Guidelines for Preparation of a Proposal to Host the "URSI Atlantic Radio Science Conference" (URSI AT-RASC)

1. Introduction

URSI, the International Union of Radio Science, organizes a yearly Flagship meeting in a 3-year cycle:

- Year 0: URSI General Assembly
- Year 1: URSI Atlantic Radio Science Conference (AT-RASC)
- Year 2: URSI Asia-Pacific Radio Science Conference (AP-RASC)

Being one of the URSI Flagship meetings, the "Atlantic Radio Science Conference" (AT-RASC) is an international URSI conference with a regional flavor. URSI, therefore, seeks a venue attractive to the wider international scientific community as well as scientists from the Atlantic region (i.e. Europe, America's, Africa).

2. Open dates

- AT-RASC 2015: 1st edition of AT-RASC (18-22 May, 2015, Gran Canaria).
- AT-RASC 2018: 2nd edition of AT-RASC (28 May – 1 June, 2018, Gran Canaria, www.at-rasc.org)
- AT-RASC 2021: 3rd edition of AT-RASC (23-28 May, 2021, Gran Canaria)
- AT-RASC 2024: proposals are invited for alternative locations

3. Number of Participants and Papers

AT-RASC has only been organized twice (2015 & 2018, www.at-rasc.org). The first event attracted over 400 papers and over 450 participants, the 2nd event grew to an attendance of over 530 and nearly 700 papers. It is expected that, as this event has been selected to be one of the 3 URSI Flagship Meetings, the attendance may grow steadily. The 2021 edition might attract between 550 and 650 participants from worldwide.

4. Proposed Dates

4.1 Dates

- The Conference can be held in the period March- August. As the choice mainly depends on budget issues, low-season periods are preferred.
- The core Conference extends over 5 days (Monday – Friday)
- In addition to the 5-day period for the core program there are three additional days of URSI business meetings (one day before (Sunday) and two days after the core period (Saturday – Sunday)).
- In addition to the above listed sessions and tracks, there might also be an interest for organizing extra workshops or short courses on the Sunday preceding the core Conference.

4.2   Date conflicts

It might be interesting to indicate several possible time-slots in the above mentioned period as a final choice of the conference dates may be chosen to avoid conflicts with other events in the same area of research.

5.   Conference format

5.1   Core conference

The core of the AT-RASC conference runs over 5 days (Monday – Friday) with an identical schedule for each of these 5 days:

- Early morning track (09h00 – 10h30): 12 - 14 parallel sessions
- Late morning track (11h00 – 1200): 1 plenary session
- Early afternoon track (14h00 – 15h30): 12 - 14 parallel sessions
- Late afternoon track (16h00 – 17h30):
  - Monday & Friday: 10 parallel sessions
  - Tuesday-Wednesday-Thursday: Poster session with drinks

The room used for the plenary session should accommodate 600 – 800 pax.

The rooms used for the parallel sessions need to accommodate 60 to 150 pax (variable room sizes are preferred)

Setup of all rooms is theatre style.

5.2   Young Scientist Program

URSI runs a program through which support is provided to young researchers attending the URSI conferences and presenting a paper. This program does not require any specific arrangement with respect to the venue or the logistics as this program is completely run through the URSI Secretariat.

5.3   Student Paper Competition (SPC)

URSI also runs a Student paper Competition at each of its flagship meetings. The selection of the finalists is done through the URSI Secretariat, but these finalists (depending on the outcome of the selection this can vary between 5 to 10), will present their paper before a jury during a separate session. This session requires an extra room for about 100 people to be available either on Sunday or on Monday, in addition to the above listed conference rooms.

5.4   Business meetings

For accommodating the business meetings and ad-hoc meetings, 2 specific meeting rooms are required throughout the whole period of the AT-RASC event (Sunday through Sunday):

- 1 meeting room for about 20 participants
- 1 meeting room for about 70 participants

5.5   Summary of required rooms

In order to run the Conference, we need the following rooms and space that should be taken into account in preparation of the proposal.

1) Registration area.
2) Daily plenary session.

    Minimum seating capacity: 600 to 800 pax.

3) Oral sessions (a total of 12 to 14 rooms).

    Minimum seating capacity of each session room: 65-100, depending on the Commission. All session rooms need to be darkened to allow easy projection of the slides and presentations.

4) Student paper Competition - Special Session (single session on Sunday or Monday)

    Minimum seating capacity: 100.

5) Poster sessions area.

    The area for poster sessions should be able to accommodate a minimum of 100 posters.

6) Workshops and short courses.

    Minimum seating capacity for each of these events: 100.

