



# ANS Reactor Physics Division

## Guidelines for the PHYSOR conferences bidding process

ANS RPD – January 2018 (Rev 1)

### **Document purpose**

The purpose of this document is to describe the process surrounding the bidding for organizing the PHYSOR conferences. This document has been prepared by the ANS RPD, which is in charge of the PHYSOR series (topical meeting).

### **Frequency and location eligibility**

PHYSOR shall be organized every other year (even year number), and follow a 6 years rotation, corresponding to three PHYSOR occurrences:

- The first occurrence shall be organized in the United States of America (USA).
- The second occurrence shall be organized in the north American continent (USA, Canada or Mexico)
- The third occurrence shall be organized outside of the USA (any country except the USA)

The sequence has been set based on the previous PHYSOR locations (2014 in Japan, 2016 in the USA, 2018 in Mexico). The following regions shall be eligible to organize PHYSOR as a function of the years:

- USA only: (2016), 2022, 2028, 2034...
- North America: (2018), 2024, 2030, 2036...
- Outside of the USA: 2020, 2026, 2032, 2038...

When the proposed location is in the USA, the relevant ANS Local Section needs to support the bid. It is the responsibility of the bidding organizations to obtain this support.

Exceptions: ANS RPD reserves the right not to select any bid if none of the proposed bids is found to be of sufficient quality. If such situation arises, ANS RPD may reach out to local ANS sections to organize the next PHYSOR conference, or may solicit additional bids outside of the geographical regions listed above.

## **Bidding process**

The bidding process and its sequence is detailed here.

### **Call for bids**

The call for PHYSOR bids shall be released by the RPD Program Chair within a few days from January 15, two years before the year during which the PHYSOR conference will take place (e.g. the call for bids is to be released around January 15, 2018 for the organization of PHYSOR 2020). The call for bids shall be distributed to all RPD members through email.

### **Bids content**

A bid will constitute of a written document detailing a number of elements which will be reviewed in order to select the next PHYSOR location. There is no required minimum length for this bid document, but it shall not exceed 30 pages from cover to cover.

All valid bids will also have to be presented orally in front of the ANS RPD Program committee during the ANS Annual meeting taking place the year the call for bids is released. The time allowed for presenting the bid is 20 minutes per bid, including questions. It is recommended that the presenter covers the main points of the proposed bid within 15 minutes and allows at least 5 minutes for questions and discussion.

The written bid shall contain the following mandatory sections:

- Meeting leadership (organizing committee, technical committee...)
- Meeting theme
- Technical content (tracks, special sessions, workshops...)
- Location and venue (location, dates, conference center/hotel details...)
- Finance and sponsorship (registration fees, expected number of attendees, budget, sponsors, anticipated revenues, profits split, proceedings publication...)
- Ad hoc activities (technical tours, spouse program...)

Additional content and details should be added to the written bid and oral presentation as needed to support the bid.

With respect to the profits split, the following is highly recommended:

- When organized in the USA, the ANS meeting class will stipulate the appropriate split. Typically organized as a Class I meeting in the USA, 50% of the profits are to be distributed to ANS HQ, 25% to the organizing ANS local section, and the remaining 25% to ANS RPD.
- When organized outside of the USA, the conference is typically organized as Class II meeting. Although there is no mandated profit sharing with ANS RPD, it is expected that at least 25% of the profits will be distributed to ANS RPD. The distribution of the remaining profits is left to the discretion of the organizing entity.

*Note: There is an option for PHYSOR to be organized as a Class I meeting outside of the USA, with the ANS taking the lead and the risk in organizing the conference. In such case ANS agreement will need to be obtained by the organizers by the time the bid is presented.*

### Written bids due date

The written document supporting the bid shall be received by the ANS RPD Program Committee chair no later than April 15, of the year during which the call for bids was released (e.g. April 15, 2018 for organization of PHYSOR 2020). The written document shall not be sent to the entire Program Committee by the bidding teams.

Any bid received after this deadline will be considered invalid.

Any incomplete bid will be considered invalid.

No revisions are allowed past the due date.

### Distribution of the written bids

Following reception, the received bids will be distributed to the RPD Program Committee members, as well as to the RPD Executive Committee members before or on April 30. No RPD PC or EC members will be excluded from the distribution, even if they are associated with one of the organizations leading one of the bids (see below for who can vote or not).

Written bids shall not be distributed outside of the people identified in the previous paragraph (PC/EC member receiving the written bids shall not distribute them further).

### Bid presentation process

Each submitted bid will have to be presented orally by a person representing the bidding team, at the ANS Annual Meeting during the RPD Program Committee meeting. Each presentation should last 20 minutes, including about 5 minutes of questions and discussion.

