

ICRA 2026 Satellite Conference Center Organization – Guidance Document

Thank you for your interest in hosting an ICRA 2026 Satellite Conference Center. Below is a set of guidelines to help you organize your event successfully.

1. Registration

- Register your intention to host a Satellite Conference Center at your university or research center through the ICRA 2026 website's Satellite Conference Center portal (<https://app.smartsheet.com/b/form/019c7d27597075458910651785040d6c>).

2. Venue Requirements

- Secure a suitable venue (e.g., a conference hall or lecture theater) that is available for the duration of the event.
- Ensure the venue has the necessary telecommunication capabilities to receive the ICRA video and audio stream.
- Verify that the stream can be projected onto a large enough screen for clear visibility.
- Ensure the venue has an appropriate audio system for optimal sound quality.
- Provide sufficient seating to accommodate expected participants. If attendance is unpredictable, consider securing additional overflow rooms.

3. Event Promotion & Logistics

- Advertise the event within your local community, including details on location, dates, and times.
- Consider implementing a registration system to estimate attendance.
- Organize discussion groups or breakout sessions to encourage engagement and reflection on the streamed presentations.
- Arrange for refreshments and possibly meals to enhance the experience for attendees.

If you have any questions or require further assistance, please feel free to reach out to the ICRA 2026 Conference Satellite Center team.

Satellite Conference Centers Chairs

Prof. Kaspar Althoefer (k.althoefer@qmul.ac.uk)

Prof. Helge Wurdemann (h.wurdemann@ucl.ac.uk)