by the local host e.g. for catering or technical needs.

5. EDDI website and Conference Website

5.1. EDDI website

The EDDI main website is <https://www.eddi-conferences.eu/>. It contains general information about EDDI, the names of the committee members, contact information, and links to previous and forthcoming EDDI conferences. The website is maintained by the PC.

Conference presentations are available on Zenodo (see Ch. 7.2).

5.2. Conference website

Each annual EDDI conference has its own web presence¹. The conference website includes information on CFP, program, dates, keynote speakers, host, venue, registration, sponsors, travel and accommodation and any other local arrangements. The PC and LOC agree on the proposal submission system and responsibilities and practicalities of maintaining and updating the information on the annual conference website. The LOC is responsible for the registration process and websites and services related to it.

6. Local Arrangements

6.1. Venue, Locations and Catering

Optimally, the LOC should have pre-reserved the venue before bidding to host. The conference venue, hotels and other locations should be within walking distance of each or otherwise easily reachable. In summary, the following spaces are needed:

- One combined plenary/session room plus a second session room;
- Four rooms for tutorial and side meetings;
- One area for posters and software demonstrations;
- One area for breaks and lunch
- One registration desk area
- (Optional) one big room with lots of comfortable seating for a hackathon

LOC members should always make personal site visits to the location(s) to get an exact impression of the place and the details, like size of rooms, accessibility of rooms, seating arrangements, technical equipment, area for breaks, position of entrance, and place for registration. Appendix F provides details on conference venue requirements.

Catering for lunch and refreshment breaks is needed during the tutorials day and the conference days. Catering for side meetings or related events is per agreement with the LOC and the side meeting organiser. Ideally, lunch includes a warm lunch and seating possibilities and the refreshment breaks include coffee, tea, cold drinks and fruits and cookies.

The conference dinner takes place in the evening of the first conference day. The purpose of the dinner is to support communication between the conference participants and to foster

¹ See, for example, EDDI 2024 website: <https://events.geant.org/event/1637/>

the building of new professional networks. The dinner location should have capacity for 120 people and be able to cater for different dietary requirements.

The LOC should also organise informal get-togethers each evening, preferably in different locations of the local scene: a café, pub, snack bar or restaurant that is not too far from the conference venue. Typically, reservations (10-15 persons) have been arranged for the day of arrival, tutorial day, and the second conference day.

6.2. Budget and Finances

EDDI fees are kept as low as possible to foster the conference participation to the widest audience. The annual conference is financed by the registration fees and by grants, sponsorships, and subsidies of the hosting institution(s). Costs for side meetings can be charged from the meeting organiser. The PC has no budget nor reserves.

The conference budget should break even. The local host institution is responsible for any losses if the planned revenues do not cover the expenses. The local host institution may keep any surplus revenue. The LOC must inform the PC about the budget. The conference fees, tutorial fees and possible sponsorship agreements must be agreed by the PC.

Major expenses of the local host include:

- conference venue: rooms for tutorials, conference days, side meetings
- catering: lunch and breaks during tutorials and conference days
- conference dinner: rent of the location, welcome drink, menu, personnel, decorations
- technical support like infrastructure, equipment and persons
- registration package
- keynote speakers' travel and accommodation costs and conference registration
- possible scholarship(s)

The costs for the conference should be calculated for different participation scenarios. The PC can help to estimate the number of participants and provide budget templates.

6.3. Registration and Fees

The conference registration fee must include the conference days, lunches, coffee breaks and the conference dinner. Three fee categories are usually used:

- Early registration rate (typically from late September to late October)
- Regular registration rate (typically from late October to mid-November)
- Late registration rate (typically after mid-November)

Tutorials have separate fees: usually a half-day fee and a full-day fee. The LOC sets the registration categories and the registration deadlines.

The EDDI policies on registration and payment of conference and tutorial fees are:

1. All conference participants including tutorial instructors, session presenters, session chairs and PC members are expected to complete the registration process including full payment of the conference fee within the registration deadlines.

