



# **A guide to organizing FormaliSE**

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## Colophon

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## Introduction

The International Conference on Formal Methods in Software Engineering (**FormaliSE**) is an annual event dedicated to advancing the integration of formal methods into software engineering practice. The main objective of FormaliSE is to bridge the gap between formal methods and real-world software engineering by fostering collaboration between academics and industry professionals. The conference serves as a platform for presenting innovative ideas, methodologies, applications, and evaluations that apply formal techniques to the development of high-quality software systems.

FormaliSE originated from the need for a focused forum within the broader software engineering community to discuss the practical application of formal methods. The first edition of FormaliSE was held in 2012 as a workshop, and it became an official co-located conference of the **International Conference on Software Engineering (ICSE)** in 2018. Since then, it has been held annually alongside ICSE, the premier conference in the field of software engineering.

The organization of FormaliSE is part of the activities undertaken by **Formal Methods Europe (FME)**, an association committed to promoting formal methods across Europe and internationally. Its association with ICSE ensures that the conference reaches a broad and diverse audience and highlights the critical role of formal methods within the software engineering discipline.

FormaliSE is typically held mid/late April or early May of each year.

## Relationship with ICSE

FormaliSE is a co-located event of ICSE. This basically means that ICSE arranges all practicalities, like venue, catering, registration, proceedings, etc. whereas the FormaliSE organisers are mainly responsible for setting up a high-quality scientific program of 1-2 days. ICSE takes full financial and legal responsibility for FormaliSE. The agreements between ICSE and FormaliSE are laid down in a contract which arranges amongst other things, the following aspects of the organisation:

- Time schedule (submission deadline, notification deadline, camera-ready copy deadline, etc.)
- The obligation to host web pages at [conf.researchr.org](http://conf.researchr.org) and use [HotCRP](#) for paper submissions and reviews.
- Open Access policy. From 2026 onwards all papers, including those from co-located events, are subject to ACM's Article Processing Charges (APCs) under the open access model.
- The discretionary budget provided by ICSE. Note that conditions vary significantly from year to year.
- Free registrations. Usually, one or two free registrations are provided, depending on the number of attendees.

The contract must be signed by a representative from the FME Board.

## Organization

The FormaliSE organising team has the following actors who, in collaboration, arrange that FormaliSE can be held every year:

- The *Steering Committee*: an advisory board that gives (strategic) advice regarding FormaliSE.
- The *General Chairs (GC)*: responsible for the overall organisation of FormaliSE and the contacts with ICSE.

- The *Program Chairs* (PC): in charge of the Program Committee and responsible for the overall program.
- The *Artifact Evaluation Chairs* (AEC): optional role responsible for evaluating practical results supporting submitted papers.
- The *Web and social media Chair* also known as Publication Chair: responsible for the transmission of all general communication regarding FormaliSE to the outside world (typically the Call for Papers and so on).

Tasks and responsibilities of each of these actors are outlined further in this document.

## Policies

FormaliSE adheres to FME's policies regarding diversity and code of conduct. These policies are explained in detail at <https://fmeurope.org/codeofconduct/> and <https://fmeurope.org/codeofdiversity/>. FME is in the process of making a policy on the use of AI, which will apply to FormaliSE as well once it has been approved.

## Proceedings

FormaliSE proceedings appear in the digital libraries of both IEEE and ACM. The paper format must follow the ACM guidelines (see also <http://www.acm.org/publications/proceedings-template>). The Open Access policy mandated by ACM and IEEE for full research papers applies. Authors must pay for Open Access publication unless they have an organizational subscription with ACM.

## Funding

The funding of FormaliSE consists of the following components.

- A discretionary budget provided by ICSE (if at all), including possible free registrations, usually depending on the number of attendees.
- Funds provided by FME, with the exact amount is established every year and approved by FME's members. These funds are primarily intended to cover travel costs and attendance by at least one of the General Chairs.
- Sponsorships, subject to the conditions laid out in the contract between ICSE and FME.

