

## **IEEE SENSORS Conference Bid Package Requirements**

Those interested in hosting future IEEE SENSORS Conferences (called below "bidders") should prepare a bid package that covers the topics listed below. Our goal is to select conference venues four years in advance. The IEEE Sensors Council's Venue Development Group (VDG) will review the submissions and respond.

The process starts by the bidders submitting *Letters of Intent*. For a given Call for bids, Letters of Intent will be accepted in the period from January 1 to May 1.

Those selected to submit *Formal Bids* will be informed by June 1 and will have until July 31 to submit Formal Bids. Letters of Intent and bids are to be submitted to Judy Scharmann, [j.scharmann@conferencecatalysts.com](mailto:j.scharmann@conferencecatalysts.com), with CC to Yu-Cheng Lin, [yuclin@mail.ncku.edu.tw](mailto:yuclin@mail.ncku.edu.tw).

The *Letter of Intent*, of *no more than two pages*, should indicate expected deviations from the requirements listed below in Sections 1-10, the reasons for the deviations, and compensating considerations if any.

Decisions about future locations are made by the IEEE Sensors Council Administrative Committee at the IEEE SENSORS Conference (usually held in November). Due to the recent change by the Council in the location selection schedule, from three to four years in advance, in the period from January 1, 2017 to May 1, 2017 Letters of Intent will be accepted for *both* conferences SENSORS 2020 (to be held in Europe-Africa) and SENSORS 2021 (to be held in Asia-Oceania); both decisions made accordingly in November 2017.

Each Formal Bid is to include a standard filled questionnaire and a standard budget form (both to be provided). In brief, a Formal Bid should include description of the following:

### **1. Proposed Conference Venue**

The venue should be able to handle up to 1000 participants in plenary sessions, up to 800 for banquets, and up to 8 parallel platform sessions (each room seating 125 to 175 participants). Up to 25 company booths, and up to 200 poster presentations (100 double-sided display boards). Exhibit space should be near the sessions and common areas, to accommodate morning and afternoon breaks. The desired banquet area is approximately square-shaped, with a high ceiling. The space for platform and banquet presentations should provide good visibility for all participants (six meter or higher ceilings are desirable). Photos of the venue and specific meeting spaces are highly recommended.

- Provide estimated costs for meeting and banquet space.
- Provide available audio/visual specifications and rates.
- List any government permits/restrictions and taxes.

- Propose conference dates that schedule tutorials on Sunday and the main conference sessions Monday, Tuesday, and Wednesday.
- Detail any security needs and arrangements. Note that the personal safety of participants is a consideration in our venue selection process. What should participants be told about security precautions?

## 2. **International Air Access & Local Transportation**

Convenient access for international travelers is an important factor in site selection.

- Catalog international air carriers that service nearby airports.
- Give example of round-trip airfares from representative international destinations such as London, Frankfurt, New York, Chicago, Los Angeles, Tokyo, Sydney, etc. Provide visa requirements.
- Summarize local public transportation facilities and schedules.

## 3. **Weather and Related Conditions**

IEEE SENSORS Conference dates are late October to early November.

- Give historical weather summaries from October 25 to November 5.
- Provide information on the level of pollution, year round and in the period in question, and provide sources of these data.

## 4. **Accommodations for Regular and Student Participants**

Conference Catalysts, the company that assists with the management of the IEEE SENSORS conference series, negotiates hotel contracts and discounted rates for professional and student participants in our conference series. Estimates of expected hotel expenses are needed early in our venue screening process.

- Provide a list of hotels, the number of rooms for each, and their distance and accessibility from the conference venue; indicate availability of restaurants and shopping districts nearby.
- Furnish estimated reduced room rates for professionals and students.
- List estimated reduced room rates for early arrivals and late departures.
- Provide details regarding transportation modes and schedules between the conference venue and recommended hotels.

## 5. **Support from Local Volunteers**

IEEE SENSORS Conferences are led by two General Co-Chairs, one from the venue country and another with IEEE Sensors Council administrative experience. In addition, local volunteers (often students) are needed to assist in registration, session A/V, venue guidance, social programs, local tours, etc.

- Recommend a Conference General Co-Chair and provide a supporting Curriculum Vita.
- Highlight the source and level of support expected from volunteers (through any local IEEE or other professional society, university, etc.)

- List other local organizations if any that will provide volunteer support.

#### **6. Summary of Past IEEE Technical Conferences at the Venue**

Among other considerations, the Council has a preference to locate this Conference at venues that have hosted other successful IEEE technical conferences.

- Catalog any recent IEEE conferences at this venue and indicate their financial sponsors with contact information. IEEE meetings of similar size to SENSORS are of specific interest.
- If no other IEEE meetings, describe experience with other meetings of similar size, length, and focus (technical) and style that would provide appropriate point of comparison

#### **7. Local Industrial Interests in Sensors**

The Council prefers to locate IEEE SENSORS Conferences at sites near industries that utilize sensors in their commercial products.

- Provide a list of such local companies with contact information.
- Indicate which of these companies are potential exhibitors at the IEEE SENSORS Conference.
- Include evidence of established relationships whenever possible

#### **8. Potential Financial Support, and Budget**

The success of the conference often hinges on its ability to attract financial support from governments and industry.

- List any expected support from government grants.
- Outline prospects for support from industrial sources.
- List any expected support from other sources.
- Include evidence of established agreements/relationships whenever possible
- Include a standard Budget Form (to be provided).
- Note that IEEE Guidelines postulate a conference to produce a surplus, after deducting conference expense) of 21%

#### **9. Options for Technical Tours**

Local organizations can publicize their activities/operations by offering technical tours for IEEE SENSORS Conference participants.

- Provide a list of potential technical tours near the venue site.

#### **10. Social Program Possibilities and Nearby Tourist Attractions**

Every IEEE SENSORS Conference offers a social program. As a minimum, a banquet and local tours for conference participants and their spouses are held.

- Provide a list of potential banquet venues/options.
- Provide a list of potential local tours.
- Include a list of pre- and post-conference full-day tours of nearby tourist attractions.