2. Invited Keynote Speakers are exempt from conference fees and their hotel and travel costs are covered by the conference budget. They are invited to attend activities at least on the day of their keynote at no charge.
3. The LOC can decide if participants from the local host have to register and/or pay fees.
4. The cancellation and refund policy should be clearly stated. Participants who cancel before a pre-set date should receive a refund of the total amount paid, less an administrative charge, if a transfer to another person is not possible.

The Registration Form should cover personal and contact information, the events the attendee wants to participate in, dietary restrictions, accessibility requirements, payment details, consent to have their name and affiliation published on conference website or shared with other attendees, and any other information needed for the local organisation. See Appendix G for a registration form example.

6.4. On-site Registration/Help Desk, Conference Materials

Registration/help desk needs to be available on the day of the tutorials and in the morning of the conference days. It is good to have at least two people on duty at the registration/help desk. The LOC should be prepared to handle any kind of emergency like last minute changes in the schedule, fire drills or taking someone to the hospital.

Technicians and/or local support persons need to be available during each session.

Signposts and directions should be placed at the building entrance(s) and at core meeting points like the registration/help desk.

The LOC is responsible for the printed version of the program and for preparing the conference registration package that includes the name badge (with conference logo, name of attendee, their affiliation and country), the printed program, information about the venue(s) so that attendees can easily find all rooms and locations of the conference, and other relevant materials (e.g. dinner ticket, conference bag, pen and paper, local maps, sponsors' materials). The conference package may include a list of participants if the participants have consented to it during the online registration process. For the session chairs, the LOC provides a chair package containing time cards to inform the presenter about the remaining minutes (5/2/1/0) for the presentation.

6.5.

Accommodation and Transportation

The LOC is responsible for recommending one or more conference hotel(s) ideally with a block of rooms at reduced rate for conference participants. It must be clarified how many rooms are reserved and for how long, what is the preferred reservations procedure for EDDI participants (e.g., by mail or online, any codes for preferred room rates) and under which conditions a room reservation can be cancelled. If possible, blocks should be reserved at hotels in different price categories.

Participants make their own travel arrangements but the LOC should provide information on how to travel to the conference location, including:

- how to travel by train or plane to the conference city
- how to travel from airport or main station to the hotels
- how to find the location of tutorials, the conference and the side meetings.

6.6. Virtual or Hybrid Arrangements

We believe that an annual in-person conference offers an irreplaceable way to build the community and share ideas and knowledge. Therefore EDDI is designed to be an in-person event and there is currently no expectation of virtual or hybrid arrangements, although we recognise the advantages that virtual attendance provides. The PC and the LOC may agree to provide possibilities to present or attend virtually or to organise a hybrid conference but this is subject to the local host's facilities and the budget implications.

7. Post-Conference

7.1. Conference Review and Handover

The CC, PC, LOC and the host of next year's EDDI meet after the conference to review the conference and to discuss lessons learned. The meeting may outline first actions to organise the next conference and decide upon a first meeting date in January of the upcoming conference year. The CC should send a short summary of the EDDI and a Save-the-Date message about the upcoming EDDI by email via the standard distribution channels. The PC should update the conference manual and other relevant documents.

7.2. Publishing the Conference Presentations

EDDI expects the presentations to be published under a [CC license](#) (or similar). Presenters are instructed to add a licence notice on the bottom of their first slide. The PC recommends using [Creative Commons Attribution 4.0 International \(CC BY 4.0\)](#) that allows us to upload a copy of the presentation to a public repository. EDDI presentations are available on Zenodo at <https://zenodo.org/communities/eddiYYYY/>.²

We do not provide or store the presentations on the conference website after the conference. Only licensing will ensure preservation and visibility! If the presenter wishes to pre-reserve a DOI, or upload their own presentation they should contact the PC.

7.3. Reporting

The LOC should provide a final report on finances and attendance to the PC as soon as possible after the conference.

