



Conference Guidelines and FAQ

Table of Contents

Sunbelt Overview	3
Travel and Accommodations	4
Session Location.....	4
Accommodations / Hotel / Lodging.....	4
Access to Riva del Garda – Airport, Train and Bus.....	5
Airports	5
Bus timetable Rovereto Railway Station – Riva del Garda	5
Registration Rates and Requirements	7
INSNA Membership Registration Rates (US \$):	7
Sunbelt Conference Registration Rates (US \$):	7
Sunbelt Registration Refund Policy.....	7
Sunbelt Registration and Submission Deadlines	7
Registration FAQ	8
Methods of Payment, Receipts, & Letters of Acceptance/Rejection FAQ	9
Workshop Submission FAQ.....	10
Abstract Submission FAQ.....	11
Poster Session Guidelines	14
Copyright and Content Ownership	15
Proceedings.....	15
Contests & Awards.....	16
Student Award	16
Freeman Award.....	16

Sunbelt Overview

Social Networks and the network perspective have been recognized as relevant and important in a number of areas of inquiry. The International Sunbelt Social Network Conference is the official conference of the International Network for Social Network Analysis (INSNA). Currently, INSNA has over 1,000 members and more people than ever are interested in attending and presenting their work at Sunbelt conferences.

Located at Riva del Garda, Italy, from June 29 – July 4, 2010, Sunbelt XXX will provide an interdisciplinary venue for social scientists, mathematicians, computer scientists, ethnologists, and others to present current work in the area of social networks.

Workshops and conference sessions will allow individuals interested in theory, methods, or applications of social network analysis to share ideas and explore common interests. Workshops will occupy the afternoon on Tuesday, June 29th, the entire day on Wednesday, June 30th, and the morning of Thursday, July 1st.

To accommodate such a large number (up to 700) of papers, there will be nine paper sessions running concurrently. Presentations of papers will begin at 1:30 on Thursday afternoon and continue through to noon on Sunday, the 4th. There will be 20-minute slots for each paper. Ten parallel 60-minute poster sessions will also run, starting on Wednesday, June 30th at 3 PM and continuing until Thursday, July 1st, at noon. There will also be morning and afternoon coffee breaks, and a lunch break an hour and forty minutes long to preserve open time for participants to engage in conversation and discussions of research strategies, results, and applications.

Travel and Accommodations

Session Location

The Sunbelt XXX sessions **will NOT be held in a hotel; rather they will be held at the Conference Center** of Riva del Garda, Italy. Its full address is below:

Riva Del Garda Fierecongressi

1, Pl. Lido

38066 Riva Del Garda, TN

Tel. +39 0464 520000

<http://www.palacongressi.it/?VOID=1&IDL=2>

The Google maps link to the conference center is the following:

<http://maps.google.it/maps/place?cid=9433700246997529126&q=riva+del+garda+fierecongressi&hl=it&cd=1&cad=src:pplink&ei=lbISS7CGMsGSsGbEvemvDQ>

Accommodations / Hotel / Lodging

As this year there is no single conference hotel, a range of hotels is available to participants. **PLEASE MAKE YOUR HOTEL RESERVATIONS AS SOON AS POSSIBLE** if you want to secure a room within walking distance from the conference center. Riva is a major tourist resort. Although 600 rooms have been reserved for the conference, the unexpectedly high number of people who have registered means that there will be pressure for accommodation. The conference center has already secured a number of rooms at conference rates in nearby Torbole (a shuttle bus service will be provided) and latecomers might have to settle for those.

Hotels may be accessed through the **Hotel reservations** link on the conference main webpage. On the webpage of each hotel, a link **Location/map** shows the distance between that particular hotel and the conference center. All hotels are within walking distance apart from those located in Torbole (see above). Most hotels have Wi-Fi access; all of them have Internet points. The web pages of hotels have details on conditions of access to Wi-Fi. INSNA is currently discussing with the Conference center the best procedure to register participants, in order to provide them with free Wi-Fi access throughout the sessions within the Conference Center.

