The American Nuclear Society (ANS) Nuclear Criticality Safety Division (NCSD) sponsors the NCSD Topical meeting with support from Local Sections, international institutions, and subsets of the NCSD. The notice is to request a proposal for the NCSD Topical meeting. Following is the meeting location history:

2022, Embedded Topical, Anaheim California

2017, Carlsbad, New Mexico

2013, Wilmington, North Carolina

Attendance is typically ~250 people. This meeting is held in the USA every four years. During COVID-19, many challenges have occurred with regards to conference planning and execution, as well as changes to the process for planning topical meetings due to the implementation of the 1ANS structure. The NCSD executive committee (EC) is seeking input from interested local sections or other interested parties in NCSD at an alternate location in executing the next topical meeting under the new guidelines/process: https://www.ans.org/file/3433/1/Form%201A%20-%20Class%20I%20Topical%20Meeting%20Approval%20Form%20Instructions\_02102021.pdf.   
The revenue share for ANS Topical Meetings is 75% to ANS National and 25% to ANS Division. Local Sections do not share in the net revenue, however, and NCSD can agree to share a part of their 25% net revenue with the support Local Section.

To bring the NCSD Topical back to its regular scheduled intervals, the NCSD EC requests a quick response to this request. The NCSD EC will consider all proposals submitted to this solicitation for hosting the next topical meeting. The next conference in this series will be held in 2025. This meeting will be held in the USA.

The proposals will be evaluated using the following criteria. Interested parties should send their proposal electronically by July 22, 2023 to the NCSD EC chair. The NCSD EC will review and vote on the proposals. Selection of NCSD 2025 is expected to be completed by August 7, 2023, giving the organizers hosting NCSD 2025 time for meetings, planning and preparation. The National Program Committee has requested the NCSD EC specify the NCSD 2025 location at the August meeting of said committee to confirm calendar placement of NCSD 2025. While the NCSD EC understands this is a very short time for a local section to consider submitting an RFP, very limited information is needed for the RFP and limited resources of the Local Section will be required. ANS HQ does all administrative work under the new process.

Awardees of the bid are encouraged to attend the NCSD Executive and Program Committee meetings and participate in technical meetings, to acquire knowledge and experience helpful in hosting a successful conference.

Please send all RFPs to Fred Winstanley (dominic.d.winstanley@sellafieldsites.com) and Tracy Stover (stover.tracy@gmail.com).

Inquiries should be addressed to the NCSD EC chair ([stover.tracy@gmail.com](mailto:stover.tracy@gmail.com)) and Theresa Cutler (tcutler@lanl.gov).

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| Proposal Information. To submit a proposal, please specify the following information. If possible, please provide examples from past meeting experience. | |
| Location and hosting local section: |  |
| General: | |
| Proposed conference and hotel venues (ANS Staff will send out Request for Proposals to hotels in the desired location to obtain rates, F&B costs, meeting space, etc.) |  |
| Proposed Technical Tours (What are the proposed tours and the costs?) |  |
| Are there interesting programs that can attract young investigators and students to attend/participate in this conference |  |
| Local Section | |
| Has the local section previously hosted topical meetings? |  |
| Have members of the local section who will be participating in this topical meeting planning had experience in working on topical meetings? |  |
| Organizing Committee: | |
| General Chair: |  |
| Name: |  |
| Affiliation: |  |
| Mailing Address: |  |
| Email Address: |  |
| Phone: |  |
| ANS Member: Yes No |  |
| Technical Program Chair: |  |
| Name: |  |
| Affiliation: |  |
| Mailing Address: |  |
| Email Address: |  |
| Phone: |  |
| ANS Member: Yes No |  |

NCSD Topical Criteria for Proposal Evaluation:

1. Does the proposed Technical Program Chair have extensive experience in organizing topical meetings?
2. Local Section Involvement in this and prior meetings: Are there influential organizing members (e.g., local section members, if a domestic conference) involved in the proposed work related to this meeting? Have these members participated in prior meetings so that they are familiar with the conference objectives, format, and procedures?
3. Experience in Organizing and Conducting Topical Meetings: Has the local section/organizing institution demonstrated experience and ability in successfully conducting topical meetings, both technically and financially?
4. General Chair: Is the proposed General Chair well-versed serving as the General Chair of NCSD Topical?

Local Sections can submit quotes for any contracted services required for the meeting that ANS Staff would have to contract outside or cannot perform without hiring locally. ANS rules prohibit foreign organizations from remitting any profits to the ANS NCSD.

However, foreign organizations may donate funding to a worthwhile ANS effort, such as the ANS NCSD Technical Achievement Award endowment fund, student scholarship fund, etc.

1. Hotel Cost and Facilities: ANS Staff will send out Request for Proposals to hotels in the desired location to obtain rates, F&B costs, meeting space, etc.
2. Location and Timing: Is the location convenient for airline service, hotel access from airport, local transportation, and attractions for non-meeting participants, i.e., spouses and families?
3. Technical Tours: Are there attractive technical tours?
4. Young investigator and student participation: Are there interesting programs that can attract young investigators and students to attend/participate in this NCSD Topical conference?