7) Daily meeting rooms
    - 1 meeting room for about 20 participants
    - 1 meeting room for about 70 participants

8) Office space

    An office should be available for the LOC adjacent to the registration area

9) Coffee break area.

    Lunch space.

6. Venue

The venue should be easily accessible from a major airport preferably also by public transport.

The venue should be easily accessible from a sufficient number of hotel rooms varying in category and price level.

It is also necessary that all the conference facilities are concentrated in a compact area with easy and short access from 1 session room to the other as participants tend to move between sessions very often.

Please include information on the accessibility of the venue and the location of the hotels in your proposal.

7. Technical equipment

7.1 Audio/Visual equipment in the rooms

All session rooms need to be equipped with state-of-the-art audio-visual equipment including a beamer of sufficient quality, a laptop for presentations, a wireless portable microphone for the speaker, 1 fixed microphone for the session chair and 1 wireless handheld microphone for questions form the audience.

7.2 Darkening of the rooms

All session rooms need to be darkened to allow good quality projection.

8. Budget

8.1 Registration Fees

Targeted registration fees are:
- advance registration
  - Regular participant: € 600.00
  - Student registration   € 200.00
- Late / on-site registration
  - regular participant: € 700.00
  - Student registration   € 300.00
- Accompanying persons: € 80.00

8.2 Sponsors

Traditionally URSI events do not attract interest from major industrial players, but any assistance which can be provided to attract sponsors should be indicated in the proposal.

8.3 Other financial support

Indications should be provided on possible support which can be obtained from local organizations. This support can be technical support, logistic support as well as financial support.
Especially the financial support provided should be clearly listed.

9. Conference Organization

The organization is taken care of by the URSI Secretariat (Gent, Belgium) and in normal circumstances, no PCO is being used.

10. Catering at venue

10.1 Coffee breaks

During the conference (Monday – Friday) there are 2 coffee breaks per day scheduled (10h30 – 11h00 & 15h30 – 16h00). Expected number of pax per day is about 450.

Coffee breaks include coffee / thee / soft drinks and biscuits or fruit

10.2 Lunch breaks

Quick lunches (sandwiches / lunch boxes) are included in the registration fee and need to be provided on site for all participants. These light lunches should vary from day to day and be served on site.

10.3 Afternoon drinks

On Tuesday, Wednesday and Thursday afternoon (16h00 – 17h30) a poster session is scheduled. During these Poster Sessions drinks need to be served (soft drinks / beer / wine) as well as small snacks.

11. Social events

11.1 Get-Together-Drink

On Sunday evening, prior to the start of the event, a "Get-Together-Drink" is organized at the registration area. This event is organized to attract more participants to register on the Sunday evening rather than on the Monday morning.

- Timing: Sunday (prior to the conference) from 17h00 till 19h00 (TBC)
- Location: registration area
- Catering: soft drinks, beer, wine + small snacks
- This event is not intended to replace an evening diner.
- Expected attendance: 400 – 500 pax

11.2 Welcome Reception

On Monday evening (1st day of the conference), a "Welcome Reception" is organized. This event is included in the registration fee and is free for all registered participants.

- Timing: Monday (1st day of the conference) from 18h00 till 20h00 (TBC)
- Location: either at the venue or an attractive location, accessible by foot or public transport
- Catering: walking dinner-style with soft drinks, beer, wine
- This event is intended to act as evening diner.
- Expected attendance: 550 – 600 pax

11.3 Conference Diner

On Wednesday evening, a "Conference Diner" is organized. This event is NOT included in the registration fee and separate registration / payment is required.

- Timing: Wednesday from 19h00 till 22h00 (TBC)

- Location: attractive location, accessible by foot or public transport
- Catering: walking or seated dinner-style with soft drinks, beer, wine (starter / main course / desert / coffee)
- Entertainment may be provided.
- Expected attendance: 300 pax

12. Floor Plans

In the proposal, please provide floor plans (detailed figures) explaining how the Conference will be organized. Please also provide seating capacities for all of the rooms.

13. Hotel Information

In the proposal, a list of hotels in the vicinity of the proposed venue, together with the number of available rooms and room rates, should be provided.

14. Visas

Please provide visa support information.

15. Host City Information

Please provide basic information on the host city and tourist attractions of the city.

16. Other Useful Information

If there is any other information which you think might be useful, please add it to the proposal.

17. Contact Person(s)

Please provide the following information on the contact person(s) for the proposal:

- Full name:
- Affiliation and position:
- Postal address:
- Tel/Fax & Email:

18. Submission of Proposals and Inquiries

Please submit the proposal and inquiries by email to

Professor Peter Van Daele
URSI Secretary-General
Email: peter.vandaele@ugent.be