

ISBA World Meeting Proposals Template

ISBA Program Council Chair

July 2022

1 Introduction or Background to the Venue

A brief paragraph describing the proposed venue including information about its geographic, historic, social and cultural aspects as deemed appropriate. An important consideration should be the accessibility of the venue for international travellers through international airports, train stations and multiple means of domestic transportation.

2 Local Organizing Committee (LOC)

Provide a list of the names and affiliations of the members of the local organizing committee (LOC). Clearly identify the Chair of the LOC and make sure to include contact details of the Chair including an email and postal address. Please provide information on the experience of LOC members in organizing conferences or in undertaking similar tasks.

3 Proposed Dates

Provide the proposed dates of the conference. Please indicate clearly if the proposal is to host the 2026 World Meeting only or if the proposal should also be considered for the 2028 World Meeting as well if the 2026 Meeting is allocated elsewhere. Typically, the conference kicks off with a day of short courses followed by 5 days of scientific program and concludes with a banquet dinner and ceremony. A typical program will start on a Sunday with short courses, followed

by the scientific program from Monday through Friday, and end on the following Friday with a banquet dinner. When considering the proposed dates, the local organizers can accommodate free time for sightseeing tours.

4 Conference Format: Hybrid or Fully In-Person

The World Meeting can be proposed in one of two formats: (i) fully on site and in-person; or (ii) hybrid format allowing participants the option of attending the conference (and presenting) remotely or being physically present on site. If (i) is proposed, please still discuss streaming or online options, in case a switch to a hybrid format for all or portions of the program becomes necessary at short notice.

5 Conference Site

5.1 Physical Conference Site

Provide details of the site of the conference (academic institution, hotel, or convention centre) with regard to the following items:

- The number of rooms available to host the scientific program sessions. Give an outline of the number of sessions, including parallel sessions, that will be accommodated on a daily schedule.
- Provide information on the capacity of rooms including those that will be used for plenary, keynote and special lectures and for short courses.
- Provide descriptions of the spaces, including their capacity, that will host the poster sessions.
- Provide a brief description of the space for the registration desk.
- Provide a brief description of the space for exhibitors and/or sponsors.

- Provide a description of the location, including capacity, to be used for the opening mixer of the conference.
- Provide a description of the venue for the banquet dinner.

To give a rough idea of the number of attendees, note that total attendance at recent in-person ISBA World Meetings was in the high triple digits.

5.2 Audio-Visual Facilities and Other Technologies

The proposal must include a clear description of audio-visual facilities to be offered at the conference site. If a hybrid format of the conference is being proposed, then the proposal must address clearly the reliability and efficiency of technologies required for remote transmission of presentations and remote interactions among attendees.

6 Local Amenities

6.1 Accommodations

Please provide information on local accommodations (e.g., hotels) available to meet a diverse group of budgetary needs. More specifically, please provide information on low-cost accommodation options that can be made use of by students and junior scholars travelling on a budget.

6.2 Childcare Facilities

The LOC **must** present a clear plan to provide childcare facilities for attendees travelling with small children. This plan must include the name and background information of the childcare provider and what space will be arranged to host the childcare facilities. The expenses for these facilities must be included in the conference budget. **Accommodation of child care facilities will be a requirement that will need to be addressed by all applications for hosting ISBA World Meetings.**

6.3 Restaurants and Food Options

Please provide information on restaurants and food options available in the immediate vicinity of the location of the conference. As for accommodation, it is important to provide information on diverse choices with regard to dietary as well as budgetary needs to the extent possible.

7 Estimated Budget

All proposals must include a detailed estimated budget for the conference. A budget template can be provided in the form of a spreadsheet and must include the following itemized entries:

- Number of expected registrants (Regular registrants + Student attendees);
- Revenue:
 - Registration fees for regular attendees + students;
 - Conference Banquet dinner fees;
 - Sponsors (for student travel awards and other unrestricted allocations).
- Expenses:
 - Meeting rooms;
 - Opening Mixer/Reception (with drinks and canapes);
 - Coffee Breaks;
 - Conference Banquet Dinner;
 - Audio-Visual Facilities (including expenses for remote transmission for hybrid format if applicable);
 - Poster session supplies;
 - Administrative support;
 - Internet and Wi-Fi facilities;
 - Child Care Facilities;

- Other itemized expenses...
- Net difference between revenue and expenses should balance to zero or deliver a positive surplus.

A spreadsheet for calculating the estimated budget is available [here](#). Please account for 3% of the registration fees to cover credit card/bank transaction fees in budgets.