Attendees to the RPD Program Committee meeting who are representing one of the bids shall not attend the presentations for competing bids. This exclusion is limited to bid presenters only.

Following presentation of all the bids, a discussion shall take place and last no less than 10 minutes. Even in the event that nobody has anything to discuss, a minimum of 10 minutes shall be taken to ensure that time is given for attendees and voting members to bring up any consideration. Bid presenters as well as attendees having a conflict of interest (e.g. major contributors to one of the presented bids) with the presented bids shall not attend the discussion. Bid presenters shall remain in the vicinity of the meeting in order to answer potential questions raised during the discussion.

### Assessment of the bids

It is suggested that the bids will be assessed by the voting members along the line of the considerations listed below, or following guidance from the RPD Program Chair.

- I. Meeting Leadership
  - A. Strong Leadership and Organization:
    1. Committed general chair and program chair who are well known within the Reactor Physics community
    2. Other offices and local organizing committee identified
  - B. Well Thought-Out and Structured Schedule and Guidelines:
    1. Paper solicitation procedures
    2. Inclusive and innovative publicity schedule
    3. Spouse Program
- II. Technical Content
  - A. Well-Conceived and Timely Statement of Technical Scope
  - B. Thorough and Innovative Topics for Technical Sessions
- III. Finances and Sponsorship
  - A. Strong Sponsorship by Local Section
    1. Previous experience in sponsoring ANS Topical Meetings
    2. Involvement by members of local section
  - B. Clear and Detailed Financial Statement and Budget:
    1. Financial split among local section, ANS headquarters, and RPD
    2. Publication of Proceedings
    3. Registration fee
  - C. Firm Plans to Solicit (Specific) Industrial Sponsors
- IV. Meeting Location
  - A. Desirability of Location
  - B. Easy Access (Airport, Etc.)
  - C. Cost (Hotel, Meals, Etc.)

### Voting process

At the conclusion of the discussion (described in the previous section), a vote will take place.

The process should be as follow:

- A premade sign sheet will be available to record voting members as well as proxy;
- The RPD Program Chair will hand out the ballots, which requires the recipient to sign the “sign sheet” (proxy should be declared in advanced to be reflected in the signature sheet);
- Ballot will returned completed to the RPD Program Chair, and the name of the voting person will be recorded.

Each vote is casted in favor of a single bid. If a bid receives the majority of votes ( $\geq 50\%$ ) it will be selected as the next PHYSOR. Otherwise, the three bids leading with the most votes will be retained, the remaining bids will be dropped from the ballot, and a new vote will occur. If none of the three remaining bids receives a majority of votes, or if there are only three bids for the first round of voting with none receiving a majority of votes, then the two bids leading with the most votes will be retained, the third bids will be dropped from the ballot, and a new vote will occur. The bid receiving a majority of votes ( $\geq 50\%$ ) during any of the rounds of voting will be selected as the next PHYSOR. In case of a tie, the RPD Program Chair vote will break the tie.

*Note: This approach will ensure that no more than three rounds of voting are needed and that the selected received at least 50% of the votes.*

Each RPD Program Committee member and RPD Executive Committee member present will have one vote. Proxy are allowed, but the RPD Program Committee chair needs to be informed of it before the beginning of the RPD PC meeting. Furthermore, only RPD PC and EC members can carry proxy, not to exceed two proxy votes per member, in addition to his/her own vote. Members of both the PC and EC shall have two votes, one for each of the functions they are serving.

The votes will be counted by the RPD Program chair and the RPD secretary. Outcome of the voting shall be communicated by the RPD Program chair at the conclusion of the ANS Annual Meeting. Only in case of a draw, results pertaining to that round of voting will be communicated immediately to attendees of the meeting.

#### Communication

Following the bidding process and the selection of the next PHYSOR location, the RPD Program Chair shall provide a brief feedback to the representative of each of the bids received. The intent is to point out potential strength and weakness of the various bids.

#### **Process follow-up**

During the two years (approximately, depending on dates) preceding the next PHYSOR, the organizing institution shall provide regular update regarding progresses made to the RPD Program Chair. From 24 months to 12 months preceding PHYSOR, the recommended update frequency is every 6 months. From 12 months to the occurrence of PHYSOR, the recommended update frequency is every 3 months.

During the 12 months leading to PHYSOR, if the Program Chair identifies no substantive progress has been made by the organizing institution, the Program Chair should announce a special meeting with the RPD PC members to evaluate the overall status and whether to proceed with occurrence of the scheduled PHYSOR.

Furthermore, the organizing institution shall have identified a point of contact to be available to address any question the RPD Program Committee might have

PHYSOR organizer shall consider inviting the RPD Chair to give a short speech/address during PHYSOR (e.g. as part of the opening remarks).