IEEE SENSORS Conference: Summary of Bidding Process and Bid Package Requirements for SENSORS 2029

This document provides a summary of relevant information for those interested in submitting a bid to host a future IEEE SENSORS Conference. The IEEE Sensors Council will review submissions received from interested parties, with the goal of selecting a conference venue four years in advance.

Parties interested in submitting a bid must provide the following in a bid package: initially submit a Letter of Intent then, if invited, submit a full Formal Bid, then, if invited, make an online presentation to the SENSORS Steering Committee. The SENSORS Conference venue rotates between the following three geographical zones: (1) Asia/Pacific, (2) Europe/Africa/ Middle East and (3) the Americas. **SENSORS 2029 will be held in Europe/Africa/ Middle East**. The process and timelines for the 2029 bid are given in the table below:

Bid Deadlines for SENSORS 2029	Start date	End date
Stage 1: Letter of Intent (LoI) submission date	1 February 2025	1 May 2025
Notification to bidders of result of LoI		1 June 2025
Stage 2: For successful LoI bidders, deadline for full formal bid submission		31 July 2025
Stage 3: Formal bid submissions shortlisted down to finalist(s); bidders notified		August 2025
Stage 4: Finalist(s) make an online presentation to the SENSORS Steering Committee		Sept – Oct 2025
Notification to finalist bidders of the outcomes of their formal bid		Oct – Nov 2025

Letters of Intent and full Formal Bids (if invited) should be submitted to Brooke Johnson (admin@ieee-sensors.org) and copied to Zeynep Celik (zcelik@uta.edu).

Stage 1: Requirements of Letter of Intent, submission deadline 1 May 2025

The Letter of Intent should be a maximum of three pages and address all the following:

1. Name of venue and show that the venue can accommodate: a technical conference of up to 1200 participants in plenary sessions; up to 10 parallel sessions (each session seating 125 to 175 participants); up to 25 exhibitors; up to 200 posters (100 double-sided display boards). Give the proposed conference dates if available. Identify any seasonal events/occasions which may affect prices.
2. Is international travel convenient for all attendees? Please explain. Indicate typical length of time to obtain an entry visa.
3. Indicate typical weather conditions during late October / early November including typical dates of any hurricane, typhoon, cyclone season affecting the venue.
4. Provide list of hotels that are located within convenient reach of the venue. Please indicate room numbers and typical room rates for each.
5. Provide names of principal conference organizers and their affiliations, including at least the proposed "local" General Co-Chair and a proposed TPC Co-Chair. (Please note that the second General Co-Chair will be appointed by the AdCom, while the second TPC Co-Chair will be one of the TPC Co-Chairs from the previous conference).

Also indicate the support from local volunteers, local IEEE Sections/Chapters, local professional organizations.

6. Provide list of IEEE Conferences that have been held at the venue over the last five years.
7. Provide names of local companies and industry having interest in sensors who may provide sponsorship or participate as exhibitors.
8. Provide names of institutions, organizations, companies, government agencies, etc. who would financially sponsor and/or technically support the conference.
9. Provide three suggestions for local technical tours for conference participants.
10. Provide a list of potential banquet venues/options (up to 1000 guests for the banquet) and three examples of tourist attractions near the proposed venue.

Stage 2 *(if invited)***: Requirements of full Formal Bid, submission deadline 31 July 2025**

After evaluation of the Letters of Intent, selected bidders will be invited to submit a full Formal bid. Each Formal Bid will include:
   (a) A budget template in Excel which will be provided to Stage 2 bidders for completion
   (b) A full Formal Bid document which addresses in detail each of the following:

1. Proposed Conference Venue
   The venue should be able to handle up to 1200 participants in plenary sessions, up to 1000 for banquets, and up to 10 parallel platform sessions (each room seating 125 to 175 participants). Up to 25 company booths, and up to 200 poster presentations (100 double-sided display boards). Exhibit space should be near the sessions and common areas, to accommodate morning and afternoon breaks. The desired banquet area is approximately square-shaped, with a high ceiling. The space for platform and banquet presentations should provide good visibility for all participants (six meter or higher ceilings are desirable). Photos of the venue and specific meeting spaces are highly recommended.
   – Provide estimated costs for meeting and banquet space.
   – Provide available audio/visual specifications and rates.
   – List any government permits/restrictions and taxes.
   – Propose conference dates that schedule tutorials on Sunday and the main conference sessions Monday, Tuesday, and Wednesday.
   – Detail any security needs and arrangements. Note that the personal safety of participants is a very significant consideration in our venue selection process. What should participants be told about security precautions?

