European Quantum Technologies Conference (EQTC) 2020

Call for proposals to organise the next EQTC conference 2020

In 2020, a major interdisciplinary, international conference on quantum technologies will be organized in **week 48, 2020**. The conference programme will reflect the scope and impact of the European Quantum Flagship spanning research to innovation and including an industry track. It will provide a forum to highlight the state of the art in quantum technologies both in Europe and from around the world. This will be the second in the series of Quantum Technologies conferences after Grenoble in February 2019.

Proposals are invited to host the EQTC 2020 and for handling of local arrangements.

The conference will be held under the auspices of the Quantum Flagship Coordination & Support Action (QFlag). The QFlag project can support the conference with a sum of up to 60 k€ from its EC funding that has been allocated for this purpose. It is expected that in the various communication media and on the conference website it is indicated that the conference is organised jointly by the host institution and QFlag. EC support should be acknowledged as one of the sponsors and the Quantum Flagship logo should appear in all communication media.

A conference of five days should be envisaged to accommodate the breadth of the programme and the number of participants. The programme should address the interests of the whole quantum community, while also including sessions for a more specialised or academic programme.

To ensure that all the obligations and community needs are met with respect to the Quantum Flagship, this will be organised in conjunction with QFlag and organisers will be able to rely on representatives of the Quantum Flagship Strategic Research Agenda Work Group as part of the programme committee, and of the QFlag for the organising committee. It should be noted that this is not just a scientific conference but must address the entire quantum technologies community from research to innovation as well as providing a forum for all Flagship related activities.

Proposals should be submitted electronically **by 15. July 2019 to info@qt.eu**

Proposal guidelines

The following list of guidelines is not intended to be used as a template. It simply aims to provide as much guidance as possible but should not be considered authoritative nor complete. We are well aware that at the time of submitting a proposal, it may be impossible to accurately address all of these points, so proposals that address as many points as possible, albeit not all, will certainly be considered.

Any proposal should, as a minimum, contain the following information:

- The name(s), affiliation(s), contact details, of the local coordinator(s) who will act as Chair(s) of the Conference Committee.
- Date and location of the proposed conference.
- Information on accessibility of the location? e.g. Train and flight connections.
- Organising committee
- Additional program committee members (not necessarily confirmed), typ. 3-4 in addition to the 6-9 appointed by the QFlag

- Tentative budget (with a detailed table of costs)

Requirements:

Ability of the proposed site to welcome at least 500 participants (please, indicate maximal capacity), including for plenary sessions, as well as separate rooms for parallel sessions or meetings, and exhibition space.

Ability to provide reasonable space to host poster sessions

Provide an approximate budget for the hire of the site facilities and all related expenses, from which it would be possible to estimate what registration fees would be required. How would this change for 500, 600 or 700 attendees?

Some additional points to consider:

Will this be held at hotel, resort, university facility, etc? What possibilities of accommodation exist? What are the typical costs at this time of the year?

What is their track record (e.g. what previous conferences were held at that location?) Concerning dates, are there any collisions with other major Quantum events?
Who will lead the general and the local organisation?
Have they organised such events before? If so, which ones?

Who will handle registrations, local organisation, etc.

What are the conference facilities at the proposed site?

Is there a convenient space for the registration area?

Is it possible to be helped by people (e.g. students, volunteers) for various tasks such as guiding participants to the rooms, handling the microphones to the participant during questions after the talks?

Is it possible to have a talk from local politician supporting QT?

Is it possible to have a high level representative of the Commission?

What kind of Internet connectivity and computational support can be provided at the site, for presenters as well as participants?

What regular lecture equipment is available?
How much room is there, for lectures and parallel/poster sessions?
Evidently, the site needs to have sufficient facilities to support the proposed venue. What will be the financial model?

Which organisations/industries will sponsor the event (or sub-events, e.g. excursions, etc.), and with what arrangements/conditions (usually sponsors are acknowledged in all conference material, website etc.)?

How accessible is the site? E.g. Train and flight connections.
What are the accommodation capacities? Which range of price can be expected?

How will participants travel to and from the site?
What kind of social program can be anticipated?
Give an indication of possible activities that could be organised, excursions, concerts, etc.