

FPCP 2021

Directions for preparation of the full proposal for hosting FPCP 2021

Thank you for your interest in hosting FPCP 2021. The full proposal should include the following information:

Time

- Proposed dates and possible flexibility. The conference usually takes place close to the end of May. Dates between late April and early June are preferred.

Organisers

- Local organising committee and its chair. We note that the LOC is required to have both experimentalists and theorists on the LOC, as this helps put together a strong and well-balanced agenda.
- Expected benefits of hosting FPCP to the sponsoring institutions or LOC members.
- Past conference organising experience and future commitments.

Location

- Venue for conference. It is useful to provide details about a specific venue, including some pictures. Alternatives may be described as well. The venue should be able to accommodate audiences of between approximately 80 and 130 people with good screen visibility from all points in the room, as well as areas suitable for poster session and coffee breaks. If parallel sessions are planned, additional rooms will be needed.
- Accommodation options (locations, categories, cost). It is helpful to include a low-cost option.
- Method of transport from the airport and between accommodation and the venue if needed. Please note the time needed for travel.
- Internet access options. Availability of free WiFi at the meeting venue that is able to support a large number of simultaneous users is required.

Funding

- Registration fee and what it will include.
- Funding for support of students from anywhere, and plans for encouraging local attendance.
- Available or potential sponsorship levels. We note that it is often desirable to support a few speakers either partially or fully (i.e., including registration fee, accommodation and travel).
- Implications of fewer (75?) or more (150?) participants.

Conference Format

- Parallel sessions. While FPCP is usually a plenary-only conference, addition of some parallel sessions was tried for the first time in FPCP 2018 as a means of providing short-talk opportunities for younger speakers and increasing attendance.
- Poster session.

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- Proceedings. If proceedings are planned, format and timing. Electronic-only proceedings are encouraged. It is required that the authors have copyright and that the proceedings are available freely online.
- Preliminary ideas and options for social activities.
- Plans for promoting the meeting in advance.
- Potential additional events. Is there another conference, satellite meeting, summer school, etc. in which participants can conveniently participate immediately before or after FPCP?

Additional information

The schedule for site selection is as follows:

- January 21, 2019: Deadline for submission of expression of interest (EOI).
- March 21, 2019: Deadline for full proposal submission. Please email the full proposal to Abner Soffer at asoffer@tau.ac.il. A single PDF file is preferred (links may be used for additional information,).
- May 9, 2019: Decision on selected host announced during FPCP 2019.

The Local Organizing Committee (LOC) selected to host FPCP 2021 will be responsible for all aspects of the conference, including the physics program, logistics, funding, and social program. The International Advisory Committee (IAC) will serve as a resource, providing guidance and input to the LOC to ensure a successful conference. Proposal submitters are strongly encouraged to attend FPCP 2019.

Please see the following websites for examples of arrangements and programs of recent FPCP conferences:

- Hyderabad, India (2018): <http://physics.iith.ac.in/FPCP2018/>
- Prague, Czech Republic (2017): <http://www.fpcp2017.amca.cz/>
- Pasadena, CA, USA (2016): <http://hep.caltech.edu/FPCP2016/>
- Nagoya, Japan (2015): <http://fpcp2015.hepl.phys.nagoya-u.ac.jp>
- Marseille, France (2014): <http://fpcp2014.in2p3.fr/>

To help prepare for FPCP 2021 organization, proposers are strongly encouraged to attend FPCP 2019 (<https://fpcp2019.triumf.ca>) and/or FPCP 2020 (in A Toxa, Santiago de Compostela, Spain).

Toru Iijima, Abner Soffer (chair), Sheldon Stone
FPCP 2021 Site Recommendation Subcommittee
FPCP International Advisory Committee