

Call for Proposals to Host NAWEA/WindTech 2024 and 2025

NAWEA is a non-profit organization advancing wind power technology and its applications, optimizing its role in meeting the region's energy needs in an environmentally sustainable manner, while nurturing the development and education of future generations of technical, management, and policy experts to ensure the continued sustainable advancement and optimization of wind power.

The Conference Committee of NAWEA is soliciting hosts for the NAWEA/WindTech Conference in the coming years. The selected hosts will need to take the lessons learned from past conferences and create a venue that serves to make the NAWEA/WindTech conference the premier scientific and interdisciplinary conference on wind energy in North America. To achieve this, the host will need to demonstrate that they have the right characteristics for the venue, a local planning committee able to organize and execute an event of this complexity, and the ability to facilitate the logistics of the next conference.

Proposal Guidelines and Deadline

The hosting organization will be selected from those submitting proposals by a selection committee composed of past conference chairs and organizers. Proposals of not more than 10 pages in length (additional material may be submitted in an addendum if necessary, but it will not be considered in the evaluation process) must be emailed to the committee chair, Dr. Luis "Tony" Martinez Tossas (luis.martinez@nrel.gov), no later than noon Eastern time on April 7, 2023. Questions for clarification should also be sent to this address.

Hosting Proposal

It is strongly recommended that a consortium of institutions with a connection to a region collaborate to host this major event, but this is not a requirement. Prospective consortia or organizations seeking to host the NAWEA/WindTech Conference should reply to this call by describing their site and hosting organization(s), including the narrative, maps and photos required to clarify their ability to supply the following requirements.

Timing

The Conference needs to occur in the October timeframe, to maintain the established position of this conference among the many seasonal wind energy technical meetings. The date needs to be set early to enable planning by participants and to allow for side meetings by groups such as IEA Wind Tasks and educational opportunities for students. A two-and-a-half to three day conference is expected, with ample time before and/or after the conference for side meetings.

Applicants should specify the year (2024 or 2025) in which they prefer to host, if they have a preference, or if either of these years would not be an option. Final selection of host and year will be made after consideration of all proposals and consultation with the selected hosts.

Venue

The successful proposal will describe how the venue provides an appropriate locale with the facilities, access, housing, transportation, weather, and an element of local interest to make it a desirable and interesting destination. Attractive wind energy sites integrated into the conference or for

tours/fieldtrips are a plus. The quality of the opportunities for social events, receptions, etc. will also be considered in the evaluation. A locale should offer significant social and tourist opportunities with some local character. Proximity to industry, government labs, and/or universities with a large undergraduate and graduate student population involved in wind research will add to the potential for higher attendance and will also be considered.

In summary, show how the host site is a pleasant/exciting/safe location that will enhance attendance.

Transportation and lodging

The selected venue must have good access to a major airport with international connections and ready local transportation to the host site. Local transportation should facilitate attendance without a personal vehicle, but parking should also be accessible for those commuting to the event. A good selection of hotels within walking distance or easily accessible with public transportation would be a major plus.

Facility

The facilities will need to be large enough yet within a well-connected space to allow transit between sessions and walkable distances between events. The venue will need plenary space for 300-400 attendees and break out rooms for at least five parallel tracks within a single central location. Space for more parallel tracks as needed will be a plus. There should be ample opportunity for attendees to include side meetings of various sizes both before and after the conference, as well as in the evenings. Appropriate AV systems must be provided, including projectors, presentation computers, microphones, etc. in each room. Trained staff must be available to trouble-shoot problems (which always seem to happen!). There needs to be space to display at least 50 posters where they can be integrated into the conference flow of people and are viewable throughout the conference. There needs to be sufficient space for a poster reception to feature the posters and allow social interaction early in the event. Additional space for more posters will be a plus.

Innovative ways to foster networking and to feature local interest should be provided. A conference banquet/awards ceremony should be a very special and memorable part of the conference, in a venue that suits the size of the conference. It is expected that the conference dinner and social event will be included for all attendees, students, academics and industry. Lunch, morning and afternoon breaks should be located and timed to facilitate networking and collaboration as well. Catering and refreshment services will need to be high quality and accessible to all.

Virtual attendance

The host organization will need the ability to support real-time, on-line access to the plenary sessions for world-wide participation with these featured panels. Please provide a description of this capability and any experience in hosting such an event.

