



# The joint 14<sup>th</sup> Quadrennial iCACGP Symposium/ 15<sup>th</sup> IGAC Science Conference 2018



## **Bid Solicitation for Host Location and Local Organizing Committee**

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Bids are solicited to host the joint 14<sup>th</sup> Quadrennial iCACGP Symposium and 15<sup>th</sup> IGAC Science Conference in 2018 on atmospheric chemistry. Full bid submissions in pdf format are due by 31 March 2016 to the IGAC Executive Officer, Megan L. Melamed ([megan@igacproject.org](mailto:megan@igacproject.org)) and to the President of iCACGP, John Burrows ([burrows@iup.physik.uni-bremen.de](mailto:burrows@iup.physik.uni-bremen.de)). Selection of the winning bid is expected by 1 June 2016. For information on previous joint iCACGP Symposia and IGAC Science Conferences, visit [www.icacgp.org](http://www.icacgp.org) and [www.igacproject.org/igac-conferences](http://www.igacproject.org/igac-conferences).

### **General requirements**

- The preferred date of the conference should be in September 2018
- Conference duration is one full week (5 days)
- Conference Agenda
  - One plenary session – no simultaneous sessions
  - Poster sessions throughout the week with all posters on display throughout the entire week
  - A conference banquet one evening 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 everyday for all participants.
- Conference should continue the tradition of a strong emphasis on an Early Career Scientists Program, including support for early career scientists to attend the conference.
- Project meetings, which are to take place outside of the plenary and poster session times, are to be encouraged. This will require additional of 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 (please see note below).
- Designations of the Local Organizing Committee (LOC) and its chair.
- Venue location and full description to meet the following requirements
  - The main conference room must able to accommodate approximately 500+ participants (maximum 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 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
- 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 options must be provided
- Conference website 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 iCACGP and IGAC websites
    - 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 abstract submission program that will be used for the symposium/conference. Therefore the LOC and/or a conference organizing company will need to provide an abstract submission service.

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
- 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 14th Quadrennial iCACGP Symposium and 15th IGAC Science Conference in 2018 on atmospheric chemistry is the responsibility of the LOC. The conference surplus, if any, will be sent to iCACGP and 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 and iCACGP. It comprises at least the costs for the following items:

- professional conference organizing company
- 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:

- Registration fees should be around ~\$550(€500) for early bird registration and ~\$400(€350) for early career scientist. This fee is to included include coffee/tea breaks, lunches and conference banquet.
  - Scientific organizations/funding agencies
  - Other sources (e.g. 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