



**The Combustion Institute**

5001 Baum Boulevard, Suite 644  
Pittsburgh, Pennsylvania 15213-1851 USA

Ph: (412) 687-1366

Fax: (412) 687-0340

Office@CombustionInstitute.org

CombustionInstitute.org

## **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, however no contract shall be signed at this stage of the application.

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:

- January 15: Deadline for preliminary proposals to be sent to the SC for a first review/feedback by all SC members
- February 15: Review comments (if any) to all potential hosts
- March 15: Bidders present preliminary proposals at the Spring BOD WebEx meeting
- 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 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)

### **Rotation Policy** (approved by the Board of Directors on 23 March 2017)

The desired goal of the Board is to rotate the Symposium site according to the following policy:

- The same geographic area should not be selected for 2 consecutive Symposia.
- There should not be more than 8 years between consecutive Symposia in the same geographic area.

The three geographic areas are: Europe, North America and Asia. For rotation purposes, all sections that are not in Europe, North America or Asia should follow the guidelines that apply to sections in Asia.

The Site Committee will evaluate proposals and will submit to the Board only those proposals that meet two requirements: (a) the proposal must be of sufficiently high quality, as determined by the Site Committee, and (b) the proposed site should be in the proper geographic area such that the above rotation policy is followed.

### **Applications**

The [Bidding Template](#) and the [Budget Template](#) are found on the CI website. Both must be submitted (format: spread sheet and pdf) together with proposals to host a future Combustion Symposium. The proposal needs to include the following elements:

- Venue
  - Facilities
  - Description
  - 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 listing number and size of session rooms
  - Availability of air conditioning for the parallel sessions and the poster session

- Walking distance (in meters) between the session rooms that are farthest apart
- 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, room block size and distance to conference site
  - 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, 1 inch margins).

Mandatory: In Phase I no contracts shall be signed affecting Phase II.

### **Phase II – Contracts and Definition of Responsibilities**

Following the application phase, the successful LHT together with the CI and the PPCO 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/she serves as an officer in the Section hosting this very CS or is a member of the LHT.

Uwe Riedel  
Site Committee Chair, January 2017

## **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