



ISCRAM Conference Bid Manual

1. Introduction and Overview

This document describes what to include in a proposal for hosting an ISCRAM conference. Any person may submit a bid for organizing an event to the ISCRAM board. A notification of the intention to bid should be first sent to the ISCRAM Board via the Chair of the Events Committee. This will allow the board to get a first impression about the adequacy of the bid. Subsequently the proposed hosts will be invited, or not, to submit a full proposal.

The bid will contain at least the following information:

1. Description of the venue and facilities (number and size of the rooms for hosting the main conference, Ph.D. colloquium, workshops, exhibitions, and other conference related events), geographical location, travel and accommodation costs, etc.
2. Planned budget with costs for fees given various levels of participation, and the profit or loss for 3 different scenarios (best case, expected case, worst case).
3. Risk evaluation section: Identify financial and other risks and corresponding mitigation plans.
4. Proposed conference organizing and program committees, including information describing committee members' previous experience organizing conferences.
5. Conference theme.

2. Bid Proposal Elements

2.1. Conference vision

What will make this ISCRAM conference special? What is the focal topic and how does this align with the ISCRAM mission?

2.2. Description of organization and conference chair

- Abbreviated CV of conference chair(s), including information on past ISCRAM involvement and experience with earlier conference organization
- Organizational support of hosting institution (chair endorsement, institutional resources, etc.)
- Presentation of a local organizing team (i.e., identifying who will be responsible for which efforts, including the availability of student volunteers, etc.)
- Program Co-Chairs: Note that the final choice of Program Chair has to be submitted and approved by the ISCRAM Board. However, at this stage you should consider

who could be Program Co-Chairs. We recommend nominating two persons with prior ISCRAM conference experience from different regions of the world.

- Three other chairs should also be identified to coordinate the workshops, demos and posters, doctoral colloquium, publicity and communications, local conference logistics, and paper awards. Please consult the ISCRAM board for suggestions.

2.3 Finances

- Budget proposal (Excel file) with risk analysis for 3 different scenarios: high attendance (best case), medium attendance (likely case), and low attendance (worst case).

Elements include:

1. Income

- a. Fee structure, plus expected number of participants per group. Groups include full member, student members, one day – member and non-member, early and regular. Additional fees for workshops, tutorials, social events. Brief description of what is included in this fee.

Note 1: Traditionally, we have not charged for workshop or doctoral colloquium attendance on the provision that they register and pay for the main conference.

Note 2: Members receive a registration discount to the conference. Please consult the ISCRAM Board on an appropriate member/non-member fee structure.

Note 3: Membership fees cannot be considered as income as they will be paid to the ISCRAM Association.

Note 4: Members of the organizing and program committees, including track chairs, are expected to be active ISCRAM Association members before the start of the proposed conference.

- b. Estimated sponsorship. Possible options for local and general sponsorship from corporations, government, or other organizations. Did you already contact any appropriate sponsors? What level of commitment do you expect? Do you have a strategy to recruit sponsors if you haven't identified potential candidates yet?

2. Expenses

a. Fixed costs

- i. Room rental
- ii. Audio-visual equipment
- iii. Promotion (banners, leaflets, etc.)
- iv. Materials
- v. Personnel
- vi. Other
- vii. Event cancellation insurance (optional)
- viii. Keynote speaker honorariums
- ix. Note 1: An EasyChair subscription for the conference will be purchased by the ISCRAM Association.

- x. Note 2: Organizers are discouraged from entering agreements with hotels that require a guaranteed number of room reservations in exchange for discounted room rates.
- b. Variable costs
 - i. Lunch and coffee breaks
 - ii. Social events (e.g., Sunday beer event/dinner, Monday social event/dinner, Tuesday gala dinner, etc.)
 - iii. Conference materials (bag, proceedings, program, badges, etc.)
 - iv. Other

2.4. Dates

The Conference should take place during the last two weeks of May. Please check that there are no other relevant conferences that will run at the same time which may affect participant numbers.

