

Guidelines for an OSME Proposal

Introduction

The Origami in Science, Mathematics, and Education (OSME) meetings are a series of meetings whose purpose is to bring together researchers in fields where origami and/or folding play a major role. The OSME meetings have been the following:

- First (1OST), Ferrara, Italy, 1989
- Second (2OSSO), Otsu, Japan, 1994
- Third (3OSME), Asilomar, California, USA, 2001
- Fourth (4OSME), Pasadena, California, USA, 2006
- Fifth (5OSME), Singapore, 2010
- Sixth (6OSME), Tokyo, Japan, 2014
- Seventh (7OSME), Oxford, UK 2018

These and similar future meetings will be collectively referred to as the OSME meetings.

Each OSME meeting is put on by a local organizing group, which submits a proposal to the OSME Steering Committee (OSME-SC) to produce the next OSME meeting. The committee will accept proposals according to the schedule below and choose the team and location for the next OSME meeting. Once a team and schedule have been chosen, a member of that team will become a permanent voting member of the OSME Steering Committee.

This document provides guidelines for proposing teams, as well as a schedule and selection criteria.

Executive Summary (with links to more details below)

- We are now accepting proposals to host [The Eighth International Meeting of Origami in Science, Mathematics, and Education \(8OSME\)](#).
- Proposals should plan for an in-person meeting, with a [preferred date](#) for 8OSME in 2024 (or even late 2023), but we would not rule out 2025.
- Parties interested in submitting a proposal should send a brief [Expression of Interest](#) to the OSME-SC by June 30. Full proposals are due on September 30, 2022.
- The OSME-SC hopes to announce the winning proposal by October 30, 2022.
- A successful proposal should contain, at the very least, the following elements:
 - A description of the venue where 8OSME would be held; there should be appropriate rooms/spaces for [technical presentations](#), [plenary speakers](#), informal/social gatherings, [exhibits](#) and [poster sessions](#), and [housing](#) as well as be easily accessible by international travel.
 - An initial list of names and affiliations of people to serve on the local organizing committee.
 - A rough outline of the budget for the meeting, with an estimate of what the registration fee would be.

- Initial list of possible [sponsors](#), funding, or local origami societies to help collaborate with or run the meeting.
- A preliminary outline of [COVID protocols](#) required by the hosting location (with provision that such requirements will have to be altered closer to meeting date).
- More details on the different aspects of the OSME meetings, as well as suggestions to consider, are given below. Pay particular attention to:
 - [General Guidelines of the OSME Meetings](#)
 - [Elements of an OSME Meeting](#)
 - The suggested [Schedule](#) leading up to 8OSME
 - An outline of our [Selection Criteria and Process](#) for choosing the next OSME hosting site.

General Guidelines of the OSME Meetings

The OSME meetings are the preeminent venue for presenting research in fields in which origami and/or folding play a major role. The purpose of the OSME meetings is to bring together researchers in these areas. They include, but are not limited to:

- Scientific studies of origami
- The mathematics of origami and folding, including computational mathematics
- Technological applications of origami and/or folded structures
- Origami metamaterials and origami in biology
- Educational uses of origami in teaching or instruction
- Art and design making use of scientific origami or technical origami principles

This is not a complete list, and future OSME organizers may expand or modify this list. However, the scope of an OSME meeting *does not include origami instructional presentations, except as an incidental part of a presentation.*

Presentations should be of a type, quality, and style that would be found at a professional meeting in the origami-related field, e.g., an origami-math presentation at an OSME would be structured like a presentation at a professional mathematics conference.

It is allowed, even encouraged, to hold an instructional origami convention in close proximity to an OSME meeting (as was done in 2010 with 5OSME+, 2014 with the Origami Tanteidan 20th convention, and 2018 with the British Origami Society annual convention) to increase attendance. However, the distinction between the two events should be made clear.

