

Call for Expressions of Interest: Local Hosting of the ISES EuroSun and IEA SHC International Conference on Solar Heating and Cooling for Buildings and Industry 2024

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Call for Expressions of Interest

ISES and IEA SHC are looking for a host for the 2024 EuroSun and IEA SHC International Conference on Solar Heating and Cooling for Buildings and Industry (EuroSun SHC 2024), hereafter referred to as the "Conference". Ideally the Conference will be held between September – November 2024. This Call for Expressions of Interest provides background information for organizations interested in hosting the Conference.

The Conference covers a broad range of solar topics from technologies to end-use applications, as well as related renewable topics. The local host is expected to be active in one of these fields. Hosting this conference offers a unique opportunity to strengthen an institution's reputation and connect with the international renewable energy community.

The host of this international conference will have the strong support of ISES and IEA SHC. Host organizations must be legally registered entities; they can be universities, research institutions, non-profits or NGOs. The host organization may subcontract commercial service providers as needed. Based on the expressions of interest received, organizations will be invited to submit detailed proposals.

Conference History

The EuroSun conference was started by ISES in 1996 and has been held biennially ever since. In 2012 the IEA SHC launched its first IEA SHC International Conference on Solar Heating and Cooling for Buildings and Industry. In 2021, ISES and IEA SHC joined forces to jointly organize the EuroSun SHC conferences.

The EuroSun has taken place in:

- 1996 Freiburg Germany
- 1998 Portoroz, Slovenia
- 2000 Copenhagen, Denmark
- 2002 Bologna, Italy
- 2004 Freiburg, Germany
- 2006 Glasgow, Scotland UK
- 2008 Lisbon, Portugal
- 2010 Graz, Austria
- 2012 Rijeka, Croatia
- 2014 Aix-les-Bains, France
- 2016 Palma de Mallorca, Spain
- 2018 Rapperswil, Switzerland
- 2020 Athens, Greece, (held online due to pandemic)

The IEA SHC Conference has taken place in:

- 2012 San Francisco, USA
- 2013 Freiburg, Germany
- 2014 Beijing, China
- 2015 Istanbul, Turkey
- 2017 Abu Dhabi, UAE (together with the ISES Solar World Congress)
- 2019 Santiago, Chile (together with the ISES Solar World Congress)

Typical Conference Structure

The Conference will take place in Europe and/or in a member country of IEA SHC. The expected number of participants is between 200 – 500 people. The typical duration is 3 – 4 days starting with a welcome reception on the evening before the first opening session. The official conference language is English.

The organization of the conference includes a Local Organizing Committee (LOC) chaired by a representative of the local host, an International Organizing Committee (IOC) co-chaired jointly by one representative each from ISES and IEA SHC, and a Scientific Committee co-chaired jointly by one representative each from ISES and IEA SHC.

The conference will issue a Call for Participation 12 to 18 months in advance of the conference. A Save the Date will be announced about two years in advance at the preceding conference.

The Conference will consist of plenary sessions, keynote talks, parallel oral and poster sessions, forums, courses, an exhibition, and other side events. The local host should take into consideration that the conference will organize several side events and meetings outside of the dates of the actual Conference. These meetings can include ISES and IEA SHC meetings, technical tours, special sessions and workshops.

Plenary sessions are on overarching themes and will feature expert invited speakers. The format of the plenary session can be a series of individual speeches or a panel discussion with a moderator. The opening and closing sessions are also plenary.

Keynote talks are on specific technical topics generally around the themes identified in the Call for Participation. The keynote speakers are invited experts in their fields. They may be selected from the best abstracts submitted in their respective fields or by the theme chairs for their respective themes.

Parallel oral sessions are organized by themes according to the abstracts received. There can be between 5 – 6 parallel oral sessions taking place at one time.

Poster sessions are organized by theme, authors usually stand by their posters and present and answer questions on their posters during designated times. A dedicated poster area is needed where authors can display their posters during the entire conference.

Forums are another way to organize parallel sessions in which a group of papers on a similar topic are organized into a forum. Forums may be organized on special themes or an author may indicate if they prefer to present in a forum and may suggest speakers and topics.

