



2028 ICACGP-IGAC Conference

Bid Solicitation for Host Location and Local Organizing Committee



Bids are solicited to host the 2028 ICACGP-IGAC Conference on international atmospheric chemistry. Full bid submissions in pdf format are due **by 15 May 2026** to IGAC (info@igacproject.org). Selection of the winning bid will be announced at the September 2026 conference, with the bidders informed beforehand. For information on previous IGAC Science Conferences, visit <https://igacproject.org/conferences>.

General requirements

- iCACGP/IGAC strives for our conferences to take place across diverse geographical locations. Please refer to the list of prior symposia/conferences to see where they were hosted in past years.
- iCACGP/IGAC strives to make conferences globally inclusive where possible. Please research the visa application processes for your country and provide a short summary.
- The preferred date of the conference is September 2028, although other neighboring months (e.g., July - November) will be considered.
- Conference duration is one full week (5 days)
- Conference Agenda
 - One plenary session – no simultaneous/parallel sessions.
 - Poster sessions throughout the week with all posters on display throughout the entire week (online and in poster hall).
 - An evening conference banquet mid-week for participants and accompanying persons.
 - One unscheduled afternoon (typically Wednesday afternoon) with a planned (optional) excursion available to conference attendees for an extra fee.
- 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 with an early career program (networking events, lunch with senior scientists, skills side meetings) open to all early careers to take place during the conference.
- 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.
- IGAC conferences require hybrid conference options. Please provide a plan and a cost for streaming services, facilitating online discussions and questions, and online posters.

Bid submission requirements

A complete Conference Business Plan must 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 required.



2028 ICACGP-IGAC Conference

Bid Solicitation for Host Location and Local Organizing Committee



- Venue location and full description to meet the following requirements:
 - The main conference room must be able to accommodate a sliding scale of people, starting with at least 250 but with options to reasonably expand with evolving global travel situations, with good viewing of speakers and good acoustics, including sound reinforcement as necessary. In the past, IGAC conferences have had over 700 participants, but this may change in a post-COVID and carbon-footprint mindful world.
 - A plan for online posters and in-person posters to remain on display all week.
 - A coffee break area close to the posters area.
 - 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.
 - Ability to stream talks (both from conference venue and to conference 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 students 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 on one evening of the conference.
 - Vegetarian and other commonly requested options (e.g., gluten-free, vegan) must be provided.
- Conference website, abstract submission, and registration
 - A website is 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
 - Link to IGAC website
 - Link to the abstract submission system (see below)
 - During conference, links to all online content for those participating virtually.
 - Payment of the registration fee should be online using a major credit card, including a way to pay online in bulk, as well as have the option for an organization to be invoiced and payment to be received via wire transfer or check. It is the LOC's responsibility to provide a registration system and collect fees in the local currency.
 - Currently, IGAC is using Oxford Abstracts to collect abstract submissions. The LOC will work with IGAC to determine if we continue to use Oxford Abstracts or try a different abstract submission and fee system.

Travel arrangements are the responsibility of the participants. Information provided by the



2028 ICACGP-IGAC Conference

Bid Solicitation for Host Location and Local Organizing Committee



LOC is informational. Please include the following travel information.

- o Closest airport(s).
- o Frequency of flights from around the globe.
- o Distance from airport(s) to conference venue.
- o Transport options to/from airport(s) to venue.
- o Visa requirements and any travel restrictions to and within the host country.
- o Health and security aspects.

- Budget

PLEASE NOTE: The costs and financial risks of the 2028 iCACGP-IGAC Conference is the responsibility of the LOC. The conference surplus, if any, will be sent to IGAC to be used for the next joint symposium/conference. The budget for the conference should be undertaken in a transparent manner with regular updates to IGAC/iCACGP. The budget should comprise at least the costs for the following items:

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

Revenue is expected to be generated from the following:

- Registration fees, which include attendance to the conference, coffee/tea breaks, lunches, and the conference banquet. 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 have recently been in the range of ~\$550-650 USD for regular scientists and ~\$400-500 USD for early career scientists. We understand that inflation might mean these numbers will increase.
 - Normal registration fees should be \$50-100 USD more than the early bird registration fees.
 - Note that this will change with hybrid options, and two registration fees (virtual and in-person) should be calculated and provided. Virtual should be significantly lower than in-person fees.
 - Significant discounts should be offered for scientists from low- and middle-income countries.
- 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.



2028 ICACGP-IGAC Conference

Bid Solicitation for Host Location and Local Organizing Committee



- 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.