

Call for Proposals to Host NAWEA/WindTech 2023

The NAWEA Conference Committee is soliciting a host for the 2023 NAWEA/WindTech Conference. The selected host will need to take the lessons learned from past conferences and create a venue that serves to make the NAWEA/WindTech conference the premiere 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 2023 conference.

Proposal Guidelines and Deadline

The hosting organization for the 2023 NAWEA/WindTech Conference will be selected from the organizations submitting proposals by the NAWEA selection committee, which is 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, Paul Veers at paul.veers@nrel.gov, no later than noon Eastern time on May 1, 2022. Questions for clarification should also be sent to this address.

Hosting Proposal

Institutions seeking to host the NAWEA/WindTech 2023 Conference should reply to this call by describing their site and hosting organization, including a narrative description of the venue, facilities, lodging, AV and internet capabilities, along with any maps and photos required to clarify their ability to meet the following conference requirements.

Timing

The Conference needs to occur in late September, October or early November of 2023, to maintain the established position of this conference among the many other seasonal wind energy technical meetings. The conference date needs to be set early to enable planning by participants and to allow for planning of side meetings by international organizations, such as IEA Wind Technology Collaboration Program task meetings. A two-and-a-half to three day conference is expected, with ample time before and/or after the conference for side meetings.

Venue

The successful proposal will describe how the venue provides an appropriate setting with the facilities, access, housing, transportation, weather, and an element of local interest to make it a desirable and interesting destination. Attractive wind energy site tours integrated into the conference or for field trips afterward are a plus. The quality of the venues proposed for social events, receptions, etc. will also be considered in the evaluation. The venue 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 be considered an added benefit due to the potential educational value and higher attendance.

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

Transportation and lodging

The 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 about 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, online access to the plenary sessions for world-wide participation with these featured panels online at a reduced or no cost. 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 long-standing 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 vital interest 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 obtain a positive funding balance at the close of the event to add to the ongoing NAWEA conference seed fund.

Coordination with the NAWEA Conference Committee

The NAWEA Conference Committee will organize and manage a conference Scientific Committee made up of experts from around the world that will facilitate the review and selection of abstracts and will be

responsible for editorial management of the conference content. Additions to the Scientific Committee can be proposed by both the local organizing committee and the NAWEA Conference Committee. Close coordination with NAWEA will be required to allow abstract submission, review, selection and disposition to be done in a professional and timely manner. Please describe your means of coordinating with the NAWEA Conference Committee to ensure the agenda development runs smoothly. The contact person on the Committee will be Dr. Paul Veers (Paul.Veers@nrel.gov)

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 and the European Academy of Wind Energy (EAWE) to the extent possible.

Organization and Execution

Host Organizing committee

The successful proposal should describe the members and roles of the host 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 and state to provide a broad base of support for the event. This host committee 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 host organizing committee and their abilities. The proposal should describe the rationale and motivation of the host committee for hosting the conference, including 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 of this conference have identified a number of specific issues that will need to be considered, planned for, and executed for the conference to be fully successful. Please indicate how the host committee will manage the following critical issues.

1. Establishment of an attractive conference website as soon as selected and management of timely updates
2. Selection of the date for the conference and contracting for the venue location early
3. Creation of a preliminary agenda early
4. Communicating the agenda and schedule, including both on-line and printed media
5. Continuously updating the agenda and schedule
6. Managing the conference budget, including how to take in contributions and registration funds and disperse them to caterers, etc. (This can be contracted out). This involves setting registration fees appropriately to balance expected expenditures
7. Demonstration of the capability to manage registration and fees for multiple levels of attendees (full conference, single day, student, invited speaker, etc.)
8. Contracting for appropriate catering and setting the menu for each provided meal and/or break
9. Planning the opening reception, including the menu, venue, etc.
10. Planning the banquet, including the venue, menu, cost, and whether included in the registration or optional (included is preferred)
11. Planning for the Scientific Committee dinner (optional, but done for several years)
12. Planning for the coffee breaks, including the timing and contracting for the catering at the venue.
13. Providing for the registration staff, and any associated logistics

14. Planning for any handouts/packages provided at registration
15. Planning for any needed volunteers or contractors to manage IT/AV and other logistics

Marketing and Public Relations

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

1. Website development and maintenance of the 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. Development and dissemination of 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
 - c. Describe how the existing NAWEA mailing list will be used and enhanced
3. Coordination with associated organizations to facilitate advertising the event (e.g., ACP, EAWE, ESIG, NREL, AIAA, ASME, etc.)
4. How will good access to local media be provided in order to advertise and highlight the event
5. How will local political leadership be involved in the conference events

NAWEA WindTech 2023 Conference host selection committee:

Paul Veers, NREL, Chair, paul.veers@nrel.gov, 303-807-2130

Tom Acker, Northern Arizona University

Cristina Archer, University of Delaware

Sue Ellen Haupt, National Center for Atmospheric Research

James Manwell, University of Massachusetts Amherst

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