

Guidelines and requirements for responding to the Call for Hosting European Planetary Science Congress: EPSC 2026 and/or EPSC 2027

Version 1.6, 19 February 2024

General requirements:

- Planetary science congress proper is lasting 5 days (Monday – Friday); full capacity (1000-1200+ participants)
- Europlanet and other business meetings are held on Sunday preceding the Science Congress: reduced capacity: 200 participants
- Congress preferred time: beginning of to mid-September for EPSC 2026, avoiding holidays (e.g. Yom Kippur). The dates for EPSC 2027 should ideally be 19-24 September to allow for reciprocal joint hybrid activities with the AAS Division of Planetary Sciences (DPS), which will take place that week in Providence, RI, US.

Room requirements (full capacity)

- 1 large auditorium (size: approx. 350-400 persons, theatre style)
- 1 large lecture room (size: approx. 160-200 persons, theatre style)
- 2-3 medium size lecture rooms (size: each room approx. 100 persons, theatre/classroom style)
- 2-3 workshop rooms (size: each approx. 70-80 persons, theatre/classroom style)
- 1 or 2 splinter meeting rooms (size: approx. 50 persons, classroom style)
- 1 press room (size: approx. 20 persons, boardroom style)
- 1 press conference room (theatre/classroom style, approx. 50 persons)
- All rooms should be of high-quality and accessible to all attendees, including those with reduced mobility and wheelchair users. Additional accessibility tools (e.g. hearing loops, virtual access and captioning) are desirable, as are measures to ensure air quality e.g. particle filtration systems.

Additional space

- Space for approx. 300 posters (i.e. either 300 single-sided boards or 150 double sided boards) in A0 portrait format.
- Registration area with bar tables (standing tables). Registration counter for 4-5 computers including ticket printers (computers are provided by Copernicus)
- Exhibition space for approx. 10-20 exhibition booths including electricity and basic furniture
- Seating area / working space for 300 participants including power sockets
- Sufficient space for catering spots
- Storage space for exhibitors and conference organization (about 100 m²)
- Cloakroom including staff.

Location requirements

- Attractive and safe surroundings
- Availability of a range of accommodations incl. affordable accommodations for students
- Good access to public transport
- Easy international transportation preferably incl. low-cost carriers
- Strong and motivated Local Organizing Committee
- Connections to local media (LOC member).

Local Organizing Committee (LOC)

LOC members should be identified, and the role and responsibilities of each LOC member should be described. It is up to the LOC how it wishes to structure itself. However, the average LOC contributes staff-effort approximately equivalent to 1 Full Time Employee for one year (225-250 days). This effort is usually spread between a core team of 3 or 4 key personnel and builds as the meeting approaches.

- Please refer to the document “Guidelines for Local Organizing Committee” based on the history and lessons learned from previous EPSC’s.

Wireless internet connection

A very important and significant aspect of the conference is a very stable internet connection. The participants do work with highly bandwidth-consuming software like cloud applications, etc. According to our experience of recent conferences, we need a wireless connection with approx. 400 simultaneous connections and a capacity of around 50 MB synchronized connection at all times.

Technical requirements

The venue should offer options for **livestreaming sessions** for hybrid access by virtual participants.

The **auditorium**, the **large lecture room**, the **2-3 medium-sized lecture rooms**, the **2-3 workshop rooms**, and the **2 splinter meeting rooms** each need the following setup:

- 1 computer including the latest Windows version and specific software (PowerPoint, Acrobat, VLC, others to be determined)
- 1 projector and screen
- 1 sound-system including 1 hand-microphone and 1 tie-microphone
- 1 podium desk (with 4-5 seats) and 1 lectern.

The **press room** needs the following setup:

- Wired/cable (LAN) internet connections for approx. 20 users
- 1 multi-functional color printer.

The **press conference room** needs the following setup:

- 1 computer including the latest Windows version and specific software (PowerPoint, Acrobat, VLC, others to be determined)
- 1 projector and screen
- 1 sound-system including 1 hand-microphone and 1 tie-microphone
- 1 podium desk (with 4-5 seats) and 1 lectern
- Seating capacity 20 persons.

The **2 splinter meeting rooms** need the following setup:

- 1 projector and screen
- 1 podium desk (with 4-5 seats) and 1 lectern.

The **registration area** needs the following setup:

- Counter with sufficient space for 5 computers
- A color printer (printer should also serve as a photocopier, scanner)
- 5 wired / cable (LAN) internet connections.

The **poster area** needs the following setup:

- 150 double-sided (or 300 single) poster boards including fixation material for A0 portrait format posters.
- Minimum distance between two poster board 3 meters and between two poster rows 4 meters
- Zigzag layout should be avoided.

Catering requirements

1 icebreaker reception (cocktail reception) on Sunday for approx. 400 persons, duration: 2 hours, including beer, wine, mineral water, soft drinks, nibbles/salty finger-food (e.g. chips/crisps, pretzels...)

Monday to Friday: two coffee breaks each day (one in the morning, one in the afternoon), each coffee break based on 600 persons;

- Morning coffee break including coffee, tea, water, juice, some pastries
- Afternoon coffee breaks same as morning coffee breaks but without pastries

3-4 poster sessions, each based on a duration of 1.5 hours, approx. 500 persons, including beer, wine, mineral water, soft drinks, nibbles/salty finger-food (e.g. chips/crisps, pretzels...)

3 water dispensers around the conference area being refilled all times when necessary

Still water provided in the lecture rooms for the speakers

Social Event

Normally this event is scheduled on Wednesday, but may also be scheduled on Tuesday or Thursday. Capacity up to 300 persons. Due to different dietary requirements (e.g. Vegetarian, Vegan...), the dinner should be a buffet.

Some past examples:

Conference dinner in a restaurant or on a boat trip

Local flavor appreciated: Brewery buffet, others?

Budget proposal

A budget estimate that identifies all cost elements should be included in the proposal. All technical equipment that would need to be rented should be identified in the budget and their cost estimated through a request for quotation.