2. International Air Access & Local Transportation
   Convenient access for international travelers is an important factor in site selection.
   – Catalog international air carriers that service nearby airports.
   – Give example of round-trip airfares from representative international destinations such as London, Frankfurt, New York, Chicago, Los Angeles, Tokyo, Sydney, etc. Provide visa requirements.
   – Summarize local public transportation facilities and schedules.

3. Sustainability
   The IEEE Sensors Council considers sustainability to be a very important aspect of our conferences and encourages organizers to address this matter with particular attention. Please explain what are the sustainability practices that you would put in place in case of a

winning bid. More information about IEEE policy on sustainability can be found at https://events.ieee.org/sustainability/ .

4. **Weather and Related Conditions**
   IEEE SENSORS Conference dates are late October to early November.
   - Give historical weather summaries from October 25 to November 5 and typical period of adverse weather e.g. hurricane, typhoon and cyclone season.
   - Provide information on the level of pollution, year-round and in the period in question, and provide sources of these data.

5. **Accommodation for Regular and Student Participants**
   Conference Catalysts, the company that assists with the professional management of the IEEE SENSORS conference series including providing assistance to Stage 2 bidders with budgeting, negotiates hotel contracts and discounted rates for professional and student participants in our conference series. Estimates of expected hotel expenses are needed early in our venue screening process.
   - Provide a list of hotels, the number of rooms for each, and their distance and accessibility from the conference venue; indicate availability of restaurants and shopping districts nearby.
   - Furnish estimated reduced room rates for professionals and students.
   - List estimated reduced room rates for early arrivals and late departures.
   - Provide details regarding transportation modes and schedules between the conference venue and recommended hotels.

6. **Support from Local Volunteers**
   IEEE SENSORS Conferences are led by two General Co-Chairs, one from the venue country and another with IEEE Sensors Council administrative experience. The technical program is led by two TPC Co-Chairs, one proposed by the bidding team, and one who served as TPC Co-Chair in the previous edition of the conference. In addition, local volunteers (often students) are needed to assist in registration, session A/V, venue guidance, social programs, local tours, etc.
   - Recommend a Conference General Co-Chair and provide a supporting Curriculum Vitae.
   - Recommend a Technical Program Co-Chair and provide a supporting Curriculum Vitae
   - Highlight the source and level of support expected from volunteers (through any local IEEE or other professional society, university, etc.)
   - List other local organizations if any that will provide volunteer support.

7. **Summary of Past IEEE Technical Conferences at the Venue**
   Among other considerations, the Council has a preference to locate this Conference at venues that have hosted other successful IEEE technical conferences.
   - Catalog any recent IEEE conferences at this venue and indicate their financial sponsors with contact information. IEEE meetings of similar size to SENSORS are of specific interest.
   - If no other IEEE meetings, describe experience with other meetings of similar size, length, and focus (technical) and style that would provide appropriate point of comparison

8. **Local Industrial Interests in Sensors**
    The Council prefers to locate IEEE SENSORS Conferences at sites near industries that utilize sensors in their commercial products.
    –   Provide a list of such local companies with contact information.
    –   Indicate which of these companies are potential exhibitors at the IEEE SENSORS Conference.
    –   Include evidence of established relationships whenever possible

9. **Potential Financial Support, and Budget**
    The success of the conference often hinges on its ability to attract financial support from governments and industry.
    –   List any expected support from government grants.
    –   Outline prospects for support from industrial sources.
    –   List any expected support from other sources.
    –   Include evidence of established agreements/relationships whenever possible
    –   Include a standard Budget Form (to be provided).
    –   Note that IEEE Guidelines postulate a conference to produce a surplus, after deducting conference expense, of 20%

10. **Options for Technical Tours**
    Local organizations can publicize their activities/operations by offering technical tours for IEEE SENSORS Conference participants.
    –   Provide a list of potential technical tours near the venue site.

11. **Social Program Possibilities and Nearby Tourist Attractions**
    Every IEEE SENSORS Conference offers a social program. As a minimum, a banquet and local tours for conference participants and their spouses are held.
    –   Provide a list of potential banquet venues/options.
    –   Provide a list of potential local tours.
    –   Include a list of pre- and post-conference full-day tours of nearby tourist attractions.