



Preliminary Declaration of Interest for European Space Weather Week Local Organisation

This call by the European Space Weather Week (ESWW) Programme Committee (PC) is to gather the interest of teams planning to submit a proposal to for the LOC (Local Organising Committee) of the ESWW for 1 or more years in the period from 2025 to 2029 (inclusive).

The European Space Weather Week

The ESWW PC is one of the organs of E-SWAN (the European Space Weather and Space Climate Association) and is responsible for organising the annual ESWW in conjunction with an LOC. The ESWW PC appoints its own members and has full delegated responsibility for organisation of the event.

Mission Statement

The ESWW is the main annual event in the European Space Weather calendar. It is the main annual European forum for Space Weather.

The European Space Weather Weeks adopt the central aim of bringing together the diverse groups in Europe working on different aspects of Space Weather: scientists, engineers, policy makers, satellite operators, power grid technicians, communication and navigation specialists, people working in aviation, space weather service providers, etc.

ESWW is an excellent place to meet people, to exchange knowledge and ideas, to discuss the latest developments in our understanding of solar activity, how space weather influences the Earth environment, our impacted technologies and how to manage space weather risk.

Practical

The event overall scientific and technical programme is compiled by the ESWW PC. The chair of the LOC is automatically a member of the PC for the year of the event to ensure good communication flow.

The ESWW programme includes a number of complementary elements and follows a similar structure each year, although some changes do take place. The overall structure is normally decided at a PC meeting usually held in January of the same year, leaving around 10 months to finalise the meeting room arrangements with the venue. The elements of the programme may include plenary and parallel sessions, discussion meetings, poster sessions, a tutorial, an exhibition/fair and more.

The LOC should foresee 2-3 meetings with the PC during the year of the ESWW which will address topics including the programme compilation, the abstract submission and review process, sponsorship etc. Additional telecons may be organised as required. The overall calendar for event planning is set up at the first PC meeting of the year.

The ESWW actively encourages groups to arrange their project meetings and other side meetings (also known as business meetings in ESWW terminology) in conjunction with the event. Consequently, additional meeting rooms should be available to support side meetings. Costs for meetings which are not open to all ESWW participants are usually covered by the organiser of the additional meetings. The LOC should foresee a quiet working area for the PC during the week.

While the overall character of the ESWW must be maintained in a change of venue, hosting the event does naturally provide opportunities to highlight regional activities and expertise and the PC is looking forward to working with the successful host group in this respect.



European Space Weather Week

Local Organisation of the Conference from 2025 and beyond

In recent years it has become clear that participants expect the option of online participation and therefore ESWW will be a hybrid event albeit with a strong (majority) on-site participation foreseen.

General Information

Teams should only submit their details if they are confident that they can fulfil the needs of the conference local organisation in their proposal (to be submitted later). The general requirements are as follows:

1. *The typical size of an ESWW is currently in excess of 450 participants*
2. *Over 400 participants should be foreseen at the on-site venue*
3. *The on-site venue must be accessible to an international audience and boast sufficient availability of nearby hotels*
4. *Hybrid (on-site and online) organisation shall be foreseen*
5. *There must be 3-4 rooms for parallel sessions and a large room for plenary sessions*
6. *The event must be able to host topical discussion meetings (usually 3 or 4, potentially up to 6 in parallel)*
7. *The possibility to host business meetings (side meetings restricted to a limited number of participants and not open to all ESWW participants, usually paid separately by the organiser and requiring additional meeting rooms)*
8. *There should be social events (conference dinner, a welcome reception and an additional event of the LOC's choice)*
9. *The LOC must host the ESWW website for the year(s) they are organising including online repository for presentations*
10. *The LOC must be able to handle abstract management and participant registration including payment of fees*
11. *The LOC must provide on-site technical support for all meeting rooms (PC, laser pointer, projector, microphone)*
12. *The venue must have a strong and reliable wifi network*
13. *The venue must have an area able to accommodate a large number of posters (at least 100 at a time)*
14. *The venue must be able to accommodate the medal award ceremony*
15. *The LOC should consider some form of interactive exhibition opportunity*
16. *There should be a social networking space and a quiet working area*
17. *The LOC should take measures to limit the carbon footprint/environmental impact of the event*
18. *The venue should have the ability to host associated meetings before/after the event*
19. *The LOC should host the E-SWAN space weather school in the days preceding the event*

Evaluation Criteria

The following sets of evaluation criteria shall be applied by the PC sub-committee to select the next LOC(s) for ESWW. At this stage this is **for information only** in order to determine whether or not a team wishes to declare their interest.

Venue: Building incorporating main and additional rooms fulfilling the requirements including oral and poster presentations, working spaces, supporting AV equipment for an effective hybrid conference.

Locality: Location accessible to international participants with public transport links, surrounding hotels, sufficient and varied eateries nearby, and carbon footprint limited to the greatest extent possible.

Personnel: Experience in organising events of similar magnitude, technical capability including website creation and management, dealing with financial transactions, managing abstract submission and review, and experience with video-conference software.

Financial Planning: Feasibility to deliver event with a balanced budget including sponsorship, offering competitive fees in-line with recent ESWW events (i.e. 300-400 EUR early registration with reduced fees for students, retirees and participants from DAC-listed countries), evidence travel costs are not prohibitive.



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Requirements for Declaring Interest

The submitted declaration of interest from each team shall include the name, email addresses and affiliation of the key personnel planning to submit a proposal, the lead entity for the team, the year(s) for which the team intend to submit a proposal, and identification of the host country and city (or cities if there are several options) for the given year(s).

Please download the application form in .pdf format at this [link](#)

The completed form should be uploaded through the ESWW 2023 website at this [link](#)

The deadline for submitting a declaration on interest is **31st March 2023**

The ESWW will acknowledge receipt of the declarations of interest but will not make any judgement during this phase. The main aim is to mitigate any possible conflicts of interest.

Those not submitting an initial declaration of interest by this deadline will still be eligible to submit a bid at the bidding phase but **will only be considered if no other bids meet the criteria for one or more of the years**. This will allow the PC sub-committee to be constructed without conflicts of interest and then re-structured only if absolutely necessary.

The PC intends to finalise the LOCs for 2025, 2026 and 2027 but may also finalise LOCs for 2028 and 2029 if suitable multi-year submissions are received with strong benefits to granting more than one year to a single LOC. LOCs may propose different locations for different years but a single event shall be hosted at a single geographical location.