Origami^N book: It is expected that each OSME meeting will produce a book of peer-reviewed papers based on the conference presentations. The name is strongly suggested to follow the format *Origami^N*, where *N* is the number of the meeting.

The OSME meetings should be held approximately every 4 years. It is anticipated that there may be other meetings on OSME-related topics in the intervening years organized by origami groups and/or non-origami professional societies (e.g., NCTM, MAA, ASME...), but such meetings should not use the OSME name or one close to it.

A local group organizes the OSME meeting under the general guidance of the OSME-SC. Most of the organizational work is to be carried out by the local group. The local organizing group is responsible for all of the financial activities and profit/loss.

The local group is encouraged to seek the help of regional origami groups and organizations as a source of volunteers, assistance with planning, and to orchestrate an instructional origami convention (as previously mentioned). For example, if 8OSME were held in the USA, the organizers should work with OrigamiUSA and/or any local origami groups to help in planning and running the event.

Next OSME meeting

The next OSME meeting will be titled *The Eighth International Meeting of Origami in Science, Mathematics, and Education (8OSME)*.

8OSME should be held in calendar year **2023, 2024, or 2025**. The exact date may be chosen by the proposing team to accommodate local venue availability, fundraising deadlines, and other conditions. Late summer and early fall are strongly recommended to accommodate academic schedules, and proposals for 2024 (or even late 2023) will be preferred.

Schedule of Proposal

Parties interested in hosting 8OSME should send an **Expression of Interest** to the OSME-SC at 8osme-proposal@osme.info by **June 30**. Such an expression of interest should be a short document including some details (proposed site for the meetings, names of people involved in the proposal, rough date range for the meetings preferred by the host).

During the period that the proposal is in preparation, proposers are invited to ask questions of the Steering committee for advice, recommendations, and/or past practice. The OSME-SC can share collective knowledge on past OSME meetings, including past budgets, potential proceedings publishers, etc.

Proposers should send a full written proposal to the OSME Steering Committee, at 8osme-proposal@osme.info by September 30, 2022.

The OSME-SC will evaluate all proposals received by the deadline and, if necessary, follow up individually with the proposers. The OSME-SC will choose the team to present the next OSME meeting by **October 30, 2022**. After confirmation from the selected team, the date,

location, and organizing team will be announced on the OSME website and through major origami and professional organizations.

Elements of an OSME Meeting

An OSME meeting is a professional meeting similar to those put on by professional societies and groups and attended by students, professors, and professionals in their field. The primary activity of an OSME meeting is technical presentations, but there are also typically other activities that are part of the overall schedule of activities.

Duration

Past OSMEs have typically run three full days for the technical program. This is not a strict requirement, but is suggested.

Number of participants

7OSME had over 220 fee-paying participants. It's expected that the number would be higher for 8OSME; organizers could expect perhaps 300 participants.

Technical Presentations

There should be rooms with seating and projection for technical presentations. The number of presentations has increased steadily over the years; at 7OSME there were 131 technical presentations. There should be sufficient rooms and projection to accommodate a somewhat higher number, assuming that the growth continues.

Presentations should be 15-20 minutes with time for questions.

Parallel sessions are allowed. 7OSME had four parallel sessions. Organizers should group papers by topic so that people interested in a topic don't have to jump back and forth between sessions.

There should be a session chair for each session to introduce the speaker and to monitor the time.

Past OSMEs have striven to be high-quality professional conferences where scientists, mathematicians, and educators can share their work and all participants can be inspired by the work of others. Future OSMEs should meet or exceed this standard. To this end, every submitted abstract should be reviewed by at least two individuals with appropriate technical backgrounds, and the acceptance standard should be at least as stringent as for professional conferences in the origami-related field. Art and design submissions should be reviewed keeping in mind the scientific and technical thrust of the meeting.

Depending on the quantity and quality of submissions, organizers should consider alternate formats for sharing ideas in addition to regular talks, for example poster sessions, swap sessions, mini-presentations with longer Q&A, etc., as appropriate to the particular submissions for a given OSME.