PLEASE ALSO NOTE THAT ALL INQUIRIES ABOUT ACCOMMODATION AND TRAVEL SHOULD BE ADDRESSED TO THE CONFERENCE TRAVEL AGENT RIVATOUR (INFO@RIVATOUR.IT).

Access to Riva del Garda – Airport, Train and Bus

Airports

The best option is to fly into Verona via Rome, Paris, Munich or Frankfurt. There are no direct flights from Amsterdam or Heathrow and only one daily from London Gatwick. Venice airport is fine too if you land there before 6 PM, later, it may be complicated to get train connections to Verona-Rovereto (the railway station is Venezia Mestre, about 30' by bus from the airport). Landing in Milan (Malpensa or, closer to city centre, Linate) is also possible although it requires a longer journey by train (4 and 3 hours respectively). If you land in Malpensa, the shuttle bus to Milan Central Station is more convenient, if slightly longer, than the Malpensa Express train as the former takes you straight to the main railway station. The Malpensa Express train drops you off at Milano Cadorna Station from which you have to take the underground (green line) to the Central Station.

Innsbruck airport is also feasible (about 4 hours by train on the line to Verona) and so is Munich (5-6 hours depending on the service).

If you are travelling with low cost companies from other European cities, airports in Bologna, Brescia, Venice-Treviso and Bergamo-Orio al Serio may also be considered. However, Bergamo and Treviso have poorer train connections than Bologna or Brescia.

The conference travel agent, Rivatour (www.rivatour.it) are happy to arrange shuttle services to Riva del Garda from the main airports, check the following url (<http://www.rivatour.it/interne/pacchetti.aspx?ID=8653&IDP=2771>).

Train

Rovereto is the closest railway station and is located on the line from Verona to Innsbruck-Munich. If coming from Milan, Venice, or Bologna-Florence-Rome you'll have to change in Verona unless you have boarded a Eurocity train to Munich.

You can get information on Italian rail timetables at http://www.ferroviedellostato.it/homepage_en.html

For international railway timetables, in particular from Germany/Austria to Rovereto, one should refer to the **German railways website** <http://www.bahn.com/i/view/DEU/en/index.shtml>

Bus timetable Rovereto Railway Station – Riva del Garda

Detailed information on the bus line Trento-Rovereto-Riva del Garda is available on <http://www.ttesercizio.it/Orari/Extraurbano/Linea.aspx?BacinoID=7&DirettriceID=110>. Unfortunately, it is only available in Italian, and valid only until 25.6.2010. The summer

INTERNATIONAL NETWORK FOR SOCIAL NETWORK ANALYSIS

timetable, which will be in operation since June 26, has not been announced yet. However, changes for the summer are not usually significant. A purely indicative timetable of the services between Rovereto Railway Station and Riva del Garda (most of which run through Torbole) follows:

	*		*		*	*	
ROVERETO (Railway Station– Stazione F.S.)	6.57	7.46	9.19	10.09	10.54	11.44	13.07
TORBOLE	7.30	8.19	9.52	10.42	11.27	-	13.40
RIVA_DEL_GARDA	7.39	8.28	10.01	10.51	11.36	12.37	13.49
		*	**	*	*		
ROVERETO (Railway Station– Stazione F.S.)	15.09	16.39	17.22	17.34	18.29	19.24	20.52
TORBOLE	15.42	17.12	17.55	18.07	19.02	19.57	21.25
RIVA_DEL_GARDA	15.51	17.21	18.04	18.16	19.11	20.06	21.34

* Not on the Sunday

** Sunday only

Additional information on how to reach Riva del Garda is available on
http://www.rivatour.it/interno/how_to_get_there_dovesiamo.ashx?ID=8660&IDL=2.

Registration Rates and Requirements

INSNA Membership Registration Rates (US \$):

Term	Affiliate	Student	Regular
1 Year	Free*	\$ 40.00 US	\$ 60.00 US
2 Year	Free*	N/A	\$ 115.00 US
3 Year	Free*	N/A	\$ 165.00 US
4 Year	Free*	N/A	\$ 210.00 US
5 Year	Free*	N/A	\$ 250.00 US

* Please note that Affiliate Members are not eligible to submit data to the website; submit workshops / abstracts for consideration at the Sunbelt Conference or obtain Social Networks Journal subscription discounts.