Note that the GC, PC and invited speakers *all must pay the ICSE registration fee* for the event. It is important that everyone is made aware of this. For this reason, it is good practice to select invited speakers from regions close to the location of FormaliSE in that year, or persons who are expected to attend ICSE regardless of FormaliSE.

## Infrastructure

- All FormaliSE materials, including historical materials from previous years, are available in the FME file store. Access will be provided upon request.
- FormaliSE has a website, presented as a sub track of the ICSE website. ICSE provides technical support to maintain the website.
- FormaliSE has several email boxes:
  - [contact@formalise.org](mailto:contact@formalise.org): reaches the General Chairs.
  - [oc<N>@formalise.org](mailto:oc<N>@formalise.org): reaches all involved in the organisation of FormaliSE in year N (where N has 4 digits).
  - [steering@formalise.org](mailto:steering@formalise.org): reaches the Steering Committee members (see below).

All emails sent to these addresses are forwarded to individual (private) email addresses and are mailboxes, not mail aliases. Access is provided through webmail or SMTP/imap. Their use is not obligatory, but they are provided for convenience.

- FormaliSE uses the following media for communication (eg. for distributing the Call for Papers and so on).
  - Mailing lists: an overview can be found at the aforementioned FME file store.
  - A Mailchimp campaign list.
  - Social media: currently, LinkedIn and Facebook. A discussion on the use of X is ongoing.
  - The FormaliSE webpages at <https://conf.researchr.org/> under ICSE (web channel).
  - wikicfp.org (Call for Papers only).
- General information on FormaliSE can be found at the website of FME at <https://fmeurope.org/formalise/>.

## Activities and responsibilities

We distinguish the following phases in the “FormaliSE yearly cycle”, where “N” denotes the year in which FormaliSE is held.

| <i>Phase</i>       | <i>When</i>                              |
|--------------------|--|
| Initiation phase   | Any time of N-1, usually started by ICSE |
| Preparation phase  | June – early October of N-1              |
| Submission phase   | August N-1 until Mid-October of N-1      |
| Paper review phase | Until early January of N                 |
| Pre-event phase    |  |
| Event phase        | Late April/early May of N                |
| Post-event phase   | After conclusion of FormaliSE at year N  |

Below we describe the activities and responsibilities of the various actors in the organization of FormaliSE during each phase.

### Steering Committee

Strategic and operational advice needed during all phases, eg. for selecting candidate Programme Committee Chairs (PC). It is custom that the PCs in year N become Steering Committee members after the event. Members are encouraged to stay on for 3 years.

### General Chairs

| <i>Phase</i>      | <i>Activities and responsibilities</i>   |
|-------------------|--|
| Initiation phase  | <ul style="list-style-type: none"> <li>• Establish contact with ICSE (usually done quite early by ICSE co-located event chairs).</li> <li>• Negotiate and sign contract with ICSE (usually this process takes longer and ends sometime during the preparation phase).</li> <li>• Setup initial ICSE website for FormaliSE.</li> </ul>  |
| Preparation phase | <ul style="list-style-type: none"> <li>• Propose candidate PCs together with the Steering Committee.</li> <li>• Invite (usually two) Programme Committee Chairs, also indicating the event’s timelines and their responsibilities.</li> <li>• Arrange a (virtual) kick-off meeting with the PC.</li> <li>• Discuss with the PC their views on the specific focus for the event, review process, novel ideas, etc.</li> <li>• Discuss with the PC candidates for:               <ul style="list-style-type: none"> <li>○ the Artifact Evaluation Chair (if any),</li> <li>○ the Web and Social Media Chair, and</li> <li>○ the Virtualization Chair (if needed).</li> </ul> </li> </ul> |