In the past, there have not been post-deadline papers, but there has been considerable interest in providing a way that exceptional late-breaking work could be added to the program.

Plenary Speaker

It is common to have one or more invited Plenary speakers to give a keynote speech attended by all participants. The Plenary speaker should be someone highly respected or somehow exceptional in the field. 7OSME had four Plenary Speakers.

It is standard to pay travel costs for the plenary speaker(s) and to waive their registration fee.

Housing

Housing should be available. Best is if housing is available at the presentation venue (e.g., if the venue is a hotel) and registration for housing can take place at the same time as the meeting registration. Next best would be to have separate hotel registration. Housing should be nearby, ideally, within walking distance. If the primary accommodation is hotel, it is desirable to have a range of price options available to accommodate both professionals with travel support, students living on a shoestring, and everyone in between.

Meals

It is desirable to provide meals at the venue or nearby, to avoid people having to leave and come back and/or insert large time slots for meal breaks. Box lunches are convenient.

Keep in mind that conference participants will have various dietary restrictions (e. g. vegetarian, gluten-free, pork-free, kosher). Be sure to communicate clearly about which dietary restrictions can be accommodated.

Drink/snack breaks in between sessions are desirable as well.

Banquet/Reception

It is desirable to have some combination of an opening reception; a conference banquet; and/or a closing reception.

Special event

Special events are allowed, e.g., side trips or excursions to local places of interest. Special events should not significantly cut into the time allotted to technical presentations.

Poster Presentations

Poster presentations may be supported at the discretion of the organizing team. Note that at conferences for some fields, such as engineering, having extensive poster sessions is quite common and can offer a way to accommodate a larger number of abstract proposals without overburdening the presentation schedule. Also, at some past OSME meetings the poster presentation areas were combined with tables for displaying related origami objects or materials alongside the poster.

Exhibition

There may be, at the discretion of the organizing team, space for display of technical artifacts, and/or booths for sponsoring organizations to set up a display.

Sponsors

The organizing team is allowed (encouraged) to obtain sponsorship from businesses, individuals, civic organizations, or other groups. Discreet display of sponsor logos may be used at the event, on bags, etc.

Logo/advertising

The organizing team is allowed to choose its own logo for the event. The only requirement is that the name "8OSME" (or full event, spelled out) be used within the logo.

Infrastructure for registration

There should be provision for online registration for attendees. The vast majority of participants will be comfortable with online registration, however, if postal registration can be accommodated, that is a plus.

Infrastructure for paper submission

Papers should be submitted, tracked, and peer-reviewed through an online submission process. The EasyChair submission system (easychair.org) is a popular conference management system and was used for 6OSME and 7OSME.

Remote participation

Since the COVID-19 pandemic, many academic conferences have tried to include varying levels of remote participation (usually over Zoom). The intention is for 8OSME to be an in-person event, and the OSME-SC thinks it is unreasonable to expect the hosting organization to provide complete remote participation as well as run the meeting in person. But given

the uncertainty of the pandemic as well as people's changing expectations when it comes to conference travel, the organizing team may wish to provide some level of remote participation. For example, it is becoming more common to allow presenters to deliver their talk over Zoom, projected to those in physical attendance, especially if a presenter suddenly determines that they cannot attend in person. It can be too burdensome, however, to stream every presentation for those wishing to attend the meeting virtually. All this will depend on the technology available at the hosting location. The OSME-SC recommends, however, that whatever the hosting organization decides to do with remote participation, the registration fees for 8OSME be the same for remote as for in-person participants to encourage in-person attendance.

Pre- and post-meeting activities

The organizing team may wish to organize excursions before or after the event, and/or to hold it in conjunction with some other event, e.g., a traditional instructional-focused origami meeting, or a closely related professional meeting in the same locale.

