**Call for Proposals**

**to host the 2019 (3rd) International Moon Village Workshop & Symposium**

*Background*

The 1st International Moon Village workshop, organized by Moon Village Association (MVA) together with International Space University (ISU), took place in Strasbourg on 19-21 November 2017 and gathered more than 150 participants (final report is downloadable from https://moonvillageassociation.org/).

Th 2nd International Moon Village workshop and symposium, being organized by MVA in cooperation with the University of Southern California (USC) and the National Space Society (NSS) will take place at/near the USC campus on 4-5 November 2018. It is expected to have about 120-150 participants.

In accordance with the currently adopted MVA policy regarding the Association’s annual event, its location is to be alternated between Europe, the Americas and Asia. As a consequence, the 2019 event will be held in Asia.

*Brief event description*

The workshop and symposium are devoted to discussions of different aspects of the exploration and utilization of the Moon, and are focused on the most recent progress achieved by the MVA along the lines of activities of its thematic working groups and on the future planning (see <https://moonvillageassociation.org/about/working-groups/> for information on the current working groups).

Typically, the event is held during November time frame and lasts for 2.5 days. It starts with an evening special and/or social events and continues through the following two full days. The program consists of both Plenary Sessions (that are held in a large hall) and Splinter/Working Sessions (that are held in smaller rooms).

Foreseen are two catered lunches and a catered dinner on the first full day, as well as coffee breaks. Total number of participants and accompanying persons can be in the range of 150-200 people.

*Eligibility for participation in the Call*

A proposal can be made by an MVA institutional or individual member, or a group of members, possibly in cooperation with non-member organizations.

*What is expected from a proposer*

1. Letter of commitment from the host organization.

2. Tentative dates of the event.

3. Proposed event venue with:

* A large room for Plenaries, with the capacity to accommodate 150-200 people;
* 5-7 small rooms for Splinter/Working Sessions to be held in parallel, with the capacity to accommodate 20-30 people each
* halls for coffee breaks, lunches and dinner (the dinner can be held in a separate venue, but this must be indicated).

4. Proposed hotels in the vicinity of the venue, including the main one with which special prices for participants are going to be negotiated, and indication of what prices are expected.

5. Tentative fees for different categories of participants, what they include (to mention specifically whether the dinner cost is included, and if not – how much per person one should pay) and how they are going to be collected.

6. Indication of a capability to attract sponsors, both local/national and international ones.

7. Indication of a possibility to engage the host organization’s and/or its partners’ staff and volunteers to help with logistics (e.g. computers, presentations-related issues etc.)

8. Indication of how visa issues are going to be handled.

9. Proposals (if any) for accompanying persons to have tours, and related costs.

10. Creation of a Local Organizing Committee; the proposal should indicate who will comprise the Local Organizing Committee (LOC).

11. The Host organization and LOC are expected to work closely with the MVA International Program Committee (IPC). The proposal should indicate who from the host organization (if anyone) could be recommended to the International Program Committee.

12. Tentative schedule for event planning and preparation, including:

* confirmation of the dates and venue,
* period and method of booking hotels for attendees,
* etc.

*What is expected from MVA vis-à-vis a bidder-winner*

1.Creation of IPC

2.Creation of a dedicated event website

3.Confirmation of the dates and venue, as well as schedule for event planning and preparation

4.Confirmation of registration fees

5.Handling of abstracts (uploading and selection) and papers

6.Relations with speakers

7. Advertising campaign, in particular using the MVA website and relevant international mass media, as well as massive emailing etc.

8.Information for the event leaflet to be published by the host

9.Permission to use the MVA logo in the event-related materials

*Contractual aspects*

A contract between MVA and LOC regulating above mentioned as well as other financial and liability aspects will be signed at least 6 months before the event.

Regardless of whether the event is profitable or not, MVA will get 20% of all the paid registration fees, however not less than 4000 Euros. Also 20% rule applies to any sponsor contract, be it negotiated by the host or MVA.

*Submission deadline, evaluation and results announcement*

**Proposals should be submitted to (oleg.ventskovsky@moonvillageassociation.org) on or before 20 October 2018.**

They will be evaluated by the MVA Board of Directors during the two subsequent weeks. Requests for additional information or clarification might be sent to proposers as a part of the evaluation process, quick responses are anticipated.

The selection result is expected to be announced on **November 5, 2018** during the closing ceremony of the 2nd International Moon Village Workshop and Symposium.