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 2029 to 2033 (inclusive).

The PC intends to finalise the LOCs for 2029, 2030 and 2031 but may also finalise LOCs for 2032 and 2033 if suitable submissions are received. This may be due to several strong bids being received for the first three years with options for the next two years or multi-year proposals with strong benefits to granting more than one year to a single LOC. LOCs may propose different locations (including across national borders) for different years.

It should be noted that the criteria include selecting an area which is advantageous to attracting of new participants which may count against multi-year bids in the same country. Therefore maximum flexibility is encouraged in bids in terms of the years for which their bid is eligible including venues within multi-year bids. This may place venues in multi-year bids in competition of one another but gives the maximum chance of success for the strongest venues within the bid.

A single ESWW event shall be hosted at a single geographical location.

Evaluation Criteria

The following sets of evaluation criteria shall be applied by the PC sub-committee to select the next LOC(s) for ESWW. These are all listed as requirements in the Statement of Compliance (SoC) including the levels which relate to bid eligibility and marking.

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 (with reduced fees for students, retirees and participants from DAC-listed countries), evidence travel costs are not prohibitive.

Requirements for Proposal

Proposals shall be sent as 3 documents to Piers Jiggens [piers.jiggens – at – esa.int] not later than 19th March 2027.

Each team is required to submit:

1. A completed "Proposal Form for Local Organisation of European Space Weather Week" including the name, email addresses and affiliation of the key personnel submitting the proposal, the lead entity for the team, and identification of the host country (or countries) and city (or cities if there are several options), and the year(s) for which the venues in the team's proposal are valid,
2. A completed Statement of compliance per venue in the bid.

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

3. A proposal document of no more than 10 pages plus 25 pages per venue covered by the bid (including images) detailing the proposed local organisation of the ESWW for the year(s) for which the proposal is made.

Note: It shall be clear if the venues in the proposal are valid only for a single specific year, for a single year with a range of possible dates, multiple years or combinations thereof. All bids shall aim for the period of October-November in any given year, this is not an evaluation criteria but may result in unsuccessful negotiation if it is not compliant with the conference calendar known to participants.

Deadline for Clarification Requests

Until the 10th January 2027 clarification requests will be accepted. These will not be responded to directly but a single response to all clarification requests will be sent to all teams who have declared an interest to form an ESWW LOC.

Timeline

The ESWW PC intends to respond to the clarification requests by the end of January 2027.

It is the intention of the ESWW PC to negotiate which the selected prospective LOC teams in the period spanning April - May 2027. This is for information only.

Prior to this (in March 2027) acknowledgement of the receipt of proposals shall be sent out.

The PC reserves the right to negotiate with teams in parallel but will not disclose the content of proposals received.

The PC intends to announce the LOCs for the ESWW from 2029, 2030 and 2031 (and optionally 2032 and 2033) not later than the European Space Weather Week of 2027 being held in Dublin, Ireland.

The European Space Weather Week

The European Space Weather Week (ESWW) Programme Committee (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 a Local Organising Committee (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.

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 available in the ESWW Organisation Handbook, Version 2, October 15, 2026:

https://eswan.aeronomie.be/ProjectDir/ESWW_Organisation_Handbook_Version_of_October_15_2026.pdf

Practical

The event overall scientific and technical programme is compiled by the ESWW PC. The chair of the LOC is automatically an ex-officio member of the PC for the year of the event to ensure good communication flow. Furthermore, the PC invites the chair of the LOC from the previous and following years as non-voting ex-officio members of the PC.

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 usually 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 4-5 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 organized 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.

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.