

Preparing a bid to host JEMS

Bids to organize JEMS are welcome. The associated documents should include the pieces of information listed below. They should be sent to the Chairman of the International Advisory Committee (IAC). A representative should be designated to present the bid and answer the questions of the IAC which will meet during the conference.

- **Proposed date for the meeting**

The dates of the other magnetism meetings organized at about the same date as JEMS should be considered to avoid possible conflict of dates.

- **Proposed location**

Conference venue

1 amphitheater 800 seats for plenary sessions (including opening and closing ceremonies)

2 amphitheaters with 400 seats for semi-plenary sessions

5 amphitheaters with 200 seats

Location for poster sessions (100 in total for a given sessions, may be splitted in several locations, but have to be nearby.

Exhibition hall

Lunch : easy access to neighboring cheap restaurants or lunch organized on-site

Computer room. Free Wi-Fi.

Actions to facilitate the participation of scientists with young children are particularly encouraged (e.g. day nursery)

Lodging

Provide list of potential hotels

Cheap lodging available for students

Transportation to the location

Most convenient ways to reach the conference location and associated cost.

- **Committees and scientific organization**

3 committees to be formed, with chairpersons already known at the moment of presenting the bid:

- *Organization committee* in charge of the entire coordination and of the local organization.

- *Programme committee* (typically 10 people, at least 3 of them should members of the JEMS IAC). The programme should consist in symposia, plenary and semi-plenary sessions. A schematic table of the whole scientific programme should be shown.

- *Publication committee.* The proposed policy for the publication of the proceedings should be clarified.

- **Fees**

Preliminary inscription fees should be in agreement with the policy of JEMS of offering relatively modest registration fees.

Discount price should be offered for students.

Tentative budget

- **Preliminary organization schedule**

A provisional timetable will be supplied taking into account all important steps in the conference organization.

- **Other**

Conference dinner : how would it be organized (Price, Location)