**ETSI User Conference on Advanced Automated Testing (UCAAT):**

**Call for Hosts in 2023, 2024 and 2025**

Dear Madam, dear Sir

ETSI is inviting applications from members or non-members to host its well-established, annual User Conference on Advanced Automated Testing (UCAAT) in 2023 and beyond.

Organized by ETSI in collaboration with its Technical Committee Methods for Testing and Specification (TC MTS), UCAAT is an annual conference to elaborate and exchange experience on test automation. The testing community from both industrial and research environments is invited to hear about future directions of automated testing, discover the latest tools, and exchange knowledge and know-how.

UCAAT is highly relevant for: testing and validation professionals such as test developers and engineers, managers of test and quality assurance teams, academics and researchers in testing, as well as test tool engineers and vendors.

Each edition of UCAAT is hosted in a different location to bring together the regional testing and validation community. UCAAT typically runs over three days in the Autumn time frame; exact dates are subject to discussion with the applicant host.

As an ETSI UCAAT Conference host, your organization benefits from highly visible co-branding via strong brand and technical topic association, pre-, intra-, and post-event.

Since 2021, UCAAT, is a free-of-charge ETSI conference. ETSI nominates a dedicated event professional from its events team to work closely with the host. ETSI covers the costs related to branding, communication, promotion and catering of the event. The host provides well-equipped conference facilities, including an exhibition area (please find details in Annex 1) and makes arrangements with local suppliers to fullfill the conference requirements. Should you wish to discuss any aspect of hosting UCAAT prior to your application, do not hesitate to contact events@etsi.org.

To apply as a future ETSI UCAAT Conference host, please fill-in the UCAAT host application form in Annex 2 below. For UCAAT 2023, applications should be sent by 21st October 2022. Applications for 2024 and 2025 do not yet carry an application deadline.

Best regards,

Nathalie Kounakoff

ETSI Events Team

# **Annex 1 : Benefits and Requirements of Hosting UCAAT**

**Benefits of Hosting UCAAT:**

* Co-branding: strong brand and technical topic association (ETSI, UCAAT, Testing)
* Company logo and link on the ETSI event page prior, during and after the event (‘host’)
* Company name mentioned in all event emailers: ETSI UCAAT 202x, hosted by …
* Acknowledgement in the event opening and closing sessions
* Conference speaking slot: welcome statement and/or high level, strategic/operational content
* Complimentary info stand (optional)
* Company logo on promotional materials
* Welcome statement in the conference programme (optional)
* Branding on the transition slides
* Host representative in the Programme Committee

**Responsibilities of Hosting UCAAT:**

The host is requested to:

* Provide a venue in line with the hosting requirements (and cover the cost of this if not in company premises).
* Nominate a representative to join the UCAAT Programme Committee.
* Appoint an English-speaking local contact who works closely with ETSI’s assigned Event Professional on logistical aspects prior and during the event.
* Proactively promote the event to expand and diversify UCAAT’s audience reach.

**Venue Requirements:**

UCAAT may take place in the host’s own business premises (recommended for promotional purposes) or in a suitable external venue.

UCAAT is to take place in an easily accessible venue: close to an international airport & reachable by public transport.

The venue should be available on 4 consecutive week days (1 set-up day + 3 event days).

* Conference room for 150-200 participants, preferably classroom-style setup
* Strong and reliable wifi connection
* Audio-visual equipment including screen(s), projector, speakers’ microphones, wireless microphones
* Space adjacent to the conference room to organize stand-up lunch/coffee breaks and exhibition area
* A break-out room for up to 80 participants

**ETSI’s Responsibilities**

ETSI as the overall conference organizer is responsible for providing the following :

**Conference Content** : Responsibility of ETSI TC MTS who is the content owner of UCAAT.
TC MTS appoints the Program Committee Chair, in charge of building a Programme Committee. The Steering and Programme Committees are responsible for the conference content and charged with the call for presentations, speaker selection and programme building, as well as the call for exhibitors and their selection.

**Event Organization** : ETSI appoints a dedicated Event Professional to ensure the smooth organization of the UCAAT event. The Event Professional will liaise and coordinate with the selected speakers in collaboration with the Programme Committee. The logistics organization will take place in collaboration with the host.

# **Annex 2: UCAAT Host Application**(for UCAAT 2023, applications should be sent by 21st October 2022 to events@etsi.org)

About your organization

|  |  |
| --- | --- |
| Organisation Name |  |
| Contact Person |  |
| Address |  |
| City/State/Zip |  |
| Phone |  |  |  |
| Email |  |

* In which year would you like to host UCAAT?
* Is the organisation an ETSI Member?
* Have you already hosted UCAAT?
* How big is your organization, and how many persons work in the field of Testing?
* What is your organization's motivation to host UCAAT?

# **About the proposed venue**

# Where do you intend to host UCAAT?

* In your premises
Description of the venue (City, company headquarters, rooms capacity...) :
* Outside venue (City, conference center, hotel, rooms capacity...)
Description of the venue:
* Nearest international airport:
* Is the proposed venue easily reachable by public trasport?

# **UCAAT Promotion**

# In order to promote UCAAT in your country and in the Conference location area,

* How do you plan to advertise the conference?
* Do you have contacts with other local companies in the fields of Testing, that may support the conference by giving presentations or taking an exhibition booth?
* Do you have contacts with local universities/research institutes, to attract students and researchers?