² For example, see EDDI2021 presentations at <https://www.zenodo.org/communities/eddi21/> and an example on adding the license and mentioning exceptions: <https://doi.org/10.5281/zenodo.55613>

Appendices

A. List of EDDI Conferences

1. EDDI 2009 – Bonn, Germany
2. EDDI 2010 – Utrecht, The Netherlands
3. EDDI 2011 – Gothenburg, Sweden
4. EDDI 2012 – Bergen, Norway
5. EDDI 2013 – Paris, France
6. EDDI 2014 – London, United Kingdom
7. EDDI 2015 – Copenhagen, Denmark
8. EDDI 2016 – Cologne, Germany
9. EDDI 2017 – Lausanne, Switzerland
10. EDDI 2018 – Berlin, Germany
11. EDDI 2019 – Tampere, Finland
12. EDDI 2020 – Paris, France (virtual)
13. EDDI 2021 – Paris, France (virtual)
14. EDDI 2022 – Paris, France
15. EDDI 2023 – Ljubljana, Slovenia
16. EDDI 2024 – Chur, Switzerland
17. EDDI 2025 – Budapest, Hungary

See <https://www.eddi-conferences.eu/> for further information

B. Typical EDDI event structure and schedule

The week prior to the conference	<ul style="list-style-type: none"> ● Option for e.g. DDI developers meeting, DDI specification meeting or other extended workgroup meetings <ul style="list-style-type: none"> ○ Schedule to be prepared by the meeting organisers
Sunday	<ul style="list-style-type: none"> ● Arrival day for many ● 19:00 Informal Get-Together
Monday	<ul style="list-style-type: none"> ● 8:30 Registration ● Tutorials Day - full-day and/or half-day tutorial(s) ● Side Meetings if not conflicting with tutorial participation ● 19:00 Informal Get-Together
Tuesday – 1st Conference Day	<ul style="list-style-type: none"> ● 08:15 Registration ● 9:00 – 10:15 Plenary Session <ul style="list-style-type: none"> ○ Welcome & Opening by the Chairs ○ Welcome speech of the host ○ Keynote speaker 1. Day ● 10:15 – 10:45 Break ● 10:45 – 12:00 Concurrent Sessions ● 12:00 – 13:15 Lunch ● 13:15 – 14:45 Concurrent Sessions ● 14:45 – 15:15 Break ● 15:15 – 16:45 Concurrent Sessions ● 19:00 Conference Dinner
Wednesday – 2nd Conference Day	<ul style="list-style-type: none"> ● 08:30 Registration ● 09:00 – 10:00 Plenary Session <ul style="list-style-type: none"> ○ Panel or Keynote speaker 2. Day ● 10:00 – 10:30 Break ● 10:30 – 12:00 Concurrent Sessions ● 12:30 – 13:30 Lunch <ul style="list-style-type: none"> ○ Parallel: Poster and Software Presentation Session ● 13:30 – 14:30 Concurrent Sessions ● 14:30 – 14:45 Break ● 14:45 – 15:30 Plenary Session <ul style="list-style-type: none"> ○ Reports of DDI Alliance Working Groups ○ Questions and Grumbles ○ Announce next year's EDDI host and location ○ Acknowledgements - Farewell ● PC, LOC, and next year's local host meet after the conference ● 18:00 Informal Get-Together
Thursday-Friday	<ul style="list-style-type: none"> ● Side Meetings <ul style="list-style-type: none"> ○ Schedule to be prepared by the meeting organisers

C. Sample EDDI Organising Timeline

Task/event	Internal Date	Public Date
New PC kick-off meeting, CC appointed, internal communication channels set up, new LOC set up	20 January	
EDDI website updated for current year	31 January	
EDDI timeline created	31 January	
Previous year's LOC provides financial report to PC	28 February	
Conference manual and internal materials updated	15 March	
Conference platform ready	31 March	
Venue Confirmed	31 March	
Keynote speakers confirmed	30 April	
Draft Call for Papers	8 May	
Call for Papers		15 May
Submission system opened		15 May
Mail out CfP to mailing lists	17 May	
Call for Papers reminder 1	20 July	
Call for Papers reminder 2	20 August	
If applicable: Call for Diversity Scholarships		2 September
Deadline for Call for Papers		2 September
If applicable: CfP Extension deadline		12 September
Review of submissions ready	24 September	
Notification of acceptance		26 September
Draft Program		26 September
Conference Registration Open		26 September
If applicable: Deadline for Diversity Scholarships		30 September
If applicable: Notification of acceptance of Diversity Scholarships		9 October
Pre-final Program		26 October
Early Bird Registration Deadline		31 October
Catering numbers confirmation date	20 November	
Final Program		21 November
Registration closes		29 November
Tutorials/Workshops		2 December
Conference Day 1		3 December
Conference Day 2		4 December
PC and LOC post-conference meeting		4 December
Side meetings		5 December
Side meetings		6 December
Conference presentations published on Zenodo		31 December

