



## **CLEO/Pacific Rim Conference Host Proposal**

Proposals to host the 2030 conference must be submitted to M. Smith (msmith@optica.org) by 31 December 2026.

The Steering Committee will review proposals during a virtual meeting in March/April 2027. 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 Australian and New Zealand Optical Society (ANZOS); 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?**

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

## **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 2030?**

**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@optica.org](mailto:msmith@optica.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@optica.org](mailto:msmith@optica.org).