

INQUA CONGRESS 2015: Bidding and Selection Procedures

Bids are invited for application by member national associations of INQUA to host the INQUA Congress in the year 2015. This note specifies (i) the time-table for submission and the decision process, (ii) guidelines on the nature of the submissions, and (iii) other relevant information.

1. Schedule for submission and decision

- 1.1. Intention to submit a bid must be registered with the *INQUA Secretary-General* no later than 1st Aug 2010. This may comprise a brief note, specifying the member country leading the bid and the key personnel responsible for pulling the bid together. It will be assumed that the nominated personnel have experience with, or have been appraised of, the requirements of organising and running such a major conference, and have formally agreed to be directly involved. Several neighbouring countries or associations can submit a group bid, but the congress itself must be based entirely in one meeting venue. Field excursions and other cognate activities can take place in, or be organised by, any of the other participating countries.
- 1.2. The full bid must comprise the information specified in section 2 below and should be submitted in (a) *hard (paper) copy* **and** (b) *as a pdf electronic document*, suitable for circulation to INQUA officers and IC members and to be made accessible for consultation by all INQUA affiliates on the INQUA web site. **The deadline for receipt of full bids is 1st May, 2011**, allowing three months for access and scrutiny prior to the start of the Bern Congress.
- 1.3. Bidding teams will be given the opportunity to provide additional information and to display advertising material via publicity booths made available at the Bern Congress venue.
- 1.4. Leaders of the bidding teams will be invited to present a brief summary of their bid to the *International Council* during the Bern Congress. This can include short visual (e.g. **PowerPoint**) presentations. Details of the format and time allowed will be provided in due course.
- 1.5. *International Council* will vote on the congress location at its final meeting held during the Bern Congress, and the result will be announced at the *General Assembly*, held at the close of the Bern Congress.

2. Guidelines on the contents of full bids to be submitted by 1 May, 2011

Full bids can vary in design and content, but **must** contain sections which provide details of the following:

- i. Proposed venue, dates and overall scientific themes to be addressed
- ii. Membership of the *Congress Organising Committee* and the key functions that each member will perform
- iii. An outline of the proposed science programme and aims (e.g. balance of emphasis between plenary lectures, thematic oral sessions, poster sessions; e.g. potential titles of congress sessions)

- iv. The type of congress space, plenary rooms, range of operational and social facilities, etc. that will be catered for. This should include information on the number, quality and capacity of the congress rooms, especially where plenary lectures are planned.
- v. The proposed programme of pre-, intra- and post-congress excursions with a list of names of those who have agreed to organise and lead them
- vi. Accommodation space available for delegates, proximity of such to the congress venue and estimated cost structure
- vii. Estimated costs and price structure (e.g. plans for assisting attendance of students and scientists from countries with low GDPs)
- viii. The social and educational potential of the congress venue and its immediate hinterland
- ix. Additional catering plans (e.g. **day care crèches** for small children; disabled access, etc)

3. Other relevant information

The bid documents should also include other information considered helpful for prospective attendees, such as information about **visas and deadlines for application**, ease of travel to and from the host country and the congress venue, ease of access to the venue, any restrictions concerning travel to and within the venue and its vicinity, and so on.

4. Winning bid: target dates for preparation of INQUA Congress 2015

Acceptance of proposals will be subject to a formal agreement (contract) between the proposed *Congress Organising Committee* and appointed representatives of the *INQUA Executive Committee*. This will take the form of a *Letter of Agreement* on congress management, deadlines, milestones and development of the scientific programme.

Thereafter a member of the INQUA Executive Committee will be nominated to be the principal point of regular contact with the Congress Organising Committee to monitor and advise as the planning for the congress evolves. This will include periodic inspection visits, to assure that appropriate progress is being made according to the agreed aims, planning schedule and logistical milestones specified in the agreement letter.

By 1 June, 2012: the full organizing committee should be finalized and announced; this committee must include one member of the *INQUA Executive Committee* to provide its direct involvement and enable free flow of information to INQUA Commissions and member organizations.

By 1 June 2013: publication of provisional arrangements, estimated costs, deadlines for submission of session themes, draft excursion programme and invitation for commission and other organizations to submit proposals for congress sessions and other activities (e.g. business meetings).

By 1 April 2014: finalization of congress programme and excursions, and announcement of registration fees and other relevant information.

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