

Call for Future Conference Proposals

The CAC Permanent Committee decided to grant the organisation of future CAC conferences based on bid proposals. Bid proposals should be sufficiently detailed to allow the committee to decide on the next conferences. We expect a written proposal that details the chairperson, the members of the Local Organising Committee and the venue. The bid for the **2020** conference should also include budgetary details. Proposals will have to be presented to the members of the CAC Permanent Committee at the running conference.

At the upcoming CAC-2018 Conference the venue and hosts for the CAC-2020 Conference will be assigned.

Bid proposals should be submitted before **May 15, 2018** to Prof. Lutgarde Buydens, chairperson of the CAC Permanent Committee (l.buydens@science.ru.nl).

What should be mentioned in the bidbook?

Dates / Venue

- When?
- Where?

Local Organising Committee

- Who are the members of the LOC?
- Previous experience organising conferences.
- 1 CAC Permanent Committee member will be corresponding member of the LOC.

International Scientific Committee

- Who do you have in mind as members?

Logistical requirements?

- Lecture theatre for ca. 250 persons.
- Exhibition / poster hall: for up to 4 booths and 150 posters (preferably to be on display during the whole conference).
- Duration: 3 or 4 days scientific programme; optionally 1 extra day for short courses (prior to the conference).

Financial details

- Give an estimate of the regular and student registration fees (based on current situation).
- What will be included in the regular and student fees (refreshment breaks, welcome reception, lunches, conference dinner, etc. ?).
- Define advantages offered to invited speakers, short course lecturers, and optionally to CAC Permanent Committee members, ISC- and LOC-members.
- Potential sponsorships (official / industrial).

Further considerations

- Abstracts to be made available to all participants at start of the conference.
- Proceedings to be published in *Analytica Chimica Acta* (Elsevier).
- Poster awards.