

**CALL FOR PROPOSALS TO HOST  
ROOMVENT 2026 CONFERENCE**

**The SCANVAC Board of Directors invites proposals to host ROOMVENT 2026 conference.**

Proposals should not exceed 10 pages in total length including all attachments and should contain the following information:

- A. Proposed President:** Biographical information including prior conference organising experience, and the percent of the individual's time that will be dedicated to organising the conference during the period leading up to the conference. Identify staff and other resources expected to be available from the proposed president's organisation or other sponsoring organisations.
- B. Organizing Committee:** Identify the role of the proposed organizing committee and other groups in relation to the conference planning and management, paper review process, etc. Provide the names, affiliations, and highlights of the relevant professional and scientific qualifications of the members of the proposed organising committee.
- C. Location and facilities:** Identify the conference facilities and describe the features that are most relevant to the ROOMVENT 2026 conference format.
- D. Accommodations:** Identify major lodging facilities that will be available including distance from conference venue, transportation to the conference venue, range of costs, and other important features. Provide accommodation for free of charge to two SCANVAC board members and secretary (for 4 nights).
- E. Budget:** List major budget categories and planned budget amounts. Include estimated conference registration fees, plans to provide scholarships for students and other participants, and any other information considered important by the proposal writers. Proposals should also identify host country national public and private sponsors as well as international sponsors and the approximate amounts of financial support expected from each.

Include in the budget a fee of 10 % of registration fees to SCANVAC for its services, and schedule of its payment.

- F. Social programme and satellite events:** While these are not mandatory elements of the conference, they have been traditional parts of most ROOMVENT conferences to date. Describe them briefly.
- G.** Include in the programme time slot for 4 SCANVAC workshops 2 hours each.
- H.** Include a specific student activity/programme.

The organiser is expected to present an invitation to the conference at the ROOMVENT 2024 conference, April 22-25, 2024 in Stockholm.

A written agreement will be made between the organiser and SCANVAC.

**Deadline for submission of Proposals:  
Proposals must reach the SCANVAC president by December 15<sup>th</sup> 2023**  
address: risto.kosonen@aalto.fi

*Those intending to propose should notify SCANVAC at the earliest opportunity. Questions on the proposal requirements or selection process should be submitted in writing to SCANVAC. Answers to all questions will be made available in writing to all individuals who have notified SCANVAC of their intention to submit a proposal.*