Statement of Compliance

This provides assessment criteria for the decision to select the LOC(s). It is intended to help the sub-committee to ensure a fair and consistent approach to selection and for transparency to bidders such that it is clear which information is important to include in the bid. It can also be used to provide feedback to both the successful and the unsuccessful LOC applicants.

There are three (3) levels of criteria (requirements) spread across four (4) categories.

The categories are: Venue, Locality, Personnel and Financial

The levels of requirements are: Mandatory, Desirable and Optional

Teams shall select from: Compliant (C), Partially Compliant (PC) and Non-Compliant (N). All statements shall be justified in the main bid document, a statement in this form alone will not be deemed adequate. All compliance will be verified and, if necessary, modified by the sub-committee making the appraisal.

No PC shall rule the team out but shall be justified in the proposal document. The same applies for N in the Desirable and Optional categories. However, an N on the Mandatory level shall disqualify a bid unless there are no bids without any N in which case the sub-committee may decide to negotiate with the highest scoring bid.

The notes given next to requirements provide insight into how compliance will be assessed.

The scoring a bid receives will be weighted on its appraisal for the higher levels of requirement, i.e. the range of scoring is broader for Mandatory and Desirable requirements compared to optional. There is no weighting by category except for the number of requirements in that category, i.e. all requirements of a given level carry the same weight.

Table 1: Mandatory Requirements

	Code	Requirement	*Note*	Compliance
Venue	**MA-01**	Venue is clearly defined and year(s) for which the proposal is valid is given.	*It is not expected that a booking is made but the baseline venue shall be identified and a hold on the booking would give more confidence. Clearly identified deadline for the booking (per year for which the proposal is valid) should be given. Alternatively, a back-up could be considered but requires verification that all other criteria are also met for this.* *Accessibility aspects shall be documented in the proposal. As should a clearly identified area for registrations.* *Ideally all lecture and meeting rooms are on the same site. If not, this shall be explained and the addition site identified.*	N
	MA-02	Venue includes a main auditorium for plenary sessions (>600 [>500] pax); At least three additional lecture theatres/rooms (>120 [>100] pax) for parallel sessions; At least four rooms (>75 [>50] pax) for topical discussion meetings	*TDM rooms can be the same as those for parallel sessions, but should not use the plenary auditorium.* *Values in [] are the threshold whilst those before are the target.* *Missing any one threshold will be considered non-compliant and bids only meeting this will be considered partially compliant, meeting all thresholds and the target in 1/3 cases will be deemed compliant but scoring will be higher the more targets are met .*	N

	Code	Requirement	*Note*	Compliance
Venue	**MA-03**	Large area or areas suitable to accommodate at least 300 [250] posters and 450 people (mostly standing but with a variety of seating places), including provision for the ESWW Fair.	*Values in [] are the threshold whilst those before are the target.* *It can be the same area for all these events or several areas (the plan to accommodate these events is described in detail).* *Shall include provision of sufficient numbers of suitably sized (A0) poster boards* *The reception may also make use of this space.*	N
	MA-04	Evidence that all rooms have adequate equipment and screens to ensure that all participants can view the presentations and that suitable AV equipment, with technical support, will be available in all theatres/auditoriums/rooms	*Bidders to list corresponding equipment for all type of rooms.* *The IT, technical and A&V equipment on-site shall be described in the bid*	N
	MA-05	Hybrid (on-site and online) organisation strategy with potential for online participants with identified tool(s) for online participants	*Recoding and real-time broadcast of plenary and parallel sessions shall be foreseen. Details such as other platform functionalities and flexibility to scale tool licences to support the number of participants should be detailed.*	N

	Code	Requirement	*Note*	Compliance
Locality	**MA-06**	Venue shall be within Europe (geographically) and reasonable distance from an international airport (1.5 [3] hours) and (optional) international train travel for European participants.	*It shall be possible to get to the venue from an international airport within 3 hours by public transport (or internal flight and transfer). This is the threshold given in [] with a target of 1.5 hours.* *Better connectivity including international train options will be positively assessed.* *Distances should be provided with information on all modes of transport including transfers (metro, tram, etc.)*	N
	MA-07	Sufficient number of hotels within a walkable distance from the venue or free shuttle buses planned or easy public transport connection.	*It shall be demonstrated that hotel costs are not an obstacle for attendees (Distances and selected hotel names to be provided.)*	N
	MA-08	Social programme includes a welcome reception, music night and the conference dinner and suitable venues are identified for social events	*Accessibility should be considered for all venues.* *Reachability (travel time to venues) should also be considered.*	N