Side events can include workshops, business meetings or other special events organized by and together with the organizing committee. They can take place before, during or after the conference.

Masters Course program for up to 20 students. The University of Kassel (Germany) is the advisor for the Masters Course program. The host organization shall identify a university to be the local university partner for this course, which may be conducted in co-operation with the University of Kassel. The student participants of the Masters Course will receive free registration for the conference. More information about the current Master Course being held at the ISES Solar World Congress 2021 can be found [here](#).

Exhibition area is for sponsors, as well as ISES and IEA SHC, the local host organization, and partner organizations to present their products and work to the participants. The local host is welcome to

expand the list of exhibitors. The venue should include sufficient space to meet the minimum sponsor and organizational outreach requirements.

Excursions to interesting or unique solar energy installations or projects on energy efficiency and renewable energy at or near the host location may be included in the conference program. These excursions usually take place immediately after the conference.

Conference Proceedings of accepted papers (either oral or poster) will be published by ISES with an individual Digital Object Identifier (DOI) on a publicly accessible and searchable online database, <http://proceedings.ises.org/>.

Responsibilities

Local Host Responsibilities

The local host shall be responsible for setting up and coordinating the Local Organizing Committee (LOC) and selecting a representative to serve on the IOC.

Requirements of the Local Host Organization include:

- Having the institutional capacity and support to carry out the diverse range of organizational responsibilities to host the conference successfully.
- Identifying and securing an attractive and suitable venue.
- Attracting support at the political level as well as from businesses, industry and civil society at the local, regional and national levels.
- Understanding of the level of responsibility and effort required to successfully organize the local arrangement, which includes:
 - securing sufficient funding to host the event and cover all local expenses,
 - actively participating in the organization and implementation of the conference,
 - providing the significant staff and/or volunteer time needed to carry out the local host responsibilities, and
 - managing all local logistics, including the provision of meeting rooms and catering for side meetings before, during and after the conference.
- Actively participating on the IOC and chairing the LOC

ISES and IEA SHC Responsibilities

- Managing the contract with the local host.
- Overseeing the overall financial management of conference expenses incurred by ISES and IEA SHC, including cost for the online paper management and registration.
- Contracting a company to manage the online paper management and participant registration. This company shall be responsible for the overall online management of the conference organization including the collection of abstracts and papers and participant fees.
- Publishing the conference proceedings.
- Managing the online promotional marketing, such as the call for participation announcements and the distribution of a regular conference newsletter.
- Securing supporting partnerships with key international stakeholder organizations and media for broad promotion and participation.

Shared Responsibilities

ISES, IEA SHC and the local host shall work together on activities, including:

- Establishing the conference committees
- Developing the conference program, including selection of speakers
- Developing international sponsorship packages
- Coordinating side meetings, parallel workshops, and other events at the conference
- Developing a social program
- Coordinating the venue requirements and liaising with local organizer, sponsors and the online management firm to ensure high-quality professional management of the event

Application and Selection Process

1) Deadline for Submissions of Expressions of Interest (EOI): 31 October 2021

Organizations interested in hosting the EuroSun SHC 2024 should submit a statement (no longer than 3 to 5 pages) that outlines:

- A brief description of the organization and its motivation for hosting the conference
- A brief description of the proposed location and venue
- The organization's experience and capabilities in mobilizing support, both financially and institutionally, for successfully hosting the conference.

2) Notification: 30 November 2021

Representatives from ISES and IEA SHC will evaluate the expressions of interests. All organizations submitting EOI's will be notified by 30 November of the results of the evaluation including those invited to submit a detailed proposal.

3) Deadline for Submission of Detailed Proposal: 28 February 2022

4) Evaluation of Proposals: 31 March 2022

5) Completion of Contract between ISES and Host Organization: 30 June 2022

Submission of Expression of Interest

Expressions of Interest should be submitted by email as a PDF document to ISES Headquarters at director@ises.org by 31 October 2021. All comments and questions prior to the submission deadline can be sent to Jennifer McIntosh at ISES HQ, director@ises.org.