

Workshop policy for BIS 2025

General

1. The workshops will be held during the 25th International Conference on Business Information Systems (BIS 2025) in Poznań, Poland.
2. The workshops will be split into 1h30 sessions. Each workshop must have at least one full-time session and be no longer than three sessions. BIS organizers reserve the right to cancel the workshop in case of insufficient number of submissions.
3. While workshop organizers are free to define their individual schedule, they should bear in mind that the early bird registration for Workshops Authors ends on May 26, 2025. To enable participants to register at this rate, we suggest the following timetable:
 - Publication of CfP by 15 January 2025
 - Submission deadline 1 April 2025
 - Review process 1 April – 30 April 2025
 - Notification of acceptance 30 April 2025
4. The exact date for each workshop will be scheduled after the decision on the workshop papers has been made and will be provided no later than by mid-May 2025.
5. BIS will provide necessary infrastructure for the workshop (conference room, beamer, etc.). However, no extra costs related to workshop organizations (such as invited speakers/key notes costs, travel or accommodation) will be covered by BIS organizers.

Submission Handling

1. The call for papers of workshops will be published at the BIS 2025 Web site immediately after it has been prepared by workshop organizers / chairs. The workshops chairs are asked to send information to be published on the website to BIS Organizing Committee <contact@bisconf.org>
2. Papers submitted to BIS workshops need to follow the LNBIP formatting guidelines. They should have 12-14 pages (including figures, tables and appendices). Longer papers will not be included in workshop proceedings.

Review

1. All BIS workshops will have EquinoOCS submission and review system to be set up by Springer. BIS Organizing Committee will be granted access to submission system and be able to see the list of submissions (including their PDF files and abstract), individual reviews and review decisions.
2. Each paper submitted to BIS workshops needs to be reviewed by at least three referees. The review needs to be at least blind (i.e. the reviewers' identities must be unknown to the authors).
3. The acceptance rate of each workshop should **not be higher than 40%** (this applies to the reviewed papers).



4. The publication of post-proceedings in Springer requires additional quality measure. It is mandatory to have a second review round after the workshop. Similarly to the first round, the outcome of the review should be visible for BIS organizers.

Workshop Registration

1. Workshop registration will be handled by BIS organizers.
2. At least one chair needs to register for the BIS conference for the workshop to be held.
3. If the workshop has at least four regular papers accepted, one of the chairs can register for the conference with a 200 EUR discount on the registration fee. Further, if the workshop has eight or more regular papers, one of the chairs receives free lodging for the duration of the conference. The discount or exemption can apply only to one paper published in post-proceedings by workshop's chairs.
4. At least one author of each accepted paper needs to register for the conference for the paper to be included in the proceedings.
5. Conference registration entitles to participate in the conference as well as in all workshops and tutorials held in conjunction with it.

Proceedings

1. Proceedings of all BIS workshops will be published by Springer as a single volume in Lecture Notes in Business Information Processing (LNBIP) series.
2. Revised papers need to go through a second review round. They will be published in proceedings provided that they receive satisfactory evaluations from the reviewers.
3. No other publication or public distribution of workshop papers or their extended version (e.g. journal special issue) is allowed.
4. Proceedings will include a separate two-page workshop chairs' message for each of BIS workshops, authored by all PC chairs of the workshop.

Proceedings Preparation and Distribution Calendar

1. Workshop papers should be sent to BIS organizers at least one week before the conference (i.e. before June 17, 2025). They will be made available in electronic form by BIS organizers to all workshop participants (and only to them) during the workshop.
2. The final post-workshop papers, revised with results of discussions at the workshop and reviewed for the second time, should be sent to BIS organizers by July 21, 2025. They should be accompanied by the publishing agreement as required by Springer.

Contact

25th International Conference on Business Information Systems (BIS 2025)
Poznań, Poland
25-27 June 2025
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