



Association of Computing Machinery [ACM]  
International Collegiate Programming Contest [ICPC]  
Arab & North Africa Regional Contest [ANARC]

# 2010 CALL FOR HOSTING

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## Call for Hosting

### ACM International Collegiate Programming Contest Arab and North Africa 13<sup>th</sup> Regional Contest, 2010

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The ACM *International Collegiate Programming Contest* (ICPC) is a two-tier international contest where teams from various regional Universities compete in a qualifying round before winners are promoted to the finals. The ICPC *Arab and North African Region* (ANARC) was established in 1998 and has had its regional contests hosted by the Al-Akawayn University in Ifrane, Morocco (1998-2000; 2006) the American University in Cairo, Egypt (2001-2002;) Kuwait University, Kuwait (2003-2005;) and AAST Alexandria, Egypt (2007-2009.)

The ANARC Steering Committee is soliciting proposals from Universities around the region for hosting the 2010 regional contest. The Steering Committee has prepared this document to outline the procedure and information to be included in proposals from Universities that are interested in hosting.

Proposals are to be submitted by email to the Regional Contest Director (RCD) <[rcd@icpc-anarc.org](mailto:rcd@icpc-anarc.org)> no later than November 1, 2009. Use the same email address if you have questions about this call for hosting.

# I. What you should know

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## **Dates**

ANARC usually takes place in November, and runs during a weekend. Traditionally, there are Opening Ceremony, Keynote Session, Technical Session, Actual Contest and Awards Ceremony followed by a Social Event.

## **Site requirements**

The contest site must have at least the following areas; safety and security are major constraints, please make sure you describe the measures you are taking.

- **Registration Area**

You must be able to provide a registration space where teams and their coaches can register and get their badges and goodies. We advise that you use the following: Sign Up booth; Accommodation booth; Transportation booth; Technical booth; and Special Assistance booth.

- **Contest Area**

You must be able to provide a spacious and air-conditioned room or two to accommodate at least 50 teams, each team using a space of 2x1.5m equipped with the following:

- a large computer table, (big enough to seat three contestants comfortably.)
- 3 chairs
- 1 computer (P4, 1GB of RAM, 80 GB of Disk, 17" monitor or larger)
- 2 printers per room.

- **Judging Area**

Judges must be completely isolated from the contestants. They need a spacious and air-conditioned room with a minimum of 12 machines and two printers. Allow one PC for every two judges in addition to 4 stations for setting up the contest environment. The Judging area must be networked with the contest area; both must be isolated from the Internet.

- **Catering Area**

You must be able to provide food and drinks for all the participants and the volunteers during the contest day in an area that is adjacent to the contest room(s) keeping in mind special diets (vegetarians, diabetes, etc.)

- **Ceremony Area**

You must have a large meeting room or an Auditorium with a minimum capacity of 300 people. A backstage will be needed for the logistics and the prizes, etc.

- **Guests and coaches Area**

You must have a meeting room with a minimum capacity of 50 people where coaches and guests can stay while the contest is running. Catering and online access must be provided in this room for these people and access to a restroom area. Means must be provided for coaches to either view the contest area during the contest, or be able to monitor the online results.

## **Staff and Volunteers requirements**

You need to have adequate staff and volunteers to help in preparation and running of the contest (technical, logistics, transportation, accommodation, ancillary events, etc.). A detailed presentation of the Human Resources that will be dedicated to the event needs to be provided.

Please specify numbers on student enrollment at the host University, the number of CS-related enrollment, number of graduate students in CS-related programs, etc.

## **Social Event**

Generally a local tour combined with some fun activities is provided to the participants and the organizing committee to break the ice and give people a chance to socialize.

## **Host Support**

As a host institution, it will be nice to provide a gift (paid for by the host or a local sponsor) for each participant. The gift is generally something special representing the local host or local region. Most importantly, the host institution must show interest through its executives' backing of the proposal.

Please mention a dollar amount for how much funding the institution is willing to provide.

## **Sponsors**

ANARC editions normally receive substantial sponsorship from organizations interested in partnering with the host and ACM to promote themselves and get a large exposure in the Academic field. Sponsorships can be sought specifically for individual activities or events such as the opening reception, social event, wireless network, etc, but the most important aspect would be air transportation, so we recommend that you approach airlines to have them sponsor the event.

