

Guidelines to host European Combustion Meeting

For approval by the Board FESCI, Dublin, 31st July, 2018

Background

The Federation of European Sections of the Combustion Institute (FESCI) has the overall lead on organizing the *biennial* European Combustion Meeting, known as the ECM.

Each member Section can put forward a proposal for the FESCI Board for hosting the ECM, and a final decision is made at the FESCI Board meeting during the ECM **4 years** prior of the suggested conference year. Sections planning to put forward a proposal for the ECM must inform the President of the FESCI in writing in advance of the FESCI Board meeting at which the vote will be held.

Groups applying (local host team, LHT) are required to inform their Section about the intention to host a ECM in reasonable time before the FESCI Board meeting. Encouragement and participation from the Section's Board is required, as it is the Section formally hosting the event. The proposal should be presented for the FESCI Board by the Section Chair in form of a short presentation.

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

The FESCI Board members' decision is based on majority vote. The President of the FESCI is given a second vote, to be exercised in the event of a tie. The FESCI Board members of the bidding Sections are excluded from the final discussion and voting. The decision is announced at the closing session of the same year.

Rotation Policy

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

- The same Section should not be selected for 2 consecutive ECM.
- In case of otherwise equally evaluated proposals priority is given to the Section that has not earlier hosted the ECM.

Applications

The participant numbers for the ECMs have been steadily increasing, and are now roughly in the range of 600 participants. The following criteria should be considered when a member Section is to prepare and put forward a proposal for the ECM:

- Venue:
 - Should have a large room for accommodating **all** participants during key note lectures.
 - Should have ample space for **large poster sessions** near site of lectures.
 - Should have ample space for side meetings
 - Should have ample space for exhibitors
 - Local restaurant information

- Accommodation:
 - Enough hotel/accommodation space nearby both in high and budget category
 - Student residences are desirable in reasonable distance to conference site.
 - Estimated cost range for accommodation is recommended.

- Transport:
 - Plan for transportation from main European airport and railway hubs.
 - If necessary, plan for transportation between hotels and ECM cite.

- Organizing structure:
 - Local host team should be established at the time of proposal including structure and split of tasks
 - Local professional conference organizer should be identified (recommended but not mandatory)
 - Demonstrate experience with earlier meetings

- Program:
 - The ECM has an established program of key note lectures and poster sessions. Any proposed deviation from this should be clearly stated.
 - Social events including venue for
 - Welcome reception
 - Conference dinner
 - Farewell reception
 - Other

- Estimates for budget:
 - Budget should estimate cost of participation fee, including regular and student registration, for conference. Student registration should include all activities also included in the regular registration.
 - Plenary Lecturers are commonly not charged for registration fees and accommodation.

- Other requirements:
 - Plenary Lecturers should be proposed by the hosting Section, not necessarily the Organizing committee, in consultation with the FESCI President, who formally invites them. This to ensure that the ECM remains a truly broad arena for combustion research.

The Federation of European Sections of the Combustion Institute is a non-profit association of Sections of the Combustion Institute. The ECM should be hosted in a non-profit spirit. Financial responsibility for the ECM lies solely on the hosting Section.