Guidelines for Workshop Organizers

ISC 2026

Thank you very much for organizing a workshop at ISC High Performance.
Please find some helpful information below.
If you have further questions, please contact:
program-support@isc-events.com for organizational matters or our chairs with workshops-2026@isc-events.com for content issues.

RESPONSIBILITIES

ISC's responsibilities and services	Workshop organizer's responsibilities
General Organization	
- Organization of the event platform/ location	- Organization and hosting of your accepted workshop as Half-day event: 9:00 am – 1:00 pm or Full-day event: 9:00 am – 6:00 pm - The workshop organizer is responsible for the general content of the workshop.
Promotion	
- Promotion of the workshops as part of the regular publicity activities	- Additional promotion through individual channels - Submit a workshop URL or your workshop program within the ISC submission portal
Publication	
- Organization of the post-conference Workshop-Proceedings (Springer's Lecture Notes in Computer Science - **NEW**: ISC offers to use the submission portal to collect and review workshop papers	- If you would like your workshop papers to be included in the ISC workshop proceedings published by Springer, please use the ISC submissions portal to submit and review your papers. *Note: Organizers should set their paper acceptance notification deadline prior to the early-bird deadline* - Independent publication of paper proceedings if desired - Regular workshops are encouraged to submit a state-of-the-art review/summary paper of their workshop - Provide presentation slides during/after the event on your workshop website

Registration / Fees	
- One free personal workshop pass for half-day workshops - Two free personal workshop passes for full-day workshops	- Select one/two speakers and pass on the promotion code
Speaker	
- Visa letters if requested - Support with accommodation, travel and registration requests - Fee waiver codes for one or two designated speaker(s)	- Organize your speaker and enter <u>all</u> of them in Linklings *Keep in mind that every invited speaker (and organizer) has to pay registration fees for a workshop pass, depending on the registration phase and the combination of purchased passes.* - Commitment to inform speakers about all relevant information, especially that they have to register with a workshop pass according to the workshop fees - It is the duty of the workshop organizer to make sure that associated workshop speakers are informed about ISC's speaker conditions and agree with them.
Technical Equipment (onsite)	
Equipment - Meeting room facilities (theater seating style) - Basic technical equipment (projector, screen, WiFi, sound system) - Projector resolution: 1024 pixels x 768 pixels; input via VGA or HDMI	Equipment - Presentation laptops and adapters - Slides: format 16:9 - Hand-outs if desired

Catering (onsite)	

- Coffee and lunch for every registered attendee is included	- Align sessions with the workshop break schedule:
	    9:00 am – 11:00 am
	    11:30 am – 1:00 pm
	    2:00 pm – 4:00 pm
	    4:30 pm – 6:00 pm