The sponsorship benefits should be provided to the local sponsors in accordance with ICPC respecting the global sponsorship of ACM and IBM. Please note that ANARC receives no more than \$6000 in financial support from ICPC/IBM.

The proposal should be backed with letters of intention from potential sponsors stating the nature and value of their support.

## II. What the steering committee needs to know

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To host ANARC 2010, the steering committee needs to know the following issues:

### **Biography of the Site Director**

The proposal must include a short biography of the person who will be in charge of the contest. The biography should include the person's involvement with the ICPC and similar events.

### **Letter of Intent**

The proposal must include *a letter of intent*, signed by a Faculty Dean or a University Official of a higher rank. The letter must clearly state the University's willingness to hold the regional contest for 2010/2011. The letter must also include the exact dates for the event. The letter must be included with the proposal, but it must be addressed to:

James Comer, PhD  
ICPC Director - Regional Contests  
Texas Christian University  
Fort Worth, Texas, U.S.A.

### **Memorandum of Understanding**

The proposal must include a signed copy of the "Memorandum of Understanding" (MOU) between the ANARC Steering Committee and the 2010/2011 Site Director. A copy of the MOU is provided as part of this proposal.

### **Presentation of the University**

A short summary about the university and the city might be helpful. Describe any ACM activities (is there a chapter? is it active? how many students?)

### **Description of the contest location and contest requirements**

Registration Area, Contest Area, Judging Area, Catering Area, Ceremony Area, Guests and coaches Area, Wireless Area, More. This information may be presented as part of the presentation of the University.

### **Staff and Volunteers**

Provide a description of the team.

**Social Event**

Give a brief description of possible social events.

**Previous Events hosted by your institution**

Provide a description of similar events showing experience and know-how.

**Preliminary Schedule of the event**

Give a preliminary outline of how you envision the contest will be run.

**Transportation**

How to get to your country and institution? How to move between the hotel and the university? etc. Please include estimates of time and cost.

**Accommodations**

Describe how travelling teams will be accommodated, and type of support and logistics you're willing to provide.

**Host Support**

Give a dollar amount of how much funding your institution is going to provide.

**Sponsors**

Give a dollar amount for how much external funding they expect to raise. Describe who your sponsors are and what they're offering.

**Visas application assistance**

As many meeting participants may need visas or invitation letters, how would you provide necessary assistance in arranging visas, invitation letters and other related travel documents?

Explicitly mention whether any specific nationalities will have trouble obtaining visas to attend the contest and how you will attempt to solve this problem.



## Memorandum of Understanding

Between  
ACM ICPC ANARC Steering Committee  
And  
[site director], of [university]

Following the ACM/ICPC/ANARC 2010 Call for Hosting, the Steering Committee is pleased to award the organization of the ANARC 2010 to [university].

The Steering Committee is also pleased to appoint [site director] to the position of Site Director of ACM ICPC Arab & North Africa 2010 Regional Contest. To ensure a successful organization of this major event, the Steering Committee and the Site Director agree on the following:

1. ICPC regulations concerning Regional Contests, current and future, take precedence over this agreement.
2. Hosting is for two consecutive years unless the conditions are not ideal for automatic renewal.
3. The Site Director shall serve as Ex-Officio member of the Steering Committee to which he/she should report on the progress of the preparation of the event. This includes progress on: (a) Fund-raising and budgeting; (b) Internal preparation and university support; And (c) Promoting the contest among universities.
4. The Steering Committee will provide assistance along the process in transferring the expertise accumulated over the past years.
5. The fund-raising process should start as early as possible to secure the needed funds most importantly to facilitate travel support and accommodation for the contestants.
6. The Regional Contest Director will appoint a Chief Judge after consultation with the Steering Committee. The Regional Contest Director in conjunction with the Chief Judge and the Site Director will appoint judges from the host university and the region.
7. The Site Director will appoint and chair the Executive Committee which will be responsible for the planning and execution of the regional contest. The Chief Judge will be a member of the Executive Committee.

Signed in [city] on [date]

ICPC/ANARC Steering Committee

Ashraf Abdelbar, AUC, Egypt

Waheeb Abu-Dawwas, UOP, Jordan

Ossama Ismaeel, AAST, Egypt

Ziad Najem, KU, Kuwait

Mohamed Salem, UOWD, UAE

The Site Director

[site director]