



CLEO/Pacific Rim 2024 Conference Host Proposal

Proposals to host the 2024 conference must be submitted to M. Smith (msmith@osa.org) by 21 August 2020.

The Steering Committee will review proposals during a virtual meeting in September/October 2020. A representative from each Society/Organization that submits a proposal will be invited to make a short presentation to the Steering Committee.

The conference is sponsored by: The Optical Society (OSA); The Australian Optical Society (AOS); The Chinese Optical Society (COS); The Institute of Electronics, Information and Communication Engineers/Communications Society (IEICE/CS); The Institute of Electronics, Information and Communication Engineers/Electronics Society (IEICE/ES); IEEE/Photonics Society; The Japan Society of Applied Physics (JSAP); The Optical Society of Korea (OSK); The Korean Physical Society/Optics and Quantum Electronics Division (KPS/OQE); and the Taiwan Photonics Society (TPS).

Host Society/Organization Details

Please provide the following information about the Host Society/Organization.

Society/Organization Name:

Name and Affiliation of the Primary Contact:

Primary Contact Email Address:

Society/Organization Description:

Summary of experience hosting conferences of this size:

Why does your Society/Organization want to host CLEO-PR 2024?

Why should your Society/Organization be selected to host CLEO-PR 2024?

Conference Details

Suggested Dates:

(Note – the conference must take place during August or September)

Conference Location (City, State/Province):

Expected Attendance:

Will any other meetings be co-located with CLEO-PR:

If yes or maybe, please list the meetings:

What meetings, if any, of a similar topic will be taking place in/near this location in 2024?

If known, please list the names and affiliations of the conference General and Program Chairs.

Is a poster session planned?

Are short courses planned?

Are workshops planned?

Is an exhibition planned?

Please provide a short summary of planned social functions/events:

Participating Organizations

If any organizations will co-host the conference, please list them below:

List any additional organizations whose participation will be requested:

List any government agencies whose participation will be requested:

List any industrial/corporate organizations whose participation will be requested:

International Character

Please note, the official language of the conference is English.

Does the Host Organization/Country guarantee that visas will not be refused on the grounds of nationality/citizenship?

If no, please explain:

If applicable, please explain any visa restrictions:

Will the conference be open to all scientists and researchers?

If no, please explain:

Conference Venue Facilities

Conference Venue Name:

Please indicate the number of available session rooms:

How many halls/banquet rooms will be available, and what is their capacity?

Please indicate the number of session rooms, set in classroom style, that can accommodate the following number of attendees:

More than 50 attendees

More than 75 attendees

More than 100 attendees

If an exhibition is planned, how many stands/booths can be accommodated?

How many exhibitors are expected?

What is the size of the exhibit hall in square meters?

Paper Submissions

Does the Host Organization have an existing system to process submissions?

If the Host Organization elects to outsource the submissions process, the co-sponsors must be given the opportunity to submit a bid, and preference should be given to those bids. Please confirm you have read and agree to this statement:

Registration Fees

Please provide a summary of the expected registration fees in USD. Note - member rates should be extended to all co-sponsor societies. If a rate will not be offered, please enter "n/a".

	Member	Non Member	Student Member	Student Non Member
Early-Bird Rate				
Standard Rate				

Please indicate which of the following is included in the registration rate:

	Included for Members/ Non Members	Included for Students	Additional fee
Coffee/tea breaks			
Lunch			
Conference Reception			
Chair's Reception			

Accommodations

How many sleeping rooms are available within walking distance of conference venue?

How many sleeping rooms are available via public transportation?

Are special rates available for students?

If yes, what is the average nightly rate in USD?

What is the average single room nightly rate in USD?

What is the average double room nightly rate in USD?

Transportation

Approximately how far from the airport is the conference venue?

Please select the available public transportation options between the airport and conference venue:

Bus

Taxi

Subway/light rail

Train

Other:

Please provide a brief overview the transportation options within the Host City:

Diversity & Inclusion

Maintaining a diverse and inclusive conference, stopping harassment, and fostering respect is important to the conference co-sponsors.

If selected as the host, do you agree that the composition of conference committees, invited speakers and session chairs will reflect the diversity of the community which CLEO/Pacific Rim serves? Yes

If selected as the host, do you agree to publicly post a code of conduct and to inform conference attendees that they are expected to adhere to the highest professional standards? Note - a draft policy will be provided. Yes

Conference Timeline

Please provide a proposed timeline.

Opening of the Call for Papers:

Abstract & Summary Deadline:

Initial Program Committee Meeting:

Advance Program Issued:

Opening of Registration:

Pre-registration Deadline:

Hotel/Housing Deadline:

Conference Budget

A draft budget should be submitted to msmith@osa.org. It should reflect income and expense items and an exhibition budget, if an exhibition is planned.

Please note the following: (i) the budget for the conference must be break-even or better (e.g. no deficit); (ii) substantial financial support may be needed from the host country; (iii) the conference budget will support the activities of the Steering Committee for a 2-year period, currently estimated at \$15,000 US Dollars for the entire period; and (iv) the conference co-sponsors bear no financial liability for the meeting.

Additional Information

An additional document with information about the host organization conference location, etc. of up to 3 pages can be submitted to msmith@osa.org.