Sunbelt Conference Registration Rates (US \$):

	Early Before April 1, 2010	Regular April 1 – June 28, 2010	On-site After June 28, 2010
Students	\$65.00	\$75.00	\$75.00
Non-Student	\$125.00	\$150.00	\$200.00
Banquet	\$60.00	\$60.00	\$60.00

Sunbelt Registration Refund Policy

INSNA is willing to provide refunds in the amount of 100% up to 2 months prior to the conference (04/29/2010). All refunds after this date will be 80% of the amount charged until June 15, 2010. **NO REFUNDS WILL BE PROCESSED AFTER JUNE 15, 2010.**

Sunbelt Registration and Submission Deadlines

Early Registration:	Before April 1, 2010
Regular Registration:	April 1, 2010 – June 28, 2010
On-Site / Late Registration:	June 28, 2010 – July 4, 2010
Workshop Submission Deadline:	November 30, 2009 11:59:59 EST
Abstract Submission Deadline:	January 19, 2010 11:59:59 EST

All deadlines are subject to change by INSNA staff.
Please check this document from time to time for any updates.

Registration FAQ

1. **What Registration Requirements are there for Abstract / Workshop Submission?**

You must be a Full or Student INSNA Member in good standing and register for Sunbelt XXX prior to abstract and workshops submissions for the conference.

2. **Why do I have to register for INSNA and Sunbelt separately?**

INSNA membership provides benefits such as reduced "Social Networks" journal subscription costs and website features unavailable to non-registered and Guest/Affiliate members.

Sunbelt is a separate event that not all members of INSNA will attend and thus requires separate registration.

3. **Why am I required to be a Full or Student INSNA Member to submit an Abstract / Workshop for Sunbelt XXX?**

Abstract and Workshop submissions are only available for Full and Student members of INSNA.

4. **What happens when my Registration expires prior to the conference, but after submission of my Abstract and/or Workshop?**

*INSNA will send out notices periodically during the Abstract review and acceptance/rejection process reminding people to fulfill their registration requirements before a specific date (to be determined). **Anyone who fails to follow-up on the requirements will be dropped from the final program.***

5. **Why do I have to register prior to knowing if my submissions are accepted? What if I am rejected?**

This process helps prevent fraudulent and improper submissions for the conference which in turn reduces the work load for conference organizers.

Anyone rejected will have the option to request a refund for their Sunbelt registration fees as per the [Refund Policy](#) previously stated.

6. **What if I have to cancel my Registrations / Submissions?**

Cancellation notice can be sent to INSNA at insna@insna.org who will then initiate any refunds based on the [Refund Policy](#) previously stated.

Methods of Payment, Receipts, & Letters of Acceptance/Rejection FAQ

1. Is there any way to pay other than the website?

*The website is the primary and best method of payment. Anyone unable to use the Credit Card processing provided through the website must contact a conference organizer to make special arrangements. On-site payments are possible if approved by INSNA and the conference organizers. **BANK TRANSFERS ARE NOT POSSIBLE ON-SITE OR VIA THE INTERNET.***

2. Is there a way to get a breakdown showing what I registered for and the fee I paid for each item?

An e-mail receipt as well as an on-screen display of your receipt will be provided when payment is completed. Please check your SPAM folder for the e-mail copy of your receipt.

3. I need a receipt that includes my institution information and/or some reference number. How can I get one?

An option to obtain a PDF receipt via E-mail is provided for every purchase. You can obtain these receipts by visiting your "Purchase History" and/or "Sunbelt Registrations & Submissions" sub-areas of the "Account Management" area of the INSNA website. An option to include additional information on the receipt is provided.

4. I need a letter stating my Abstract/Workshop was Accepted/Rejected. How do I obtain one? What if I need special information added to the letter?