|                    |  |
|--------------------|--|
|                    | <ul style="list-style-type: none"> <li>• Discuss and advise the PC selection of Programme Committee member candidates.</li> <li>• Cooperate with the PC on making the Call for Papers.</li> <li>• Decide on deadlines (abstract submission, paper submission, notifications, camera ready copies, etc. together with the PC. Constraints on the deadlines imposed by ICSE must be taken into account.</li> <li>• Communicate deadlines to the Web and Social Media Chair.</li> <li>• Give relevant actors access to <ul style="list-style-type: none"> <li>◦ Appropriate email boxes, and Websites Social media channels (Web and social media Chair only).</li> </ul> </li> </ul> |
| Submission phase   | <ul style="list-style-type: none"> <li>• Advise the PC on submission deadline extension.</li> </ul>  |
| Paper review phase | <ul style="list-style-type: none"> <li>• Observe proper progress of the review process.</li> </ul>   |
| Pre-event phase    | <ul style="list-style-type: none"> <li>• Identify keynote speakers in cooperation with the PC,</li> <li>• Prepare opening slides in cooperation with the PC.</li> </ul>  |
| Event phase        | <ul style="list-style-type: none"> <li>• Be present at the event (at least one of the GCs).</li> <li>• Give opening and closing talks.</li> <li>• Guide session chairs.</li> </ul>   |
| Post-event phase   | <ul style="list-style-type: none"> <li>• Evaluate the FormaliSE edition in year N.</li> <li>• Adjust (this) FormaliSE Guide based on the evaluation and other new insights.</li> </ul>   |

## Program Chairs

| <i>Phase</i>       | <i>Activities and responsibilities</i>   |
|--------------------|--|
| Initiation phase   | Not applicable   |
| Preparation phase  | <ul style="list-style-type: none"> <li>• Discuss with the General Chairs their views on the specific focus for the event, review process, novel ideas, etc.</li> <li>• Prepare a list of Programme Committee candidates and discuss the list with the General Chairs.</li> <li>• Discuss with the General Chairs candidates for: <ul style="list-style-type: none"> <li>◦ the Artifact Evaluation Chair (if any),</li> <li>◦ the Web and Social Media Chair, and</li> <li>◦ the Virtualization Chair (if needed)</li> </ul> </li> <li>• Invite candidates selected for the roles above.</li> <li>• Setup the submission platform (HotCRP).</li> <li>• Decide whether the review process should be double-blind, and if so, how strict the rules should be.</li> <li>• Decide on deadlines (abstract submission, paper submission, notifications, camera-ready copies, etc.) together with the General Chairs. Constraints on the deadlines imposed by ICSE have to be considered.</li> <li>• Invite the candidate Programme Committee members, typically via the submission platform or via e-mail otherwise. Converge to a final list and communicate the list to the Web and Social Media Chair.</li> <li>• Invite the General Chairs to the submission platform too, so they can observe the review process.</li> <li>• Prepare a Call for Papers in various formats (text only, flyer in PDF-format, etc.) and distribute it to the Web and Social Media Chair.</li> <li>• Send message to the Programme Committee members to ask for help to distribute the call</li> </ul> |
| Submission phase   | <ul style="list-style-type: none"> <li>• Discuss submission-deadline extensions with the General Chairs, if needed. The PC decides, however.</li> </ul>  |
| Paper review phase | <ul style="list-style-type: none"> <li>• Send a message about bidding to Programme Committee members.</li> <li>• After the deadline, inspect papers for compliance with the submission requirements, empty papers, duplicates, and so on.</li> <li>• Optional: give a last chance for incomplete submissions (sometimes there is a problem with the deadline time zone).</li> <li>• Assign papers to Programme Committee members for review.</li> <li>• Send message to Programme Committee members with review assignment and deadline.</li> </ul>  |

