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Paris, 4 May 2023

To: COSPAR National and International Scientific Union Representatives  
Cc: National Committee Contacts and Scientific Union Secretariats  
From: Professor Pascale Ehrenfreund, President of COSPAR  
Dr Jean-Claude Worms, COSPAR Executive Director  
Subject: Call for intent to host the sixth COSPAR Symposium in 2025

Dear Colleagues,

Further to the conclusion of the highly successful 5<sup>th</sup> COSPAR Symposium in Singapore two weeks ago, we are writing to solicit a proposal to host the sixth COSPAR Symposium to be held in autumn 2025. The COSPAR Symposia are held in years between the large biennial COSPAR Scientific Assemblies and generally gather 250 – 400 participants. They are aimed at countries with small to medium size space research infrastructure, with a view to increasing the visibility of, and helping develop, space research activities in those countries and the surrounding region and to encouraging interaction between the host scientific community and major space-faring nations.

*Previous COSPAR Symposia*

- “Planetary Systems, both of our Sun and other Stars, and the Future of Astronomy,” 11 - 15 November 2013 in Bangkok, Thailand.
- “Water and Life in the Universe,” 9 - 13 November 2015, Foz do Iguaçu, Brazil.
- “Small Satellites for Space Research,” 18 - 22 September 2017, Jeju Island, South Korea.
- “Small Satellites for Sustainable Science and Development,” 4 – 8 November 2019, Herzliya, Israel.
- “Space Science with Small Satellites,” 16 – 21 April 2023, Singapore.

The purpose of this letter is to invite proposals from COSPAR National Members and International Unions to host the sixth Symposium. Proposals should be received at the COSPAR Secretariat by **31 December 2023**.

Proposals should include all necessary information as outlined in the attachment. A rotation among continents is desirable to spread the benefits of the Symposium. Following Symposia held in Thailand, Brazil, South Korea, Israel, and Singapore, a proposal from an African or a South American country would be given priority, though this criterion is not intended to exclude other excellent proposals; the site selection will be mainly based on the merit and attractiveness of the proposal.

In view of the intended interdisciplinary character of COSPAR Symposia, it would be highly desirable if a general topic for the Symposium could be provided, one that would stimulate participation by scientists in all or most disciplines of space research. For example, the following topics (established in relation with the UN Office on Outer Space Affairs – UNOOSA) would be of interest to virtually all COSPAR Scientific Commissions and many Panels:

- Space research about risks, natural disasters and related issues in support of the implementation of the Sendai Framework for Disaster Risk Reduction 2015-2030.



Scientific program/abstract submission: <https://www.cospar-assembly.org>  
Website of the local organizers: <https://cospar2024.org/>  
Chair, COSPAR Scientific Program Committee  
Professor Dong-Hun Lee (dhlee@khu.ac.kr)

- Use of space techniques to address challenges related to space weather, space debris, NEOs, or other topics linked to sustainability of space activities.
- Challenges in developing space research in [the candidate region].
- Small satellites for science and development, including support to the UN Sustainable Development Goals, can also be considered. The attention of bidders is drawn to the fact that 3 out of 5 Symposia have already been organized on the general topic of small satellites; hence a proposal in this area will need to demonstrate novelty and originality. We are, however, not averse to organizing another Symposium on the general topic given the enthusiastic participation and high scientific worth of discussions in Singapore.

These examples should not prevent potential bidders from proposing sound scientific themes of their own.

We look forward to receiving your proposals and to your active contribution to make the sixth COSPAR Symposium an important event in spreading the benefits of space research to all nations. Please contact the Secretariat for any additional information or clarification.

Sincerely,



Professor Pascale Ehrenfreund  
President of COSPAR



Dr Jean-Claude Worms  
Executive Director of COSPAR

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## GUIDELINES FOR THE ORGANIZATION OF THE SIXTH COSPAR SYMPOSIUM

Proposals should be received at the COSPAR Secretariat by **31 December 2023**. This list of guidelines is non-exhaustive. An exchange of letters will document the respective responsibilities and commitments of COSPAR and the prospective hosts, and the process will be finalized by the signature of a Memorandum of Understanding between COSPAR and the successful bidder.

### ***Practical Information***

Proposals should include the following practical information:

- Dates (five consecutive days in the fourth quarter of 2025)
- Venue – a single, attractive location with adequate facilities, e.g. a convention center or hotel with meeting rooms, comfortable lodging for scientists, and affordable accommodation for students
- Capacity of the proposed venue: at least one large amphitheater or conference hall (300 to 600 seats), at least three large meeting rooms (100 - 300 seats), a few smaller meetings rooms (two or three for ad hoc bilateral meetings, session room overflow, etc.), exhibition area for institutional and private sponsors, poster hall, office space for the COSPAR Secretariat, convenient food service, etc.
- Proposed social program – inaugural ceremony, reception, tours, etc.