Letters can be obtained by going to the "Sunbelt Registrations & Submissions" sub-area of the "Account Management" feature on the INSNA website. Click on the "Acceptance/Rejection Letter" image to obtain your letter. Options are provided to add information to the letter as needed.

5. How do I review/dispute any charges made on my account?

You can review and dispute all charges in the website [Account Management](#) feature.

Workshop Submission FAQ

- 1. What is the difference between a Workshop and an Abstract Lecture/Poster?**
A Workshop is a ½ day or full day presentation specifically geared toward teaching attendees some specific method, tool or software relevant to Social Networks. These presentations are not free and require additional payment for attendance.
- 2. Why is the Workshop Submission Deadline different than the Abstract Submission Deadline?**
Workshops are generally registered for when registering for the conference. Having all conference workshops available for registration is important to prevent confusion and registration problems for the attendees. Workshops are approved/rejected in a separate effort by conference organizers prior to the Abstract submission deadline.
- 3. What are the time offerings available for workshops and how do they work?**
Two types of workshop formats exist; half day and full day. Half-day presentations can be either in the morning or afternoon. Full-day presentations can be either the entire day (morning and afternoon) or start in the afternoon and end in the morning session the following day.
- 4. Can I allow people to only register for one-half of a full-day Workshop?**
Yes, you can. Please make a note of this in the “Additional Notes” field provided on the workshop submission form. Otherwise, people will only be allowed to register for the entire workshop.
- 5. Can I limit the number of attendees for my workshop?**
Yes; you can specify a limit on the workshop submission webpage.
- 6. Can I post content for people to download prior to the Workshop?**
INSNA’s website does not have the capacity to maintain extensive data, documents and other content posted by users. However, a reference to some other website can be placed in the abstract directing people to the content.
- 7. Is there a word count limit for the abstract? If so, does it include the title and citations?**
*No. There is no limit to the amount of information post-able in a Workshop abstract. Try to keep in mind that it's an abstract, not a literature review, and please **DO NOT** include a list of references.*

Abstract Submission FAQ

- 1. What is the format of paper presentations at the conference?**
There are two formats of presentations. The first is called "regular 20-minute lecture" and the second is called "60-minute poster seminar."
- 2. What happens in a "regular 20-minute lecture" presentation?**
If this is the format of your presentation, you will stand in the front of a room, probably behind a podium. The audience will be sitting in chairs arranged in rows, like a classroom. You may use a data projector connected to a computer or an overhead projector to display graphs and charts to the audience. If you want to allow five minutes for question and answer, and if you can start your presentation as soon as your time begins, you will have 15 minutes to deliver your paper. (If it takes you a few minutes to get set up before you begin your presentation, you will have a few minutes less than 15 minutes to deliver your paper.)
- 3. What happens in a "60-minute seminar" presentation?**
If this is the format of your presentation, you will stand in front of or next to a poster that you have made to show the important points of your paper and probably some graphic material. Please see the [Poster Session Guidelines](#) below for more information.
- 4. How do I know if I should be listed as a Poster or a Lecture?**
The "Format" option on the abstract submission webpage allows for the suggestion of the type of presentation (poster or lecture) desired for the abstract. An option is also provided to be "bumped for a poster." This option should be chosen if you would rather be a poster presentation if the alternative is a rejection.
- 5. Is there a word count limit for the abstract? If so, does it include the title and citations?**
Yes. Please limit the abstract to 250 words. The web input form should limit submissions to 1,400 characters.

*No, it doesn't include the title and citations. Try to keep in mind that it's an abstract, not a literature review, and please **DO NOT** include a list of references.*
- 6. Is there a conference template for submitting the paper like a Word template where I write my paper in (that has the appropriate headings for figures, sections, and margins)? Or is the submission only for the paper abstract? After you submit the abstract, do you then submit the actual full paper?**

INSNA only considers abstracts not completed papers. You may want to bring copies of your paper (50 or so is appropriate, more if you think it's a really interesting

INTERNATIONAL NETWORK FOR SOCIAL NETWORK ANALYSIS

paper and many would like copies) to distribute to the people who attend your presentation and to others who would like a copy. Doing this will get your work more public exposure, help you establish connections with other network researchers, and increase the amount of useful feedback your work receives.

