



Interested to host an IoT Week Event?

The IoT Week is a unique event where global research and innovation, industry and end user communities are meeting with a common goal: promoting international dialogue and cooperation on the Internet of Things. The IoT Week is an activity of the IoT Forum, which supervises its organizing and development strategy. Interested organizations can apply to host the conference.

Minimum Requirements for potential hosts:

- Credibility of the Host Committee and existing links with the IoT community
- Capacity to receive and accommodate at least 800 participants in the venue
- At least 3 large meeting rooms (including 1 room with a capacity of >500 participants and two rooms with a capacity of >100 people), as well as additional 5 meeting rooms (capacity >50 people) to support workshops and parallel sessions
- Capacity to offer an exhibition area with capacity for at least 20 booths
- Capacity to host a hackathon
- Capacity to mobilize and mix local and regional industrial and research IoT representatives

Partnership Principles and Responsibilities:

The IoT Forum:

- is the formal owner of the IoT Week event and the participants list;
- provides the guidelines, supports and oversees organization of the event by the host committee;
- engages the IoT Forum and IoT Week participants' communities to join the event;
- takes the reputational risk for the event;
- leads and contributes to set up a high-quality programme .

The Host or Host Committee:

- gets a prime visibility as host;
- is responsible for the planning, organizing and logistics of the event, including venue and meeting facilities, social events organizing, accommodation list;
- leads the communication in cooperation with the IoT Forum;
- manages the budget and finance of the conference, and assumes the financial risk in case of loss. In case of profit, the host keeps half the profit and transfers the other half to the IoT Forum for future activities.
- must transmit to the IoT Forum within 90 days after the end of the conference: a financial report, a synthetic activity report, the list or registered participants with their contact details, as well as the 50% of the benefits.

Both the host and the IoT Forum:

- establish and adopt the budget together, including the registration fees;
- coordinate the programme together;
- share the profits (50% each);

Required Content in the Application File:

Host or Host Committee details and presentation

If the proposal will be supported by several organizations and/or companies, please list the members of the Host Committee and designate a lead organization who will represent the Host Committee for the IoT Forum. For each member of the Host Committee, please provide the contact details and a short presentation of the host.

Information on the Venue:

- City and the venue
- Description of the venue, pictures, including pictures of the meeting rooms
- Number of available rooms with capacity
- Cost of the venue
- Available dates between May 20 and June 30

Logistics for participants

- Indicative hotels costs per night
- Name of the closest airport
- Transport duration from the airport to the city centre
- Filling the following table indicating the minimum total duration of travel and minimum number of legs to join the airport of the venue at the period of the conference from the following cities:

Departure airport	Minimum total flight duration (Hour:Minutes)	Minimum number of legs (direct = 1)	Airline name
Madrid			
Paris			
Berlin			
London			
Roma			
Athens			
New York			
San Francisco			
Tokyo			
Beijing			
New Delhi			
Sao Paolo			
Johannesburg			

If the flight is not a direct one, "Minimum total flight duration" must include transit time. The duration should correspond to flights enabling participants to arrive either on Sunday evening or on Monday during day time.

Specific environment and impact:

- Specific stakeholders present in the vicinity that may be relevant and have an impact for the IoT community.

Provisional budget and finances:

- Indications on the capacity to support the financial risk.
- Indicative cost of the venue to be covered by the budget
- Indication on potential financial support by the host and/or local authorities

In-kind resources:

- List the in-kind resources, such as number of volunteers, infrastructure, etc.

Submission Process

Organizations and companies interested to host an IoT Week conference can submit their application file by mail to the IoT Forum Board: board@iotforum.org
Application file must be submitted as pdf file and remain below 10 MB.

Selection Process

The selection process is under the sole authority of the IoT Forum, which determines the process and takes any required decision. In principle, the following procedure is followed: A deadline for application may be announced by the IoT Forum. The submitted applications are reviewed by the Board of the IoT Forum. The applications that comply with the requirements and that are deemed relevant by the Board of the IoT Forum are then presented to a special eMeeting of the IoT Forum. Selected candidates are then invited to present their applications and the IoT Forum members are invited to vote for their preferred option by mail (1 member = 1 vote). Votes are kept strictly confidential. Several rounds of vote may be organized to select the best candidate. Once the decision is made, the candidates are informed.

We thank you for your interest and are looking forward to reading your application.