D. Example: EDDI 2024 Call for Proposals

Opening day: May 15, 2024, 9:00 AM Submission deadline: Sep 2, 2024, 11:59 PM

EDDI 2024 is organised jointly by the Swiss Institute for Information Science (SII), at the University of Applied Sciences of the Grisons, GESIS - Leibniz Institute for the Social Sciences and IDSC of IZA - International Data Service Center of the Institute for the Study of Labor.

It will be hosted by the Swiss Institute for Information Science in Chur, Switzerland from Monday 2 to Friday 6 December 2024 as an in-person event:

- Tutorials and Workshops: Monday 2 December 2024
- Conference: Tuesday 3 December - Wednesday 4 December 2024
- Side Meetings: Thursday 5 December - Friday 6 December 2024

The Data Documentation Initiative (DDI) is an international standard for describing the data produced by surveys and other observational methods in the social, behavioral, economic, and health sciences. The meeting will bring together DDI users and professionals from all over Europe and the world. Anyone interested in developing, applying, or using DDI is invited to attend and present.

We are seeking proposals on all things DDI:

- Case Studies
- Mature implementations
- Early Implementations
- Interplay of DDI with other standards or technologies
- Projects in early phases in which DDI is under consideration
- Critiques of DDI
- Community building activities

Proposed topics of the conference

We expect that many presentations will cross over between topic areas but that should not discourage proposals. Please also note that the possible topics are not exclusive to those listed:

User Needs, Efficient Infrastructures and Improved Quality

Rich, standard-based metadata can a) improve the fulfillment of the need for better documentation for researchers and other users; b) improve efficiency by providing infrastructures that drive data collection, data processing and dissemination (e.g. metadata-portals); c) improve quality of our products and processes. The growth of European Research Infrastructure Consortia (ERICs) and the development of the European Open Science Cloud (EOSC) has raised the importance for metadata as underlying technology for the functioning of European Research. Proposals describing innovative solutions covering the parts of or the whole life-cycle from collection to dissemination based on metadata are encouraged. Proposals focusing on metadata driven production are welcomed as well.

Official Statistics

National and international statistical organizations share a need for inter-related standards like the Generic Statistical Business Process Model (GSBPM), the Generic Activity Model for Statistical Organizations (GAMSO), the Generic Statistical Information Model (GSIM), the Common Statistical Production Architecture (CSPA), DDI, and SDMX. We welcome proposals with a focus on the use and development of standards in official statistics.

Interoperability, Reusing and Sharing Metadata

DDI is strongly focused on the principles of metadata re-use and interoperability. “Enter once and use many times” is a powerful paradigm that can lead to improved fulfilment of user needs, improved quality and improved efficiency. The FAIR principles emphasise the use of formal, accessible, shared and broadly applicable language for knowledge representation and use of vocabularies and references. Proposals that demonstrate achieving interoperability using DDI, interaction with other metadata standards, or innovative ways to reuse, share and harmonize metadata are welcomed.

(Meta)Data Harmonization

(Meta)data harmonization can maximize the value of large scale population research in health and social sciences for both documentation and processing purposes. DDI has rich metadata constructs such as Concept, Comparison, Group, ConceptualVariable and RepresentedVariable in DDI 3.x. We encourage proposals which describe projects utilizing DDI or exploring DDI as a basis for harmonizing (meta)data.