|                  |  |
|------------------|--|
|                  | <ul style="list-style-type: none"> <li>• Send desk-rejected notifications.</li> <li>• Send review reminder to Programme Committee members (one week before the review deadline).</li> <li>• After the review deadline has passed, send an "overdue reviews" message to the Programme Committee members that are late.</li> <li>• Send a message to the Programme Committee members to start the discussion for all the papers with enough reviews.</li> <li>• When the paper discussion is wrapping up, send a message to the Programme Committee members with tentative "accept", tentative "reject", borderline papers, and invite reviewers to add final comments to the discussion where needed.</li> <li>• Finalize the decisions.</li> <li>• Send a message to the Programme Committee members</li> <li>• Send acceptance notifications to authors.</li> <li>• Send rejection notifications to authors.</li> <li>• Send the list of accepted papers to the ICSE proceeding's chairs.</li> <li>• Send a message about the camera-ready (even if it just says that "instructions from the publishing company will be provided in the next few days") to authors.</li> <li>• Deal with copyright constraints, if needed.</li> </ul> |
| Pre-event phase  | <ul style="list-style-type: none"> <li>• Identify keynote speakers in cooperation with the General Chairs.</li> <li>• Ask Programme Committee members to indicate sub-reviewers.</li> <li>• Prepare frontmatter material for the proceedings (including information about keynote speakers and sub-reviewers). The foreword is authored by the PC and the GC.</li> <li>• Coordinate with the authors on the production of the camera-ready version of their papers, including submission to ICSE.</li> <li>• Prepare the conference program, and distribute this to the Web and Social Media Chair</li> <li>• Share it with the General and then also with the Web chair.</li> <li>• Review the Call for Participation.</li> <li>• Send a message about the program and the format to the authors. This might include instructions for providing videos.</li> <li>• Send a message about the registration to authors.</li> <li>• Allocate session chairs.</li> <li>• Collect videos.</li> <li>• Prepare opening slides.</li> </ul>   |
| Event phase      | <ul style="list-style-type: none"> <li>• Be present at the event.</li> <li>• Give opening and closing talks.</li> <li>• Guide session chairs.</li> </ul>   |
| Post-event phase | <ul style="list-style-type: none"> <li>• Evaluate the FormaliSE edition in year N.</li> <li>• Adjust (this) FormaliSE Guide based on the evaluation and other new insights.</li> </ul>   |

### Artifact Evaluation Chair(s)

| <i>Phase</i>       | <i>Activities and responsibilities</i>   |
|--------------------|--|
| Initiation phase   | Not applicable.  |
| Preparation phase  | <ul style="list-style-type: none"> <li>• Prepare and publish the "Call for Artifacts", in coordination with the PC and Web Chairs</li> <li>• Appoint members of the Artifact Evaluation Committee</li> </ul> |
| Submission phase   | None.  |
| Paper review phase | <ul style="list-style-type: none"> <li>• Coordinate the evaluation of submitted artifacts by the Artifact Evaluation Committee</li> <li>• Award badges.</li> </ul>   |
| Pre-event phase    | None.  |
| Event phase        | None.  |
| Post-event phase   | <ul style="list-style-type: none"> <li>• Evaluate the FormaliSE edition in year N.</li> <li>• Adjust (this) FormaliSE Guide based on the evaluation and other new insights.</li> </ul>                       |

## Web and social media Chair(s)

| <i>Phase</i>       | <i>Activities and responsibilities</i>  |
|--------------------|---|
| Initiation phase   | Not applicable.   |
| Preparation phase  | <ul style="list-style-type: none"> <li>• Populate the FormaliSE webpages under ICSE.</li> <li>• Identify new mailing lists or publication channels for the distribution of the Call for Papers, etc.</li> </ul>   |
| Submission phase   | <ul style="list-style-type: none"> <li>• Keeping the website up to date with all the information provided.</li> <li>• Publication of Call for Papers, up to two/three times at regular intervals on social media channels and mail channels, once on the web channels, EasyChair, and MailChimp.</li> </ul> |
| Paper review phase | None.   |
| Pre-event phase    | <ul style="list-style-type: none"> <li>• Keeping the website up to date with all the information provided.</li> <li>• Publication of Call for Participation on social media channels and mail channels, once on the web channels, EasyChair, and MailChimp.</li> </ul>                                      |
| Event phase        | <ul style="list-style-type: none"> <li>• Live coverage of event progress, noteworthy comments made, etc. Obviously, this can only be done if the Chair is present at the event or attends virtually and if time zones allow it. The task can also be delegated.</li> </ul>                                  |
| Post-event phase   | <ul style="list-style-type: none"> <li>• Evaluate the FormaliSE edition in year N.</li> <li>• Adjust (this) FormaliSE Guide based on the evaluation and other new insights.</li> </ul>  |

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