

Statement of Compliance

This provides assessment criteria for the decision to select the LOC(s). It is intended to help the panel to ensure a fair and consistent approach to selection. It can also be used to provide feedback to both the successful and the unsuccessful LOC applicants.

Teams shall select from: Compliant (C), Partially Compliant (PC) and Non-Compliant (N)

Any PC or N shall not rule the team out but shall be justified in the proposal document.

Table 1: Venue

Venue	Essential Requirements	Venue is clearly defined	
		A main lecture theatre/auditorium/room with space for >400 participants for plenary sessions	
		At least three additional lecture theatres/rooms with space for 100 participants for parallel sessions	
		At least four rooms with space for at least 50 participants for topical discussion meetings. (Note: these can be the same as the parallel session rooms)	
		Large area identified for an interactive exhibition (Note: Nominally named the ESWW Fair)	
		A number of smaller rooms (capable of hosting 20-40 participants, the number and size of these rooms shall be stated in the proposal) for business meetings, user lunches and quiet working	
		Evidence that all rooms have adequate layouts for all participants to view and hear the presentations	
		Evidence that all rooms have adequate equipment and screens to ensure that all participants can view and hear the presentations	
		A clear plan in place for the technical support required throughout the venue	
		An area of suitable size for 200 posters making clear if these can all be accommodated simultaneously or if this will be split in a number of time blocks	
		Hybrid (on-site and online) organisation with evidence of technical capability to support >400 online participants with identified tool(s) for online participants	
		Suitably sized area (for a meeting of 450 people) with standing space AND a variety of seating to enable networking and impromptu meetings/discussions	
		A suitable auditorium/theatre/room is identified for the medal presentations	
		A suitable location for registration is identified	
		The venue, rooms and bathroom are wheelchair accessible	
	Additional desirable requirements	Evidence that suitable AV equipment (and a reasonable number of accessible power sockets), with technical support, will be available in all theatres/auditoriums/rooms	
		Provision of sufficient numbers of suitably sized poster boards (accommodate >125 A0 posters)	
		Plan for hosting the E-SWAN space weather school in the days preceding the event.	
		All lecture and meeting rooms on the same site	
		Topical discussion meeting rooms not to use the large (plenary) room	

Table 2: Locality

Locality	Essential Requirements	Reasonable distance from an international airport. Please state the distance	
		Identification of strategy to limit the environmental impact of the event (beyond hybrid capability)	
		Suitable (available and frequent) public transport (rail and/or bus) from airport to location	
		Sufficient number of hotels within a walkable distance from the venue. Distances and selected hotel names to be provided	
		Evidence of sufficient number of and variation within the options for lunches for up to ~400 delegates at or within a short walking distance of the venue	
		Evidence of sufficient number of and variation within the options for evening meals within walking distance of the identified hotels	
	Additional desirable requirements	The area is considered to be an advantageous location in terms of attracting new participants to ESWW	
		Suitable venues are identified for each social event	
		The identified hotels provide a range of types, for a range of budgets	
		Possibilities to reach the venue via train or car without need to fly for European participants	

Table 3: Personnel

Personnel	Essential Requirements	Evidence of individual experience of involvement in organising events similar in size to ESWW	
		Plan for the web site, registration and abstract handling is clear and sufficiently detailed	
		Ability to provide on-site technical support	
		Social programme includes a welcome reception and a conference dinner	
		Ability to record "live" space weather forecast	
		Staffed registration desk for the full week	
		Clear presentation of the LOC's motivation for hosting the event and how this will translate to special events/activities for participants or recommendations for topics to be included in schedule	
	Additional desirable requirements	Evidence of experience of the team in organising events similar in size to ESWW	
		Evidence that the team has worked together in the past	
		Evidence of past experience (or, in the case of outsourcing, experience of the company selected) in handling website requirements typical of ESWW	
		Evidence of enthusiasm within the team to enhance and improve the ESWW experience	
		A plan in place for an appropriately varied social programme and with a local slant	
		A novel, thematic event, tied to the ESWW is planned	
		Consideration has been given to increase the profile of ESWW outside of the space weather community	
		Potential for organising of activity for participants for relaxing interaction with colleagues	
		Some form of children day care activities are foreseen	

Table 4: Financial Planning

Financial Planning	Essential Requirements	Detailed budget is clearly and accurately presented	
		Budget is balanced or with small profit	
		Conference fees are in-line with previous ESWW events (€300 for early registration) taking into account inflation depending on the conference year	
		Registrations fees are staggered (i.e. appropriately discounted) for full/day/student/early-bird/on-site registration participants)	
		Evidence that travel and accommodations costs will not be a barrier to participants from some parts of Europe	
		Primary sponsorship for the event has been identified and/or secured	
		Risks to balancing the budget have been identified	
		A contingency/backup plan is in place for unforeseen changes to the budget	
	Additional desirable requirements	Evidence that the cost to participants overall will not be excessive i.e. below or no greater than inflationary increases from previous events	
		Additional sponsorship for the event has been identified and/or secured	