Sponsorship and Funding

A successful conference will derive funding from both registration fees and sponsorships. In past conferences, reduced fees have been available for student participants and registrations costs have been kept low across the board to maximize access opportunity. Coordination with the NAWEA Conference Committee can provide access to sponsorship opportunities. In coordination and with the assistance of the NAWEA Conference Committee, the host organizing committee will also be expected to engage sponsors with a strong presence in wind energy. Industry sponsorship of the conference banquet, dinners, breaks, awards, prizes and other prominent conference events are good opportunities

for visibility. The proposal should explain the approach to be taken to ensure funding is adequate for the proposed plan. A goal is to raise funds for future NAWEA and NAWEA/WindTech conference events. Upon final accounting for the conference, if a positive balance exists for revenues less expenses, the excess revenues should be dispersed as follows: 1) refund any seed money provided by NAWEA for the conference; and, 2) any remaining funds after refunding the seed money are to be split equally between the conference host and NAWEA.

Diversity

Supporting diversity in the Wind Energy community is an important goal of NAWEA and of this conference. Please indicate how your hosting team, approach, and venue will help make the conference a source of increasing diversity in the wind energy workforce.

Coordination with the NAWEA Conference Committee

The NAWEA Conference Committee will organize and manage the content of the conference through a Scientific Committee made up of experts from around the world that will be responsible for management of the conference content. Additions to the Scientific Committee can be proposed by the local organizing committee. However, the Scientific Committee, Track Leads, as well as the review and selection of abstracts will be managed by the NAWEA Conference Committee to minimize the recreation of policies and capabilities by the local conference hosts.

Consideration of other wind energy events

Proposals should also take into account avoiding direct conflict with other wind energy events, such as those of American Clean Power (ACP), WindEurope, the European Academy of Wind Energy (EAWE), the Energy Systems Integration Group (ESIG) and the Sandia Blade Workshop to the extent possible.

Organization and Execution

Local Organizing committee

The successful proposal should describe the members and roles of the local organizing committee and how they will provide the needed leadership for the event. It is expected that the main host organization will reach out to other institutions and businesses in the same city and across the region or state to provide a broad base of support for the event. This team should be motivated, proactive, and innovative in planning and executing the conference. The proposal should document the interest of the individuals and institutions on the local organizing committee and their abilities. The proposal should describe the rationale for the motivation of the team, any previous experience and familiarity with the logistics required for a successful conference, and how they will function to maximize the probability of success.

Execution

Past hosts for this conference have identified a number of specific issues that will need to be considered, planned for, and executed for the conference to come out well. Please indicate how you will manage the following critical issues.

1. Establish an attractive conference website as soon as selected and manage it with timely updates. (This may be done by the NAWEA Conference Committee for continuity, options are still under consideration, but substantial local host involvement will be needed in either case.)
2. Select a time for the meeting and contract venue locations early
3. Create a tentative agenda early

4. Communicate a Schedule/Agenda - both online and printed version
5. Continuously manage the Schedule/Agenda
6. Manage budget, including how to take in contributions and registration funds and disperse them to caterers, etc. (can be contracted out). This involves setting registration fees to balance expected expenditures
7. Demonstrate capability to manage registration and fees for multiple levels of attendees (full conference, single day, student, invited speaker, etc.)
8. Contract appropriate catering and set the menu for each provided meal and/or break
9. Accommodation of dietary restrictions will need to be addressed by the catering provider
10. Plan opening reception - menu, venue, etc.
11. Plan banquet - venue, menu, cost, whether part of registration or optional
12. Plan Scientific Committee dinner (optional, but done several years)
13. Plan for coffee breaks - timing and catering worked out with venue.
14. Provide a registration and logistics staff
15. Plan for volunteers to manage IT/AV and other logistics at the time of the conference.
16. Plan for any handouts/packages provided at registration

Marketing and Public Relations

The proposal should state how the event will be marketed, paying special attention to the following factors:

1. Website development: Maintain a conference website, including functionality for soliciting abstracts, managing the review schedule and feedback, etc. (At this time, the NAWEA Conference Committee plans to manage the review process. However, the original abstract submission process will need to be closely coordinated with the conference website.)
2. Create multiple high-quality announcements to solicit abstracts and registrations
 - a. NAWEA manages an existing mailing list which should be used for regular conference updates
 - b. Additional contacts need to be developed with industry and other interested parties
3. Coordinate with associated organizations to facilitate advertising of the event (e.g., ACP, EAWE, ESIG, NREL, AIAA, ASME, etc.)
4. Provide good access to local media in order to highlight the event?
5. Connect to the local political leadership

NAWEA Conference committee:

Chair: Luis "Tony" Martinez, National Renewable Energy Laboratory (NREL)

Tom Acker, Northern Arizona University

Cristina Archer, University of Delaware

Sue Ellen Haupt, National Center for Atmospheric Research

James Manwell, University of Massachusetts Amherst

Jonathan Naughton, University of Wyoming

Kelsey Shaler, Shell Renewables

Anupam Sharma, Iowa State University

Paul Veers, National Renewable Energy Laboratory

Michelle Williams, Sandia National Laboratories