### ***Scientific Program***

Concerning the scientific program, proposals should include:

- The name of the proposed Chair for the Symposium Program Committee and a list of 5-6 scientists from the country and the region who would assist the Chair. The Symposium Program Committee will also include 5-6 scientists selected on a voluntary basis from among the Chairs and Vice-Chairs of COSPAR Scientific Commissions, Sub-Commissions, Panels and Task Groups interested in the Symposium topic, or their appointed representatives.
- Suggestions as regards the Symposium outline, e.g. duration, schedule and content of events (keynotes, plenary sessions, parallel sessions with their tentative titles, round tables), potential invited lecturers, public outreach.
- A suggested theme and related information for a **Capacity Building Workshop to be held before the Symposium** and associated training activities during the Symposium, aimed at providing 20-30 young professionals from the country and region a hands-on experience benefiting from the presence of international experts.



## ***Financial and Institutional Arrangements***

Bidders will be required to establish and manage the financial and institutional arrangements for the Symposia, dealing with such aspects as budget control, insurance, legal and contractual arrangements with local/regional providers or PCO, local/regional institutional and sponsorship agreements, etc. Proposals should contain details of these proposed institutional and financial arrangements, and particularly:

- The main national institution formally responsible for the organization and financial management of the Symposium (the MoU is expected to be signed by COSPAR and that institution);
- The composition of the Local Organizing Committee, chaired by an official representative of the host institution who will bear the full responsibilities associated with the conduct of the Symposium;
- The proposed scale of registration fees for scientists, students, accompanying persons, including reduced rates for early registration and senior scientists; information about the fees applicable to past Symposia may be found hereunder.
- A plan to raise funds from public/private sponsors, in order to balance the budget and provide grants for participants in need, etc.

Bidders will note that, in agreement with recommendations from the COSPAR Strategic Plan 2019-2023, individual presenters will be required to pay a modest abstract submission fee (ca. €10 TBC), directly payable to COSPAR through the Symposium Program and abstract management platform managed by ZARM, a sub-contractor of COSPAR.

Proposals should include a commitment in principle on a rebate to COSPAR (for example, a fixed percentage of the total revenue, or a flat amount assuming a minimum number of participants and an additional fraction of the revenue if this number is exceeded). Given the difference in attendance between Scientific Assemblies and Symposia, a minimum rebate of 25-30 k€ appears reasonable as a baseline. It should also include specific arrangements, namely registration fee waivers for a limited (not more than 10) number of participants and VIPs to be designated by COSPAR. It should also include coverage of accommodation for the duration of the Symposium, plus 1-2 days just before and after the meeting, as well as local transportation for the COSPAR designated staff and accompanying persons (not more than 5 people).

## ***Selection Procedure<sup>1</sup>***

The procedure for selecting the Symposium host and site is as follows:

1. The Call for Intent to host a Symposium is issued by the COSPAR Secretariat and specifically addressed to National Members in countries with small or medium-sized space research infrastructure, as well as International Scientific Union representatives to COSPAR. The Call contains suggestions about the choice of an interdisciplinary topic for the Symposium and details the information that is required from the proposer and the selection criteria that will be used. These criteria include: attractiveness of the proposed site, motivation and credibility of the proposing scientific team, demonstrated support from national agencies and authorities, and interdisciplinary character of the proposed topic.
2. Proposals received are screened by the Secretariat in terms of their adequacy with these criteria and examined by the Bureau. Additional advice may be sought, particularly from the Commission Chairs since they will be expected to support the Symposium.
3. The selection of the Symposium host and site will be done by formal vote of the Bureau and reported at the following Council meeting.
4. Following formal selection, the Secretariat will enter into negotiations with the successful bidder to establish a working agreement, in the form of a Memorandum of Understanding between COSPAR and the main national institution in charge of the organization of the Symposium.

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<sup>1</sup> Excerpt from the COSPAR Management Procedures adopted by the Bureau on 26 March 2015.



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### COSPAR Symposium Registration Fees

NB: Fees have been converted from local currency or US dollars, when not originally designated in Euros, using market rates corresponding to the end of the early registration fee deadline and are rounded to the nearest € 10.

	Full Early	Full Regular	Full On-site	Student Early	Student Regular	Student On-site
Bangkok, Thailand 2013	€ 210	€ 280	€ 350	€ 90	€ 120	€ 150
Foz do Iguaçu, Brazil 2015	€ 250	€ 350	€ 450	€ 120	€ 180	€ 250
Jeju, South Korean 2017	€ 310	€ 390	€ 460	€ 190	€ 230	€ 270
Herzliya, Israel 2019	€ 450	€ 550	€ 650	€ 200	€ 250	€ 300
Singapore 2023	€ 550	€ 660	€ 750	€ 250	€ 300	€ 350



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