

CPEM

CONFERENCE ON PRECISION ELECTROMAGNETIC MEASUREMENTS

Request for Proposals for Hosting CPEM 2018

The Executive Committee of the Conference on Precision Electromagnetic Measurements will meet during CPEM 2012 in Washington, DC, USA to consider proposals for sites and hosts for CPEM 2018. Sites and hosts for CPEM are already settled for conferences running through the year 2016. The scheduled locations and hosts are:

<input type="checkbox"/> CPEM 2012	Washington, DC, USA	NIST
<input type="checkbox"/> CPEM 2014	Rio de Janeiro, Brazil	INMETRO/INTI
<input type="checkbox"/> CPEM 2016	Ottawa, Canada	NRC

The site and host selections will be based on the following criteria:

- The availability of financial and staff resources necessary to host a meeting of this size;
- Proximity to at least one significant laboratory performing work of direct interest to CPEM participants;
- A conference location that does not deter global participation;
- Estimated registration fees and lodging costs that are not excessive; and
- The potential for a program to encourage participation by attendees from developing or underrepresented countries.

The format for proposals, not to exceed three pages, is given on the back of this sheet. Written proposals should be sent no later than April 1, 2012 to:

James Olthoff, Chair
CPEM Executive Committee
james.olthoff@nist.gov

Helen Fernando, Secretary
CPEM Executive Committee
helen.fernando@nist.gov

GUIDE FOR PREPARING PROPOSALS

Please limit written proposals to 3 pages. Those making proposals are invited to present their proposals in person to the Executive Committee during CPEM 2012. Materials beyond the 3 pages can be brought to that meeting, but only the 3 pages addressing the following questions will be circulated before the meeting to members of the Committee. Please use the following format and headings in your proposal.

Proposal for Hosting CPEM 2018

Host Institution(s)

List the Institution(s) giving approximate size(s)

Venue

Describe the potential location including meeting space, proximity to lodging, airports, restaurants, and laboratories.

Dates

If several choices for dates are possible, please list them, otherwise discuss approximate dates and any significant conflicts that could influence the date (e.g., national holidays, large sporting events, etc.).

Local Sponsors

List potential sponsors other than permanent ones and describe their contribution to the conference.

Local Laboratories

List the relevant national metrology (or similar) laboratories in reasonable proximity to the conference site and indicate any plans for formal visits.

Travel Accessibility

Indicate ease of travel access. List actions proposed to mitigate more difficult access.

Attractions of the Locale

Please use this heading to cover local attractions, any proposed social program, and any other general information that does not fit under the above headings.

Local Costs

Please note rough estimates of costs for lodging and restaurants. We simply want to determine whether the costs are higher or lower than average.

Projected Registration Fee

Obviously, we don't expect a firm commitment at this time. Please provide your best estimate with an indication of what would be included in the fee. We understand that there might be changes.