	Code	Requirement	*Note*	Compliance
Personnel	**MA-09**	Experience and capability of the proposed LOC team in organising events similar in size to ESWW	*Include evidence that team has strong working relationship to deliver such an event.*	N
	MA-10	Plan for the website, registration and abstract handling is clear and sufficiently detailed.	*Evidence that the team has the capability an experience to deliver this in the timeframe that will be available or that an external team is planned to do this with the requisite skills and experience.Consideration of data protection/GDPR issues.Option to re-use the ESWW template from previous years or Indico for the abstract submission.*	N
	MA-11	Ability to provide on-site technical support	*Provision for rapid response to address technical issues would be beneficial.*	N
	MA-12	Staffed registration desk for the full week	*Consideration of busy times for registrations and additional personnel on hand to support should be made.*	N

	Code	Requirement	*Note*	Compliance
Financial	**MA-13**	Detailed budget is clearly and accurately presented	*Information on the baseline shall be provided and consideration of cost/income/participation scenarios should be given.*	N
	MA-14	Budget is balanced or with small profit	*Evidence of high certainty on the budget including robustness with respect to different scenarios.*	N
	MA-15	Conference fees are in-line with previous ESWW events	*Considering a compounded annual inflation of 3% based on 2026 fees (and preferably earlier years).*	N
	MA-16	A budget for all social activities has been identified	*As a baseline attendance at all social events should be covered in the registration fee for participants. If this is not the case it shall be clearly presented and justified in the proposal.*	N
	MA-17	The cost for the venue has already been identified for the year(s) the proposal is valid for.	*Necessary for verifying the feasibility and identifying key dates for fixing the booking.*	N

Table 2: Desirable Requirements

	Code	Requirement	*Note*	Compliance
Venue	**DE-01**	A number of smaller rooms (capable of hosting 20-40 participants) for business meetings, user lunches and quiet working.	*The number and size of these rooms shall be stated.*	N
	DE-02	Plan for hosting the E-SWAN space weather school in the days preceding the ESWW event.	*Some position shall be given with respect to this requirement and the level of LOC involvement foreseen.* *The LOC shall identify a location and arrange catering and accommodation for students. However, the LOC shall bear no responsibility for the budget.* *One of the LOC members shall be identified who will join the E-SWAN Education and Outreach Committee as an ex-oficio member for the year in which the event is hosted.*	N
	DE-03	Location identified for the medal ceremony with broadcast capability.	*Can use the main auditorium for this if it is suitable.*	N
Locality	**DE-04**	Identification of strategy to limit the environmental impact of the event (beyond hybrid capability).		N
	DE-05	Evidence of sufficient number of and variation within the options for lunches for delegates at or within a short walking distance of the venue		N
	DE-06	Evidence of sufficient number of and variation within the options for evening meals within walking distance of the identified hotels		N

	Code	Requirement	*Note*	Compliance
Personnel	**DE-07**	Consideration has been given to increase the profile of ESWW outside of the space weather and space climate community		N
	DE-08	Registrations fees are staggered (i.e. appropriately discounted) for participants in at least the following categories: full week, day, student, early-bird, and on-site registration	*Some position shall be given with respect to this requirement and the level of LOC involvement foreseen*	N
Financial	**DE-09**	Primary sponsorship for the event has been identified and/or secured	*Experience indicates that an anchor sponsor or funding body is needed to deliver the event.*	N
	DE-10	A contingency/backup plan is in place for unforeseen changes to the budget		N
	DE-11	A clear budget for the catering during the coffee breaks has been identified	*Including coffee breaks, Fair, poster sessions*	N

Table 3: Optional Requirements

	Code	Requirement	*Note*	Compliance
Venue	**OP-01**	Suitably sized area with standing space and a variety of seating to enable networking and impromptu meetings/discussions		N
	OP-02	Evidence of eco-friendly options for recycling at the venue.		N
Locality	**OP-03**	The area is considered to be an advantageous location in terms of attracting new participants to ESWW		N
	OP-04	Evidence of local health care accessible from the conference venue.	*Ease of transfer to A&E in critical circumstances and access for less critical injuries/situations*	N
	OP-05	Evidence that travel and accommodations costs will not be a barrier to participants from lower income countries		N
Personnel	**OP-06**	Evidence of ability to record "live" space weather forecast		N
	OP-07	Clear presentation of the LOC's motivation for hosting the event and how this will translate to special events/activities for participants or recommendations for topics to be included in schedule	*Reflection of enthusiasm of the team to deliver the event to the best of their ability.*	N
	OP-08	A plan in place for an appropriately varied social programme and with a local slant		N
	OP-09	A novel, thematic event, tied to the ESWW is planned		N
	OP-10	Potential for organising of activity for participants for relaxing interaction with colleagues		N
Financial	**OP-11**	Additional sponsorship for the event has been identified and/or secured.		N