Incentives to Document Data

The advantage of having good documentation on data is rarely challenged, but it is often left as the last thing (or maybe not even that) to do on a research project. This is because the benefits for researchers come largely from publication and not from the data itself. In this context, changing both the culture and the rewards for documentation and sharing of data might be seen as key motivators. We encourage proposals exploring this topic with the focus on DDI and metadata.

Open Data, Metadata and Linked Open Data

As the “Open Data” movement – which aims to make data more freely available – gains more and more attention in science and humanities, especially in the area of government data, the value of data that are easy to access and not limited by restrictive licenses is acknowledged. By using “Linked Open Data” or “Knowledge Graphs” technologies the ability to create reproducible and transparent research is enabled. For both, high quality metadata that is standardized and machine-actionable, like DDI metadata, is crucial. We encourage proposals in the area of Open Data and Linked Open Data with a focus on DDI.

The sharing of data or metadata is sometimes restricted due to privacy issues or property rights. Especially, but not exclusively, in health research there is the need to protect the privacy of persons to whom the data refer. In social sciences and humanities, data can contain copyrighted material like texts and photos. Access rights can be determined by well standardized metadata. Thus good metadata management enables the protection of research participants’ and researchers’ rights and ensures an organisation’s investment in data and metadata. We encourage proposals in the area of concepts or implementations of privacy and access control issues with a focus on DDI.

Metadata versus Data and Related Ethics

In the case of surveys, there is usually a clear distinction between data and metadata. However, for example, in the context of qualitative research the boundary between data and metadata is less clear-cut. This issue also arises with big data sources like Facebook and other social media. Ultimately what is perceived to be data and what is perceived to be metadata is defined by research questions. This poses some difficult questions for research ethics when release, use and access to data usually have governance, yet metadata conceivably does not. We encourage proposals focusing on this area of tension with the background of DDI.

Machine Learning, AI and Automation

Machine learning and AI technologies offer the potential to create, evaluate and enhance metadata reducing the manual labor often associated with metadata production. We encourage proposals which address the use and limitations of these technologies with a focus on DDI and related metadata such as ontologies, thesauri, controlled vocabularies and classifications.

Software / Tools

The acceptance and adoption of a “standard” depends on the availability of re-usable tools and software to utilize it. Many new tools that leverage DDI are emerging, and they target different parts of the data life cycle. We encourage proposals showcasing tools and software which make use of DDI or parts of it.

Submissions and Presentation forms

Proposals are welcome for the following presentation forms. All forms require in-person attendance.

Complete Session: Proposals for complete sessions should list the organizer or moderator and possible participants. The session organizer will be responsible for securing both session participants and a chair.

This is designed for sessions which could be described as:

- **Discussion:** a session where a specific topic is discussed, normally with a panel, discussants and a chair
- **Plenary:** a session to be attended by all participants
- **Birds of a Feather:** informal gatherings of like-minded individuals who wish to discuss a certain topic without a pre-planned agenda
- **Lightning Talks:** a storytelling format in which a presenter shows 20 slides for 20 seconds of commentary each.

The submission should provide titles, author names, and a brief description for each of the individual presentations. Submission: abstract (500 words maximum).

Regular Presentation: The presentation will be approx. 20 minutes long, plus 10 minutes for questions at the end. Submission: abstract (200 words maximum).

Short Presentation: The presentations will be approx. 10 minutes long, plus 5 minutes for questions at the end. Submission: abstract (200 words maximum)

Poster: An A1 poster

Posters are to be presented in-person. Submission: abstract (200 words maximum).

Tutorial or Workshop: Half-day or full-day tutorials (introductions) or workshops (more advanced special topics) with respectively 2 and 4 blocks each lasting 90 minutes in length.

These are scheduled to take place on Monday, December 2, 2024.

The abstract should describe the topic, the perspective (business or technical), the intended audience and possible prerequisites. Hands-on exercises could rely on the participants using laptop computers. Submission: abstract (300 words maximum).

Side Meetings: Half-day or full day meetings for established DDI related projects or DDI Alliance working groups etc. These are scheduled to take place on Thursday, December 5 and/or Friday, December 6, 2024. Proposals should be aware that space is limited, so the number of participants should not exceed 10 people. Meeting space is being provided by SII. It will not be possible to provide catering for the side meetings. The abstract should describe the topic and the rationale for the meeting. Submission: abstract (300 words maximum).

