

INQUA CONGRESS 2023: Bidding and Selection Procedures

Bids are invited for application by member countries/associations of INQUA to host the INQUA Congress in the year 2023. 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 the 27th of July 2018**. This may comprise a brief note, specifying which member country is leading the bid and which key personnel will be responsible for pulling the bid together. It will be assumed that the nominated personnel have experience, 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, INQUA members from any of the participating countries.
- 1.2. The full bid must comprise the information specified in section 2 below and should be submitted in (a) *hard (paper) form* **and** (b) *as a pdf electronic document*, suitable for circulation to INQUA officers, IC members and made accessible for consultation by all INQUA members on the INQUA web site. **The deadline for receipt of full bids is the 26th of April, 2019**, allowing three months for access and scrutiny prior to the start of the Dublin Congress.
- 1.3. Bidders will have the opportunity to arrange for additional posters, advertising booths and other illustrative material to be on display during the Dublin Congress.
- 1.4. Bidders will be invited to give a brief summary of their bid to the *International Council* during the Dublin Congress. Details of this will be provided in due course.
- 1.5. *International Council* will vote on the congress location at its final meeting held during the Dublin Congress, and the result will be announced at the *General Assembly*, held at the close of the Dublin Congress.

2. Guidelines on the contents of full bids to be submitted by the 26th of April, 2019

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. crèches for small children; disabled access)

3. Other relevant information

The bid documents should also include other information considered helpful for prospective attendees, such as 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.