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Pour: "Messerotti, Mauro" <mauro.messerotti@inaf.it>, Petra Vanlommel
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Dear European Space Weather Week enthusiast

For many years the local organisation of European Space Weather Week (ESWW) has been undertaken by the Belgian Solar-Terrestrial Centre of Excellence (STCE). For the 15th edition (ESWW2018) this role is being filled by the Katholieke Universiteit Leuven (KULeuven). For ESWW2019 the STCE will again do the job of the Local Organising Committee (LOC) as ESWW requires certainty in our planning. However, for ESWW2020 the Programme Committee (PC) has decided to open up the role to other parties! At this time we are only looking for expressions of interest. Conference organisation takes some time and so the deadline for the expression of interest is 5th October 2018. This expression of interest will not be interpreted as a commitment but we would then open discussions with bidders about what the role entails in order to determine the group best-placed to deliver the best experience to the conference attendees.

For guidance, there are some aspects that a potential LOC should consider prior to a declaration of interest:

- 1/ ESWW is not a commercial activity, the conference should be as inclusive as possible with a moderate price (presently for standard (student) attendees this is €400 (€300) for regular attendance, €300 (€100) for early birds and €500 (€400) on site).
- 2/ ESWW presently has 400 participants who need to be accommodated in the venue and nearby hotels
- 3/ There must be 3-4 rooms for parallel sessions and a large room for plenary sessions
- 4/ The possibility to host business meetings
- 5/ There should be social events (conference dinner, a welcome reception and something along the lines of a beer/wine/whiskey tasting)
- 6/ The LOC must provide technical support, host the ESWW-website and take care of the registrations
- 7/ The venue must have an area able to accommodate a large number of posters (~100 at a time)
- 8/ The LOC should consider some form of interactive exhibition opportunity (we're interested to hear your ideas)
- 9/ There should be a social networking space
- 10/ It should be in Europe(!)

We hope the above does not put you off, it's a fantastic event which is challenging but enjoyable to organise and we'd be happy to discuss any details with you.

Kind Regards
The ESWW Programme Committee