

Guidelines to host the International Symposium on Combustion

Background

The Board of Directors (BOD) decides on the venue of future International Combustion Symposia (CS) four years in advance. To prepare this decision, it is the responsibility of the Site Committee (SC) to solicit and review bids to host the CS. It also advises local hosts throughout the planning process. A list of the members of the SC can be found on the website of the Combustion Institute (CI).

For tasks recurring at any CS all applicants are required to work with the CI-preferred Professional Conference Organizer (PPCO) regarding budget, registration, and conference website already in the application phase. With respect to all location specific organizational tasks, like identifying the venue or reservation of hotel rooms, all groups applying are strongly encouraged to select a Local Professional Conference Organizer (LPCO) closely working with the PPCO.

Groups applying (local host team, LHT) are required to inform their Section about the intention to host a CS. Encouragement and participation from the Section can be a decisive advantage for a bid.

Phase I – Application

The following timeline *4 years to targeted Symposium year* needs to be followed by all groups interested in hosting the CS:

- May 15: Deadline for preliminary proposals to be sent to the SC for a first review/feedback by all SC members
- June 10: Review comments (if any) to all potential hosts
- July 5: Final version of proposal due; this version will be sent electronically to the BOD mid of July by the staff at the Pittsburgh office (no need to bring hardcopies)
- Sunday (Symposium Welcome Day Reception) of the symposium week at the meeting of the BOD: Short presentation of the proposal needs to be given (typically 10 minutes)
- Wednesday of the symposium week at the meeting of the BOD: Final decision (typically announced one day later during the banquet)

The application to host a future Combustion Symposium needs to include the following elements:

- Venue
 - Facilities
 - i. Description
 - ii. Floor plan (all session rooms, poster area)
 - Maximum occupancy of room for plenary sessions, indicate options for video transmission to overflow rooms (if needed)
 - Number of parallel sessions possible (occupancy 200 or larger in close proximity)
 - Size of the space for poster session and distance to session rooms
 - Size of space for exhibitors
 - Space for side meetings
 - Local restaurant information

- Accessibility of host city
 - Flight and railway connections
 - Time and cost to get from airport to hotels/venue
- Accommodation
 - Categories of hotels available, including price range
 - Student residences or budget hotels available, including price range
- Organizing structure
 - Local host team
 - i. Structure
 - ii. Split of tasks
 - Local professional conference organizer (recommended but not mandatory)
 - i. Key company data
 - ii. Experience with meetings (preferably meetings of size 1000-1500 participants)
- Program
 - Registration hours
 - Scientific sessions (template for start end of sessions, breaks)
 - Schedule for social events
- Social events
 - Description of venues
 - i. Welcome Reception (Sunday)
 - ii. Concert (typically on Tuesday)
 - iii. Excursion (typically on Wednesday)
 - iv. Banquet (typically on Thursday)
 - v. Farewell Party (Friday)
- Special events
 - Student Mixer (Sunday)
 - Women in Combustion
- Accompanying persons program
 - Description of venues and options
 - Cost
- Registration fee (member/nonmember, student member/nonmember, early/late, onsite, accompanying persons)
 - Method of payment (credit card, wire transfer, cash,...)
- Budget (budget template provided as spreadsheet)
- Pre- and Post-Symposium tours
 - Destinations
 - Cost estimate
- List of sponsors/sponsoring (in the two categories “secured” and “expected”)
- List of letters of support
- Appendix:
 - Letters of support
 - Agreements with sponsors

All of the above listed elements should be covered to sufficient extent but the complete application should not exceed 25 pages (letter size or A4, 12 pt font).

Phase II – Contracts and Definition of Responsibilities

Following the application phase, the successful LHT together with the CI and the PCCO elaborate contracts to establish in writing a clear understanding of responsibilities and sharing of the tasks between LHT, LPCO, PPCO, and the CI.

Contracts (in the order (1)-(4)) are to be prepared and signed at least two years prior to the CS (tenor/major elements in brackets):

- (1) CI – PPCO (define the meeting specific handshake between PPCO and LPCO)
- (2) CI – LHT (accounting, authorization of payments, split of profit and loss)
- (3) LHT – LPCO (scope of collaboration, services expected from the LPCO)
- (4) LHT or LPCO – any service provider (scope of collaboration, services expected)

Each contract needs to include a list of deliverables (service description), deadlines, and cost. Furthermore, each contract needs to include a clause that 15 % of the contracted sum is withheld upon the final acceptance of work. Final acceptance of work can only be approved by the CIs accountant (contracts (1) and (2)) or the LHTs accountant (contract (3) and (4))

To avoid any potential conflict of interest, everybody serving as an officer of the CI is excluded from all CI decisions pertaining to a certain CS if he serves as an officer in the Section hosting this very CS or is a member of the LHT.

Uwe Riedel
Site Committee Chair, November 2014

Glossary

BOD	Board of Directors
CI	Combustion Institute
CS	Combustion Symposium
LHT	Local Host Team
LPCO	Local Professional Conference Organizer
PPCO	Preferred Professional Conference Organizer
SC	Site Committee
Section	Registered Section of the CI