How to submit

If you are interested in submitting a proposal, please visit the [EDDI 2024 Conference Website](#). The deadline for submissions is 2 September 2024, 23:59 CEST.

Important dates

- Deadline of Call for Proposals due: 2 September 2024, 23:59 CEST.
- Notification of acceptance for all proposals: 26 September 2024.

General Information

The Program Committee strategically develops, creates and organizes the program. The Organization Committee coordinates the onsite work.

For questions or any other correspondence regarding the Call for Proposals, please send an email to eddi24-prog@googlegroups.com.

More information about the EDDI conference series and details on the previous EDDI conferences can be found at the [EDDI website](#).

E. Session Chair and Presenter Email Templates

To: Session Chair Candidate

Subject: Would you chair a session at EDDIYYYY in LOCATION?

Dear NN,

The members of the Program Committee of the NNth European DDI User Conference are finishing their work on the program. Now we are looking for experts, who want to chair one of the sessions.

On behalf of the Program Committee I want to ask you, if you would be willing to do so for this for session: SESSION NAME, SESSION TIME

The current version of the program contains the accepted presentations of this session:
LINK

Please try to answer as soon as possible, as we want to finalize the program.

I am looking forward to seeing you in LOCATION!

Best regards,

NN (PC member)

To: Session Chair

Subject: Some final notes on the session you chair at EDDIYYYY in LOCATION

Dear chair@EDDIYYYY,

Thank you for agreeing to chair a session at the EDDI User Conference. On behalf of the Program Committee I would like to ask you to read the following lines carefully.

Chairing involves only a few main responsibilities:

1. Find the abstract of your session's presentations in the program: LINK
2. Introduce the speakers before each talk. Ask the (first/corresponding) authors (with email addresses in the program) about biosketches for this purpose by email, if you do not find appropriate information on the web. Find below information about the technical contact that will help you with the Zoom session (he/she will start the Zoom session and help you handle questions from the Zoom audience). We are using a regular Zoom and encourage the Zoom participants to join the session 15 minutes before it starts, to test their screen sharing. The technical person will be there for that. We encourage you to ask all speakers to send you their presentations before the session, so that we can have them all on the same computer. All presentations should be done on the computers in the conference session rooms. We don't switch computers in a session.
3. During the session coordinate speaker order and length. There will be minutes-left-sheets.

4. Initiate and encourage discussion in your session. Prepare some questions you can ask to break the ice.

5. After the session: Please help to collect the presentation files and upload them to a repository. The presentation computers have internet access. We set up an upload facility here: [LINK](#)

We also sent an email to the authors and presenters (with you in CC). You might want to have a short look at this, too.

If you have questions concerning the local organization or technical issues, please feel free to contact NAME, EMAIL.

Looking forward to seeing you in [LOCATION]!

Safe travels and best regards,

NN (PC member)

To: Authors and Presenters

Subject: Some final notes on your presentation at EDDIYYYY in LOCATION

Dear EDDIYYYY authors and presenters,

On behalf of the Program Committee I would like to ask you to read the following lines carefully if you will be presenting at EDDIYYYY:

- All presentations should be done on the computers in the conference session rooms. We don't switch computers in a session. This would require too much time. If you are presenting remotely, please connect to the link you'll receive 15 minutes before the session starts. A technical contact will welcome you and test the screen sharing with you.
- The presentation files should be in the formats Powerpoint or PDF.
- Please send the presentation files by email to your session chair during the next few days or give them to the session chair during the break before the session where you are presenting. The email addresses of the session chairs are below. The chairs are also in cc of this message.
- We asked the chairs to take care that the presentations are uploaded using this link [LINK](#). Please also take responsibility for this.
- We expect your presentation to be published under a CC license (see <https://creativecommons.org/>). Please add a license notice on the bottom of your first slide. Suggested license is "Creative Commons Attribution 4.0 International (CC BY 4.0)". Such a license allows us to upload a copy of the presentation to a public repository like Zenodo. See an example (<https://doi.org/10.5281/zenodo.55613>) on adding the license and mentioning exceptions. If you want to pre-reserve a DOI, send a draft of your presentation to EMAIL ADDRESS. Here you can optionally upload your own presentation by yourself: [LINK](#)

