



16th IGAC Science Conference in 2020 Bid Solicitation for Host Location and Local Organizing Committee

Bids are solicited to host the 16th IGAC Science Conference in 2020. Full bid submissions in pdf format are due by 13 April 2018 to the IGAC Executive Officer, Megan L. Melamed (megan@igacproject.org). Selection of the winning bid is expected to be announced by 1 June 2018. For information on previous IGAC Science Conferences, visit igacproject.org/conferences.

General requirements

- IGAC strives for its conferences to take place across diverse geographical locations. Please refer to the list of prior conferences at igacproject.org/conferences to see where the IGAC Science Conference was hosted in past years.
- The preferred date of the conference is September 2020, although other neighboring months (e.g., July - November) will be considered.
- Conference duration is one full week (5 days).
- Conference Agenda
 - Only plenary sessions – no simultaneous/parallel sessions.
 - Poster sessions throughout the week with all posters on display throughout the entire week.
 - A conference banquet one evening mid-week for participants and accompanying persons.
 - One unscheduled afternoon (typically Wednesday afternoon of the conference).
- The Local Organizing Committee (LOC) to provide morning and afternoon coffee breaks as well as on-site lunch every day for all participants.
- Conference should continue the tradition of a strong emphasis on an Early Career Scientists Program.
- Project side meetings, which are to take place outside of the plenary and poster session times, are to be encouraged. This will require additional meeting rooms for use by conference participants.

Bid submission requirements

A complete Conference Business Plan should be submitted and include the following:

- Designation of a professional conference organizing company (if applicable). Should preferably have prior experience organizing scientific conferences.
- Designations of the Local Organizing Committee (LOC) and its chair. An LOC comprised of more than one institution and a good balance of scientific expertise, career stage, and gender representation is strongly encouraged.
- Venue location and full description to meet the following requirements:
 - The main conference room must be able to accommodate approximately 500+ participants (preferably up to a maximum of 700) with good viewing of speakers and good acoustics, including sound reinforcement as necessary.
 - A location for posters (~500) that are to remain on display all week.
 - A coffee/tea break area close to or within the posters area.



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- On site lunch area for daily lunches for all participants.
- Facilities for small meeting groups (minimum two smaller meeting rooms).
- Free wireless internet throughout the venue.
- Lodging
 - Identify a sufficient number of rooms for all participants and accompanying persons close to the venue, ideally within walking distance.
 - There should be a range of pricing, including suitable low-price lodging for early career scientists or participants with small travel budgets (e.g., those from developing countries).
 - Distances and transport options to the conference venue should be specified.
- Meals and Coffee/Tea Breaks
 - Coffee/tea breaks to be provided twice a day.
 - Lunch is to be provided on site for 3-5 days depending on schedule/venue.
 - Conference Banquet is to be provided one evening of the conference.
 - Vegetarian and other commonly requested options (e.g., gluten-free, vegan) must be provided.
- Conference website, abstract submissions, and registration
 - An adequate website has to be developed by the LOC and/or its conference organizing company including at minimum:
 - The conference program.
 - The early career program.
 - Important dates and deadlines.
 - Travel and lodging information.
 - Links to the IGAC website.
 - Link to the abstract submission system (see below).
 - Payment of the registration fee should be online using a major credit card as well as have the option for an organization to be invoiced and payment to be received via wire transfer or check.
 - PLEASE NOTE: IGAC has developed its own Event Abstract Submission System (EASS) that will be used to collect abstracts for the conference. The IGAC EASS system can also be used as a registration system IF the LOC has a PayPal account to collect such fees. Therefore, the LOC and/or a conference organizing company must use IGAC EASS to collect abstract submissions to the conference. It is encouraged to use IGAC EASS for registration too, but this is not required.

Travel arrangements are the responsibility of the participants. Information provided by the LOC is informational. Please include the following travel information.

- Closest airport(s).
- Frequency of flights from around the globe.
- Distance from airport(s) to conference venue.
- Transport options to/from airport(s) to venue.



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- Visa requirements and any travel restrictions to and within in the host country.
- Health and security aspects.
- **Budget**

PLEASE NOTE: The costs and financial risks of the 16th IGAC Science Conference in 2020 is the responsibility of the LOC. The conference surplus, if any, will be sent to IGAC to be used for the next conference. The budget for the conference should be undertaken in a transparent manner with regular updates to IGAC. The budget should comprise at least the costs for the following items:

 - Professional conference organizing company if using one.
 - Venue.
 - Any transportation that will be provided by the LOC.
 - Coffee/tea breaks and lunches.
 - Conference banquet.
 - Conference materials (printed materials, name badges, USB sticks, etc.).

Revenue is expected to be generated from the following:

 - Abstract submission fees, which should be in the range of \$25-35 USD.
 - Registration fees, which include attendance at the conference, coffee/tea breaks, lunches, and conference banquets. Only a weeklong registration fee should be available for the entire conference in order to encourage people to attend the full week.
 - Early bird registration fees should be in the range of ~\$500–600 USD for regular scientist and ~\$400–500 USD for early career scientist.
 - Normal registration fees should be \$50-100 USD more than the early bird registration fees.
 - Scientific organizations/funding agencies.
 - Other sources (e.g., cities, countries, tourist bureaus, donations from individuals, industry, foundations, etc.).
 - Note: There has been some difficulty in securing external support in the past. Bidders are urged to be conservative in this area and successful bidders are counseled to pursue external funding early.
- **Other issue and options, which the LOC should address are:**
 - Initiative to make the conference “green”.
 - Excursion options for free afternoon of conference.
 - An accompanying persons program.
 - What to do and see in the vicinity of the conference.
 - Childcare options for participants’ children and inclusion of a breastfeeding room.
 - Accessibility for handicapped persons.
 - A prayer/meditation room should be available if at all possible.