7. Can you tell me about the subject matter or level of technical sophistication of papers at your conference?

The website http://www.insna.org/PDF/Connections/v26/2004_I-1-10.pdf has abstracts from the 2003 Sunbelt conference, providing an example abstracts -- both in terms of content and length.

8. Are there any other requirements that I should be aware of in order to have the best chance of acceptance?

*The abstract must describe some work that is about **NETWORKS**, most likely, social networks. If it is not about networks, even if it's an interesting and well-written piece of work, it will not be accepted. The review committee may ask you to re-cast the paper so it is about networks, and ask you to submit again.*

9. We have a series of papers that we'd like to be presented in a single session. What do we have to do to make that happen?

It's easy. Just make sure that each paper selects the session title that you want to have. If that session title doesn't appear on the drop-down list when you submit your paper, add it as a new session and make sure everyone chooses that session. To be extra sure they will go together, put a note in the "additional notes" box on the abstract submission form for each paper and say that the paper should be in the session with the other ones. Name the session or session organizer in this note.

10. I'm interested in submitting a paper to Sunbelt 2010, and I'm not sure of the requirements. It looks like I only need to submit an abstract – is that correct?

*Yes, that is correct! However, to submit an abstract you **MUST** be registered both as an INSNA member (Student or Full) **and** you must register for the Sunbelt conference.*

11. In the conference website, I only saw the deadline for abstract submission. I am wondering whether it requires a full paper submission after the abstract submission. If so, when is the deadline for that?

You don't submit the full text of your paper. You only submit the abstract. However, it is a good idea to bring at least 50 copies of your paper (more if you think it's a really interesting paper and you think many would like copies) to distribute to the people who attend your presentation and to others who would like a copy. The deadline for making the copies would be the day you present your paper at the conference.

12. I'd like to know what the format to submit papers for this conference is and what the page limit is. Is there a word-limit or even a recommended length on the

INTERNATIONAL NETWORK FOR SOCIAL NETWORK ANALYSIS

abstracts for INSNA?

Please shoot for something in the range of 180 - 250 (1,400 characters) words for your abstract.

13. Is there a limit on single/multiple-authored submissions?

INSNA accepts only one single-authored paper from each person and there will be a similar restriction on the number of papers on which you can be the senior author. You may present only one paper at the conference, regardless of how many you submit or how many times your name appears as an author or co-author.

In jointly-authored papers, it is expected that the paper will be presented by the senior author.

14. Is there a limit on the number of submissions per author? A colleague and I are planning two joint submissions. She will be the first author on one, and I will be the first author on the other. If both were accepted, we would both do the presentations.

Please see the answer to the previous question. You and your colleague will be okay since each of you will be the senior author of only one paper and each of you will be presenting only one paper.

Poster Session Guidelines

A Poster session is a graphic presentation of authors' reports. The authors illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster boards. The authors will then hold discussions with the registrants who are circulating among the poster boards. Many authors find it helpful to present a brief introduction to answer the obvious questions and allow the remainder of the time for more in-depth discussions. The author must remain by his/her poster board for the duration of the two hour session. If handouts are distributed, bring approximately 50 copies. Highlight the author(s) names and address information in case the viewer is interested in contacting them for more information.

No audiovisual equipment is permitted for poster presentations.

For those people interested in your data, you may consider distributing copies of your handouts or taking advantage of the ability to list your data in the INSNA website Software / Data area.