- We do not provide the presentations on the conference website after the conference anymore. So only licensing will ensure preservation and visibility!
- We also asked the chairs to introduce you before each talk. If you don't expect that the chair of your session will find appropriate information about you on the web, send him/her a few lines. Get in touch with your chair, if the chair will not find an email address of the presenter(s) of your contribution in the program.
- Please have a look again at the program to make sure that the details of your presentation are correct. See: [LINK](#)
- If you have questions concerning the local organization or technical issues, please feel free to contact NAME, EMAIL.

Looking forward to seeing you in [LOCATION]!

Safe travels and best regards,

NN (PC member)

F. Conference Venue Requirements

Meeting Rooms and Facilities

1) Conference rooms

- One room for the plenary session/concurrent sessions with a capacity for 120 people for two days;
- One room for concurrent sessions with a capacity for 60 people for two days.
- It is expected that PDF and PowerPoint presentations are possible. If there are more restrictions, it should be announced to the presenters.

2) Tutorials rooms

- Two rooms for tutorials taking place at the day before the conference with a capacity for approximately 35 people in U-shape seating.

3) Workshops & Side Meetings rooms

- 1-2 rooms for side meetings in the week before and 1-2 days directly after the conference with a capacity for approximately 20 people in U-shape seating.

4) Poster/software session area

- The space should be available close to the lunch area.
- The area is required parallel to lunch on the second conference day.
- Enough room for 6-10 posters and/or software demonstrations.

5) Registration desk/help desk

- Needed at the tutorials day and at least in the morning of both conference days.

6) Refreshment area for the coffee breaks

- Needed on the tutorial day, on conference days and possibly for the side meetings.

7) Area for lunch breaks

- Needed on the tutorial day, on conference days and possibly for the side meetings.

Technical Requirements

- At least two microphones and sound system for each meeting room
- Projectors and screens for each meeting room
- One presentation computer with internet access for each meeting room
- Wireless LAN in the whole conference area
- Enough power outlets especially in rooms for side meetings and tutorials and for the software demonstrations at the poster session
- Technicians for the whole conference or technical emergency contacts
- Display and poster boards, tables, chairs, and electrical extension cables for the poster session

For social events, see Chapter 7.

G. Registration Form Example

Information to be collected

Title

First Name

Last Name

Badge Name

Email

Affiliation

Country

Disability question: e.g. ***Do you have any access requirements we should be aware of?***

Open Text box

In addition to the Conference Dinner, lunch is provided. Please indicate whether you have any dietary requirements we should be aware of:

Open Text Box:

Consent to have name and affiliation shared with conference attendees

H. EDDI Privacy Policy

EDDI is committed to protecting your personal information and being transparent about what we do with it. We comply with the requirements of the [General Data Protection Regulations](#) (GDPR; [Regulation \(EU\) 2016/679](#)) with regard to personal information.

EDDI – European DDI Users’ Conference

EDDI is the annual conference for users of DDI (Data Documentation Initiative), a metadata specification for the social, economic, and behavioral sciences. EDDI comprises of the Conference Co-Chairs as main contact persons and the members of the Program Committee and the Local Organization Committee, all respectively appointed for an annual EDDI conference. EDDI is the data controller of the user registries it maintains. We are happy to answer any questions about personal data processing you may have.

What does EDDI’s privacy policy do?

Our privacy policy explains how we will use personal data that you share with us. We are legally required to tell you how we will use this information and give you the opportunity to tell us not to use your information in that way.

How and for what purpose do we process personal data?

We collect, store and process personal data needed to prepare and run the EDDI conference. We only process personal data when it is necessary, and no other data will be asked for than what is essential for our purpose. We collect the following personal data when you submit a conference proposal or register to a conference:

1. **Username and Password;**
2. **First Name, Last name, Affiliation, and Email address.**

Information of 2 are used to run the submission process, to set up the conference program and to provide announcements to the registered Users of the EDDI conferences. EDDI does not use personal data for automated decision-making or profiling.

