International Particle Accelerator Conference 2026

Venue Specification Guidelines

Conference Centre

- Main auditorium to accommodate approximately 1400 people for plenary sessions (Mo-Fr).

- Two auditoria to accommodate approximately 700 people for parallel sessions (Mo-Fr).

- Tiered seating (lecture theatre style) preferred for auditoria, rather than flat seating.

- 5000 m^2 of exhibition space for posters (typically 350 posters per day), industrial exhibition (approximately 100 booths), refreshments.

- A range of offices and meeting rooms for the editorial staff, speakers' preparation, committee meetings, in particular:

   - 1 Room (ideally with daylight) with 25 computer work places from WED before the conference – FRI (recommendation: 190 – 250 sqm)

   - 1 Speaker Prep and Author Reception Room from SUN – FRI (recommendation: 80 – 120 sqm)

   - 2 Meeting Rooms for 30 - 50 people each from SUN – SAT (recommendation: 100 – 120 sqm each), 1 smaller Meeting Room for 10-20 people

   - plus set-up times for all of the above.

- Fast and reliable internet connection, the delegate Wi-Fi should cover all areas except the auditorium; it needs sufficient capacity to handle roughly 1500 users. Availability numbers should be expected at roughly 99% of the time. It's also important to verify that the venue has appropriate number and density of access points to cover desired areas. The Proceeding Office and Speaker Prep networks need to be enterprise grade as well. Availability is key for delivering successful publications in a timely fashion.

- separate networks for

   1. Proceeding office with dedicated capacity (recommendation: 50mbps)

   2. Presentation network, connect Speaker Prep with Auditoriums but also allow streaming of selected talks and sessions to outside, remote participants. Provide a feature for remote questions.

   3. Delegate network, used by the Internet Café and regular delegate Wi-Fi (recommendation: 150mbps)

Location

- Good international access.

- Sufficient good quality hotel accommodation (about 1400 rooms) reachable with public transport from the Conference Centre in less than 30 minutes, with options from (ideally, less than) €100 per night. Some of the hotels (minimum 500 rooms) should be at walking distance from the conference centre. Low budget options should be available for students.

- Attractive venues for Welcome Cocktail (1000 people), Chairperson's Cocktail (up to 300 people), Conference Banquet (ideally, a single venue – not the Conference Centre – to accommodate at least 1400 people), and optionally an additional Conference Reception (all participants).

- Local tourist attractions.

- Good public transportation to the conference centre. Free access to public transportation for delegates would be an advantage.

- Preference will be given to countries that have not hosted an in-person IPAC (or EPAC) in recent years (for a full list see: link)

Budget

- Registration fee ideally below 600 Euro for delegates in early registration with a reduced rate for students.

- Remote participants also pay a registration fee (~100 Euro say).

- Since EPS-AG has rather limited resources the organising host institution has to cover possible financial risks associated with the conference, for example when contracting a conference centre.

Other

- The services of a Professional Conference Organizer (PCO) may be used, for example to assist with booking and arrangements with the Conference Centre, setting up the web site, making arrangements for social events (including companion's activities), providing services for hotel booking, etc.

- It is strongly preferred to use the SPMS for conference registration; if a separate system must be used, then an efficient and effective interface to the SPMS is essential.

Remote Access Features and Fees

- At the core of the IPAC series and its financial organization are posters (typically 350 posters per day) and the industrial exhibition (approximately 100 booths). Those only work with strong in-person attendance. Industry contributes a large share of the conference funding.

- The EPS-AG specifies the following guidelines on remote features:

  o All invited and contributed invited talks have to be presented in person

- o All posters must be presented in person (therefore no JaCOW publication without in person participation). We don't expect remote participants to be able to take part in the poster sessions (unlike other hybrid events), just invited talks.

- o Industry exhibition as a full on site event

- o Remote participants only with a registration fee

- o Opening and closure plenary talks to be streamed to remote participants

- o Optional: Streaming of all invite talks (not including contributed invited talks)

- o Quota model to protect economic model: Not more than 20% of remote participation. Budget to be estimated for a minimum 800 in person plus 160 remote participants). Once maximum on-site capacity is reached (e.g. 1,500 on-site participants - IPAC`17): accept remote participants without quota limit.

