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## 27<sup>th</sup> International Conference on Computing in High-Energy and Nuclear Physics

- Fall 2022 Solicitation of Letters of Intent to Submit a Proposal
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The CHEP conferences are held at 18-month intervals, rotating between the major regions of the world. Recent conferences took place in Adelaide, Sofia, and San Francisco.

CHEP 2023 will be hosted by Jefferson Lab on May 8-12, 2023 in Norfolk, Virginia USA. Approximately 600 scientists, students and computing experts are expected to attend CHEP 2023.

The CHEP conferences address the computing, networking and software issues for the world's leading data-intensive science experiments that currently analyze hundreds of petabytes of data using worldwide computing resources. The conferences bring together world-leading experts in computing for high-energy and nuclear physics plus many of the brightest young minds in the worldwide field.

The International Advisory Committee (IAC) for CHEP 2023 will select the venue of the Fall 2024 CHEP conference. By convention, preference will be given to a site in Europe, given the American and Australian venues in recent years.

Institutes involved in Computing for High-Energy and Nuclear Physics are invited to submit Letters of Intent to Submit a Proposal. The Letters of Intent (LOIs) will not be considered binding. The deadline for LOI submission is November 1<sup>st</sup> 2022. The IAC will announce no more than three LOIs by December 1<sup>st</sup> 2022 with encouragement to prepare a full proposal. The submission deadline for the full proposal will be March 1<sup>st</sup> 2023. The IAC will make a final decision not later than April 1<sup>st</sup> 2023.

Guidelines for proposals are attached. LOIs should respond to the guidelines as far as possible, but it is recognized that firm commitments cannot be made at the LOI stage.

LOIs should be sent to the CHEP 2023 International Advisory Committee:  
[chep2023-iac@cern.ch](mailto:chep2023-iac@cern.ch)

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## **CHEP 2024 - Guidelines**

The web sites for previous conferences are:

CHEP 2023 (Norfolk, May 8–12): <https://www.jlab.org/conference/CHEP2023>  
vCHEP 2021 (Virtual Event, May 17–21): <https://indico.cern.ch/event/948465/>  
CHEP 2019 (Adelaide, November 4–8): <http://chep2019.org/>  
CHEP 2018 (Sofia, July 9–13): <https://chep2018.org/>  
CHEP 2016 (San Francisco, October 10-14): <http://chep2016.org/>

The “Fall” CHEPs have been held between September and October.

## **Required and Desirable Features**

### **“Hybrid” / Remote Participation Options**

Hybrid conferences that allow provide remote participation capability are increasingly common and in high demand. However, both partial remote (view only, no direct participation) and full remote (2-way interaction for presentations and/or Q/A sessions) participation have a significant technical and financial impact on events of this scale. Bidding organizations should carefully consider what they wish to support and evaluate the associated technical support costs, potential impact on in-person attendance, and related financial contract commitments (ie. Conference site hotel room minimums, conference fee structure, etc).

Feature	Required	Desirable
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<b>Main Conference Facilities (Monday to Friday)</b>		
Main Auditorium Capacity	500 “theater style”	500+ “classroom style”
Parallel Session rooms	6	8
Parallel Session room capacity	80 average	100 average
Poster Display capacity	120 (requires several sessions)	300+ (on display for the duration of the conference)
Exhibit space	Ten ~7m <sup>2</sup> booths	Equivalent to 20, ~7m <sup>2</sup> booths
Wireless networking and external network bandwidth	<p>Throughout venue, capable of good service for 500+ tech-savvy people each with three devices.</p> <p>Note: Hybrid/remote conference options may significantly impact necessary <i>internal</i> and <i>external</i> network bandwidth (low-latency streaming of A/V required).</p>	
Audio/Video support	<p>Main auditorium: Projector for talks, four wireless microphones for audience participation</p> <p>Parallel Session rooms: projector plus two wireless mics.</p> <p>(NB: Hybrid/remote conference options will significantly impact this baseline requirement.)</p>	

## Pre-Conference Facilities (Saturday and Sunday)

Main Auditorium Capacity	200 “theater style”	200+ “classroom style”
Parallel Session rooms	2	3
Parallel Session room capacity	80 average	100 average
Wireless networking	Capable of good service for 200+ tech-savvy people each with three devices  (Note: Hybrid/remote conference options will significantly impact this baseline requirement.)	
Audio/Video support	Main auditorium: Projector for talks, two wireless microphones for audience participation; Parallel Session rooms: projector plus two wireless mics.  (Note: Hybrid/remote conference options will significantly impact this baseline requirement.)	

## Lodging

Student accommodation	100 rooms at < 100 Euros/night	- More, cheaper rooms close to the venue
Other accommodation	Range of costs meeting participants’ allowed funding	More, cheaper rooms close to the venue

## Social

Reception	Monday Evening	-
Banquet	Thursday Evening	-
Lunch	Included in the Conference fees	Good quality meal locations for < 20 Euros/meal at < 10 minutes walking distance
Excursions	Wednesday afternoon (Organized excursions not mandatory.)	Organized excursions not mandatory

<b>Cost</b>		
Registration for main conference	< <b>1000 Euros</b> including Pre-Conference (e.g. WLGC workshop) fees	<< <b>1000 Euros</b> including Pre-Conference (e.g. WLGC workshop) fees
<p>Sponsorship encouraged to:</p> <p>Allow subsidized student/postdoc registrations and accommodation.</p> <p>Keep registration cost tolerable while offering first class conference facilities and memorable social events.</p>		