Information we provide to third parties

The captured information will be used only for the stated purposes. We do not provide, sell or share any personal information about registered users to third parties, other organisations, other users, and alike. We will only disclose your personal data to third parties if there is a legal obligation or basis to do so, as referred to in Section 6 GDPR.

How is your information stored?

Your information will be stored at the server hosting the EDDI system and/or the local host's server. The data is password protected and accessible only to EDDI administrators. Personal data will be stored for three years from the last time the user logged in.

Third-party websites

This statement is not applicable to websites of third parties that are connected to our website by means of links. We advise you to go through the privacy policy of these third parties thoroughly.

Use of cookies

We use cookies to ensure the best experience for the users of our website. A cookie is a small text file sent from a web service to the user's computer. Cookies do not harm the user's computer or files, and EDDI never utilises cookies in a manner that would infringe on users' privacy. Web browser applications allow disabling cookies.

Web analytics

Our website uses Google Analytics, a web analytics service provided by Google, Inc. („Google“). Google Analytics uses „cookies“ to help the website analyze how users use the site. The information generated by the cookie about your use of the website (including your IP address) will be transmitted to and stored by Google on servers in the United States. On behalf of the website provider Google will use this information for the purpose of evaluating your use of the website, compiling reports on website activity for website operators and providing other services relating to website activity and internet usage to the website provider. Google will not associate your IP address with any other data held by Google. Further information concerning the terms and conditions of use and data privacy can be found at <http://www.google.com/analytics/terms/gb.html>.

Updating, Amending, Removing or Obtaining information we hold on you

The accuracy of your information is important to us. You can access and edit your personal data in your profile by logging into the EDDI system.

As an individual, you have a right under the GDPR to update or amend the information we hold about you, to ask us to remove your personal information from our records and to obtain information from us, including a description of the data that we hold on you. We will assist you to the best of our ability in the exercise of your rights. You may also contact EDDI's Data Protection Officer: Mari Kleemola, mari.kleemola [at] tuni.fi.

I. EDDI Code of Conduct

The European DDI (EDDI) holds its conferences to provide a forum where DDI users from Europe and the world can gather to showcase their work and their progress toward DDI adoption, as well as discuss any questions or challenges they may have about the standard.

To provide all participants – members and other attendees, speakers, exhibitors, staff and volunteers – the opportunity to benefit from the event, EDDI is dedicated to a positive, safe and harassment-free conference experience in which diverse participants may learn, network and enjoy the company of colleagues in an environment of mutual human respect and regardless of gender, sexual orientation, gender identity, gender expression, disability, physical appearance, ethnicity, religion or other group identity or political beliefs. We recognize a shared responsibility to create and hold that environment for the benefit of all. Harassment, therefore, is specifically prohibited.

Harassment is any verbal or non-verbal behaviour that threatens another person or group and that reinforces social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age and/or religion. Examples of harassing behaviour include

- The gratuitous use of sexual images in public spaces,
- Deliberate intimidation,
- Stalking,
- Following,
- Harassing photography or recording,
- Sustained disruption of talks or other events,
- Inappropriate physical contact, and
- Unwelcome sexual attention.

Speakers are asked to frame discussions as openly and inclusively as possible and to be aware of how language or images may be perceived by others, especially given the international aspect of this organization.

All participants are expected to observe these rules and behaviours in all conference venues, including online venues, and conference social events. Conference participants seek to learn, network and have fun. Please do so responsibly and with respect for the right of others to do likewise.

If you wish to notify a breach of the Code of Conduct, please speak to or write to the conference Co-Chairs or with a member of the Program Committee. You will receive an acknowledgement of your complaint as quickly as is practicable but at a maximum within 24 hours.

Participants asked to stop hostile or harassing behaviour are expected to comply immediately. Conference participants violating these rules may be sanctioned or expelled from the conference without a refund at the discretion of the EDDI Program Committee.