- Remote features should therefore be designed such that IPAC attendance, poster sessions and especially the industrial exhibitions remain viable and strong features. Proposals on adequate remote features (respecting the above requirement and guidelines) and their financial model should be developed and presented.

Guidelines for the presentation of proposals at the IPAC'23 OC meeting

The guidelines listed below are indicative and intended to help the candidates to prepare their bid and presentation.

- The proposal should identify one venue.
- Organization by more than one Institute in one country or in neighbouring countries is possible provided a single venue is identified. A leading Institute providing most of the support for the organization and managing advance expenditure and income of the conference is recommended.
- Information should be provided about the venue:
  - o accessibility including expected travel from major cities in Asia, Americas and Europe
  - o capacity, typology, cost range and distance to venue of accommodation options shall be illustrated by a list of representative hotels in the vicinity of the venue.
  - o attractions (historical, natural, etc.)
  - o public transportation at the venue
- Information should be provided about the proposed Conference Centre (compare requirements given above):
  - o Location, size and characteristics of the auditoria for of the Oral Sessions, location and arrangement of the poster sessions, industrial exhibition, coffee breaks, editorial activities and satellite meetings

- details on internet connections to meet the requirements
  - Examples of previous conferences held at the Conference Centre (size, type, organization)
- The proposal should explain what the remote access will be (which sessions).
- Information should be provided about the Social Programme:
  - Proposed venue and size for the Welcome Cocktail, Conference Banquet, Chairperson`s Cocktail, and optionally a Conference Reception,
  - Initial ideas about the Companion Programme
- Information should be provided about the proposed local organization structure:
  - Institutes participating and their role
  - Professional partners (e.g. Professional Conference Organizer)
  - Support by Local Authorities/Entities
- A conference budget and the resulting participation fees must be estimated for a conservative number of participants (800 on site plus 160 remote). For the preparation of the bid the following table should be filled, which lists several aspects to be considered. At the time of preparation not all details are known, but the list may help to avoid overlooking major items and may serve as a guide for estimates.

Guidelines for establishing a budget

Expenses	
Conference organisation (Project Management; Royalties and App Development; Participants Management; Excursion to facilities; Badges and Lanyards; Public Transport Tickets; Signs, banners, decorations, LOC shirts; Conference bags)	
Remote features (Extra costs associated with hosting the remote features)	
Conference venue non-food (Rent; Technical equipment; Guarding; Computer room equipment/ network; Transport – e.g. equipment, publications etc.)	
Industrial exhibition (Project Management; Booths including mounting, dismounting; Technical equipment, electr. outlets etc.; Other related costs)	
Poster sessions (Poster Boards: w/ zig zag boards; Student Posters)	
Printing, office expenses (Conference printed materials; Office supplies, stationery; Mailing, postage; Transport bags)	
Social events, Food & Beverages (Cocktails/Receptions – Su/Mo/Tu; Coffee breaks; Poster session drinks; Banquet; OC Dinner; Lunches; Entertainment and technical equipment dinners; Dinner for JACOW on Saturday; Bus transfers)	

Proceedings (JACOW Team accommodation and daily allowance; Printing/copying and furniture; Crew Catering; costs of refereeing and publication cost of a subset of papers in IOP)	
EPS-AG Prizes (EPS-AG Frames; PRAB if requested)	
Insurance and Finances (Cancellation insurance; Banking fees, audit)	
Contingency	
Sum	
Income	
Industrial Exhibition (booth sales)	
Conference Fees (Early registration Members; Early registration; Late registration; Accompanying Persons; Students; additional receptions; additional banquets, possibly remote participants)	
Sponsoring (Industry; Institutional support; sponsored Public Transport Tickets; Conference Bags; Badges and Lanyards; Excursion fees)	
Sum	
fee/participant (assuming 800 in person participants plus 160 remote)	

This list presents a rough guideline. Depending on the specific situation it may be necessary to consider additional items or to modify the list.