- 1. INSNA will provide a poster board for each author presentation. The author should prepare all materials in advance.**
 - The poster board will be 2 meters tall by 2 meters wide (6½ feet by 6½ feet).
 - Sellatape will be available onsite for mounting the displays.
 - Presentations should be taken down as soon as the session ends in order to make room for the next presenter. (Display materials not removed following the conclusion of the session will be discarded.)
- 2. The boards will be located in different spots of the conference centre; they will be indicated in the final program.**
- 3. Contents of the Poster should include:**
 - Materials should include the title of the presentation and the list of authors. Letters in the title should be at least 25 mm high. Bring all illustrations needed -- figures, tables, color photographs, charts. It may be helpful to consult an artist about the display.
 - The material should be well labeled and legible from a distance of 2 meters. Lettering should be bold. If you will be posting typed material, use a large font size (20 to 24 point font) on white, pale yellow or cream-colored non-glossy paper. Use 25mm margins. Avoid use of fancy fonts. Use upper and lowercase letters. Simple serif fonts such as "Times New Roman" are easier to read than sans (without) serif fonts such as "Geneva".

Adapted from the APHA Poster Session Guidelines

Copyright and Content Ownership

I am keen to submit a paper for the Conference's consideration and would like to know about the matter of copyrights. Basically, if my paper is accepted to be presented at the conference, does it allow me to submit it to an academic journal for publication?

Yes, you will still own copyright and you can submit your paper wherever you'd like to.

Postings to the website related to Sunbelt are not private. You grant INSNA and its designees the unrestricted right to use, reproduce, modify, translate, transmit and distribute any information or material you supply or communicate via such postings, in any medium now in existence or hereafter developed, for any purpose, including commercial uses.

Proceedings

We do not publish a proceedings of all papers presented at the International Sunbelt Social Network Conference, but we do publish online abstracts from all accepted papers in the conference program, which will remain on the INSNA web site indefinitely.

Visit <http://www.insna.org/sunbelt/> for Sunbelt archives.

Contests & Awards

INSNA is proud to offer opportunities for our membership to receive funding and awards for their work in Social Networks. The following outline the current contests and awards for Sunbelt XXX.

Student Award

The Best Student Paper Award is given annually to a graduate student in recognition of research on social network analysis.

The award is for research by a graduate student and is administered by INSNA, the International Network for Social Network Analysis. Students should submit a paper (written in English, in a PDF file) to the committee before December 1, 2009. The winner of the award will be announced at the conference. Eligible students must be first (or sole) author on the submitted paper. A letter of support should be submitted as well. Submitted papers will be evaluated by a committee of four judges; their decision will be final. Judging will be on the basis of the level of originality in the ideas and techniques, the possible applications and their treatment, and potential impact. The committee may arrive at the conclusion that none of the submitted papers merits the award.

The monetary prize for the best student paper is: \$ 2,500.00 US

Please send all application materials to the INSNA President, Professor George A. Barnett, gbarnett@ucdavis.edu.

Freeman Award

This award is given to a distinguished scholar in the field of social networks for significant contributions to the scientific study of social structure.

The award is designed to be given to a young scholar, someone in the earlier stages of their research career -- someone under 40 years old or someone who has received their PhD within the past 10 years. Consideration is also given to persons who have come to education later in life or who have interrupted their career for any reason (family, health, etc.)

The winner of this award is selected by a committee, hereinafter referred to as the Committee, designated by the INSNA Board president (or his/her representative). Suggested recipients are nominated by members of the Committee and by any interested members of the social network community at large. The Committee considers the nominated candidates' contributions and qualifications through a series of electronic discussions. The award winner is chosen by the Committee using a "preferential ballot" procedure as suggested by Doug Carroll and Joseph Kruskal.

INTERNATIONAL NETWORK FOR SOCIAL NETWORK ANALYSIS

The award is chosen every other year, starting in the year 2002, and announced that year at the annual Sunbelt conference. The award winner will be presented the award the following year at the Sunbelt conference. In addition, the award recipient will give a 1 hour plenary lecture at the Sunbelt which reviews the work for which the award was given and/or an overview of an area of social network analysis. Expenses for the conference will be part of the award. The winner of the 2010 Freeman Award will be announced at the Sunbelt Conference in Riva del Garda, Italy. The plenary lecture will be given at the 2011 Sunbelt Conference in St. Petersburg Beach, Florida.