On-site support

There should be a "Help Desk" staffed at all times during the day on site to deal with unexpected issues.

Local requirements

Are there unique local requirements? For example, venues in the U.S. must comply with the Americans with Disabilities Act.

Publishing

The organizing team is responsible for finding a suitable publisher for *Origami^N* book. Every fee-paying participant should be entitled to a copy of the book free of charge, whereas additional copies should be available for purchase.

Others

Since 5OSME it has been customary to give each participant a T-shirt, bearing the meeting logo. This custom may or may not be followed.

Circumstances related to COVID-19

The steering committee strongly prefers that 8OSME be an in-person event. However, the COVID-19 pandemic has made in-person conference logistics quite complicated. The 8OSME steering committee is willing to work with proposal-writers on how to plan such a conference, but a successful proposal for 8OSME should include some mention of the following:

- What kind of COVID protocols the hosting site might require (e.g., proof of vaccination, testing, with the caveat that the hosting site's COVID safety requirements will likely change by the time of 8OSME).
- A back-up plan for holding 8OSME online should the pandemic require the cancellation of an in-person event.

Schedule

The suggested schedule for major milestones of the event, in reverse chronological order, is:

T	OSME meeting
T-2 weeks	final program
T-2 months	publication of accepted presentations
T-3 months	deadline for published abstracts of presentations
T-5 months	decision on accepted presentations
T-6 months	early registration opens
T-9 months	deadline for submissions
T-12 months	call for papers

The schedule for written submissions for the *Origami^N* book may be adjusted to accommodate publisher contractual requirements and/or production issues. However, the sooner after the conference that the book can appear, the better. However, it is preferable to have the deadline for paper submissions to be shortly after the conference, so that authors can incorporate knowledge learned during the conference into their paper.

Budget and finances

The costs of organization will be borne entirely by the organizing team (who also get to keep any profit). Proposers should provide an estimated budget for the event.

Preparation of a proposal

An organizing team wishing to put on the next OSME team should (a) send a brief Expression of Intent to the OSME-SC by **June 30, 2022** and (b) prepare a proposal describing their plan by **September 30, 2022**. It should be responsive to all of the topics above and to the selection criteria listed below.

We recognize that not all information may be available at the time of proposal; for example, it may not be possible to obtain venue budget information before getting a commitment from the committee or to get a commitment from the venue far in advance of the date. Also, COVID safety protocols will likely need to change from the time of writing the proposal to the time of 8OSME. This is understandable; we request only that the proposers attempt to include as much information as is possible and available.

Selection Criteria and Process

Selection of the team and venue for the next OSME meeting will be made by the OSME-SC. Factors to be considered (in no particular order) are:

Date of the event. Many participants are academics, and summer and/or traditional vacation times are preferable to maximize travel availability. Conversely, conflicts with existing known events of a similar nature are to be avoided.

Organizational plans. How complete is the organizational plan? Does it address all of the areas outlined above?

Size and experience of the organizing team. Prior experience organizing a professional meeting will be favored.

Quality of the venue. Does the venue offer sufficient meeting rooms and projectors?

Quality of housing. Is housing included? Is it on-site or near the venue? Are there alternatives for budget-constrained visitors?

Proposed budget. Is the budget reasonable and plausible?

Travel desirability of the venue. Venues in locations that are attractive places to travel to are desirable; when researchers are prioritizing their travel, we would like the desirability of the OSME locale to tip the balance in favor of our event over others. Desirability includes things like opportunities for side trips, tourist activities in the area, activities for accompanying spouses, and cost of travel to the venue. For which visitor countries will a visa be required?

Cost of attendance. This includes not only travel costs, but housing, and any other costs that attendees are likely to bear.

Geographic diversity. Is the venue in a region different from prior meeting(s)? Is the venue likely to bring in new-to-OSME participants because of its location?

Any other factors. Are the additional factors that make this particular time, place, venue, particularly appealing, that are not addressed by the above?