# CLEF Evaluation Labs and Conference Template for Bids

**Invitation to Tender for a CLEF Evaluation Labs and Conference**

The Steering Committee of the CLEF Initiative invites interested parties to submit bids to host the CLEF 2026 Conference and Evaluation Labs, held in conjunction as a joint event of the duration of 4 days.

Institutions submitting a bid for CLEF 2026 also commit themselves to collect membership fees on behalf of the CLEF Association and to pass them to the CLEF Association.

The CLEF Initiative is the major forum focusing on information access evaluation, meeting the needs of a large and diverse constituency, which includes researchers, professionals, research students and users. The CLEF Initiative is structured in two main parts:

1. a series of **Evaluation Labs**, i.e. *laboratories* to conduct evaluation of information access systems and *workshops* to discuss and pilot innovative evaluation activities;
2. a peer-reviewed **Conference** on a broad range of issues, including

* investigation continuing the activities of the Evaluation Labs;
* experiments using multilingual and multimodal data, such as the CLEF data;
* research in evaluation methodologies and challenges.

The Conference and the annual meetings of the Evaluation Labs will be held in conjunction as a joint event. Bid proposals should also consider the possibility of a **hybrid event**.

Parties interested in hosting The CLEF Evaluation Labs and Conference are invited to submit proposals, in PDF format, by email to the CLEF Steering Committee Chair (chair@clef-initiative.eu) by **Wednesday, December 20th, 2023**.

The Steering Committee will review and select the proposals. The Steering Committee can ask for modifications and changes to the proposals, if deemed necessary.

Important dates:

* Bid submission deadline: **Wednesday, December 20th, 2023**
* Feedback to bidders and discussion (if needed): **January 2024**
* Bid selection: **late February 2024**

Evaluation of proposals will take into account the following contents:

1. SUMMARY

2. HOSTING INSTITUTION

2.1. Profile

2.2. Experience

3. EVENT PLANNING

3.1. Event Dates

3.2. General structure

Schedule, Number of Participants, Social Program, Facilities, Food, Internet access, Proceedings.

3.3. Chairs

Careful and representative selection of the committees’ members will be defined after discussion with the Steering Committee. However the submitting institution proposes certain persons for the following positions:

* General Chairs:
* Program Chairs:
* Evaluation Lab Chairs:

Note that the selection of the chairs, especially the Lab Chairs, is a critical process that shapes the identity and the roadmap for CLEF.

Therefore, this is seen as a responsibility of the CLEF Steering Committee that acts jointly and discusses with the proposers in order to individuate the best candidates for this role.

3.4. Tentative Schedule

* Website [mid May 2025]
* Conference
  + First call for conference papers [November 2025]
  + Conference Papers, Workshops, Panels, Tutorials and Demonstrations deadline [late April / early May 2026]
  + Conference Papers, Workshops, Panels, Tutorials and Demonstrations Notification [early June 2026]
  + Conference Papers in camera-ready format [late June 2026]
* Labs
  + First Call for Evaluation Labs and Workshops [late March/early April 2025]
  + Lab Mentorship [May-June 2025]
  + Evaluation Labs deadline [late June/early July 2025]
  + Evaluation Labs Notification [late July 2025]
  + Labs posters and leaflets [early October 2025]
  + Website [early October 2025]
  + Evaluation Campaign [mid November 2025 – early May 2026]
  + Run/experiments submission by participants [early May 2026]
  + Results notification by Lab organizers [late may 2026]
  + Working notes papers submission by participants [early June 2026]
  + Lab overview papers submission by organizers [mid June 2026]
  + Review of lab overview papers [early July 2026]
  + Lab overview papers in camera-ready format [mid July 2026]
* Conference and Evaluation Labs Sessions [mid September 2026]

The overall goal is to have a single Springer LNCS publication reporting conference papers and labs overview ready by and delivered at the annual meeting in mid September.

3.5. Web and social networking presence

4. SITE

4.1. Location

4.2. Venue

4.3. Accommodation

A list of hotels, their categories, and indicative current room prices

4.4. Travelling information

By airplane:

Other:

5. FINANCIAL ISSUES

5.1. Budget

Including information on registration fees (Student - Normal), sponsorships, costs.

5.2. Sponsorship (known and expected)

6. CONTACT