



## **Call for Proposals for European Space Weather Week Local Organisation**

This call by the European Space Weather Week (ESWW) Programme Committee (PC) is requesting proposals from teams to undertake the role of LOC (Local Organising Committee) of the ESWW for 1 or more years in the period from 2025 to 2029 (inclusive).

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.

### **1. The European Space Weather Week**

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

### **2. Mission Statement**

The ESWW is the main annual event and main forum in the European calendar for Space Weather and Space Climate (SWSC).

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

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.

### **3. Evaluation Criteria**

The following sets of evaluation criteria shall be applied by the ESWW Future Events Sub-Committee on behalf of the PC to select the next LOC(s) for ESWW.

**Venue:** Building incorporating main and additional rooms fulfilling the requirements including oral and poster presentations, working spaces, supporting AV (Audio-Video) 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.

**Hybrid Event Capability:** Venue with an Internet Resources infrastructure capable of supporting multiple simultaneous streams and a planned commitment to keep cameras and IT support capability available throughout, specifically supporting Virtual Attendees.

**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.



## European Space Weather Week

Local Organisation of the Conference from 2025 and beyond

**Financial Planning:** Feasibility to deliver an 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.

### **4. Deadline for Clarification Requests**

Clarification requests will be accepted until **14 June 2023** emailing [aguerrero@uah.es](mailto:aguerrero@uah.es).

A single combined *Response to Clarification Requests* will be sent to all teams who have declared an interest to form an ESWW LOC.

All teams which completed an initial declaration of interest will receive the *Response to Clarification Requests* on the email address of the Team Leader unless a change is registered by emailing [aguerrero@uah.es](mailto:aguerrero@uah.es)

Teams which did not complete an initial declaration of interest will need to make it known that they intend to submit a proposal by emailing [aguerrero@uah.es](mailto:aguerrero@uah.es) or they shall not receive the *Response to Clarification Requests*.

### **5. Timeline**

The ESWW PC will:

**Promulgate** the Response to Clarification Requests in June 2023.

**Issue** acknowledgement of the receipt of final proposals in September 2023.

**Negotiate** with the selected prospective LOC teams in October 2023, devolving this activity to the ESWW Future Events Sub-Committee.

**Announce** the LOCs for the ESWW from 2025, 2026 and 2027 (and optionally 2028 and 2029) at the European Space Weather Week of 2023.

### **6. Requirements for Proposal**

Final proposals shall be sent as 3 documents to [aguerrero@uah.es](mailto:aguerrero@uah.es) by **7 September 2023**.

Each team is required to submit:

1. A completed "Proposal Cover". This form is identical to the previous Declaration of Interest but must be re-submitted even if no changes apply, which includes:
  - a. Name, email addresses and affiliation of the key personnel planning to submit a proposal.
  - b. The lead entity for the team.
  - c. The years for which the team intends to submit a proposal.
  - d. Identification of the host country and city (or cities if there are several options) for the given years(s)
2. A completed "Statement of Compliance" (SoC). Within the Statement of Compliance, Compliant (C), Partially Compliant (PC) and Non-Compliant (N) shall be attributed to each item. Notified PC or N instances will not disqualify any proposal, but all will require justification in the proposal document.



## European Space Weather Week

Local Organisation of the Conference from 2025 and beyond

3. A Proposal Document. The Proposal Document shall be no more than 6000 words in text length with illustrative images detailing the proposed local organisation of the ESWW for a single year for which the proposal is made. Should the proposal be for more than one year in any proposed formulation of combined event, the proposal document may be expanded, but to no more than 8000 words in length.

### **7. Practical**

The ESWW Future Events Sub-Committee, on behalf of the PC, reserves the right to negotiate with teams in parallel but shall not disclose the content of proposals received between teams. Throughout such negotiations, the ESWW Future Events Sub-Committee shall scrupulously ensure that no conflict-of-interest instances impact on any element of consideration.

The event's 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.

Participants now expect the option of online participation. Consequently, ESWW shall be conceived as a hybrid event with a majority on-site participation.

The ESWW programme includes several 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, and other organisational requirements. Additional virtual meetings 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.

Antonio Guerrero on behalf of the ESWW 2025+ Subcommittee