2.5. Location

- Conference venue choice (including evidence of availability and interest from venue management). Requirements include the availability of a large plenary room (approx. 250 people), breakout rooms (75 people), demo / poster areas, exhibition space, etc.
- Accommodation possibilities, including rough pricing information (First class, Comfort and Tourist class, single / double, upper and lower limit of hotel prices per class and occupation)
- Accessibility via air (airport, connections with major hubs), rough flight pricing estimates from select cities for the conference time frame
- Description of the means (with costs and time) to get from the nearest major airport to the venue. If the nearest major airport is not an international one, note the nearest international airports and approximate costs to fly from them to the nearest airport.
- Local transportation options
- City highlights
- Specific candidate venues for social events
- Special features or opportunities offered by the proposed location – if applicable (what is its added-value to the local community, and to the broader ISCRAM community?).

2.6. Conference

- Proposed conference theme that fits with the ISCRAM mission and community interests.
- Proposed track structure (with the understanding that at least one track will be defined concerning the conference topic and/or current events).

Over the years some track topics have come to be expected as part of an ISCRAM conference. It is expected that these tracks will run again in future conferences. Conference organizers may issue an open call for other tracks as well, although care must be taken not to have overlapping tracks or too many tracks. The final portfolio of tracks should be agreed jointly between the conference organizers and the Board.

- Agreements with special issues of relevant journals will be viewed favorably.
- Workshops, tutorials, and other side events. Typically workshops and tutorials are run on Sunday, the day before the start of the main conference, with the possibility to move workshops during the conference to foster interactions between practitioners and researchers.
- Possible keynote speakers. Note that the eventual confirmation of keynote speakers is done by joint agreement between the organizing committee and the ISCRAM Board.
- Schedule of deadlines (registration, submission, reviewing, etc.). Note that a conference Timeline document is available to help you with this.

2.7. Community and capacity development plans

- Plans for integrating emergency response practitioners into the conference activities to encourage give-and-take between research and responder groups.

Note1: Call for “Practitioner Papers” are expected in the call for papers.

- Plans – if any - for enhancing local resilience in some small way (e.g., conducting a response exercise in collaboration with local emergency managers or at a key local institution, offering the local community a day of tutorials from ISCRAM attendees, facilitating acquisition of needed resources such as getting radios donated for the local fire department, organizing a local roundtable, ...)
- Plans for creating a special opportunity for ISCRAM community members (e.g., a tour of a crisis-relevant or critical infrastructure facility, sponsorship for subsidizing student or attendees from developing regions, pre-submission reviewing support, new elements in the program...)

2.8. Advertising and marketing plans

- Distribution of CFP and conference announcement. Any new ideas?
- Do you plan to publish select papers in special issues of journals? Which ones?
- Outreach to potential new ISCRAM attendees and community members
- Practitioner recruitment & marketing

2.9 Sponsorship

- Names of potential sponsors, ideas for targeting sponsors, targeted sponsorship (e.g. for student attendance, meals, social events, materials), donations in kind (e.g. not money but goods or services), levels of sponsorship offered (e.g. Platinum, Gold, Silver, Bronze - with associated benefits and costs)

2.10 Risks

- Are there any specific financial risks (e.g., commitments for hotel rooms, in case the number of participants will be low, etc.)?
- Are there other risks (e.g., related to availability of conference venue, etc.)?
- How can these risks be mitigated?

2.11. Profit/Loss Agreement

- Organizing a conference is always a financial risk. As a non-profit organization, ISCRAM can help cover financial losses / share the profits up to a certain degree. The following values / ranges are acceptable:
 - 90% / 10 %: ISCRAM will cover 90% of the risk, but it will also receive 90% of the profit. This means that in case of a financial loss the conference organizers will cover 10% of the loss, but they will also receive 10% of the profit if the conference is profitable
 - 50% / 50%: ISCRAM and the conference organizers will share risk and profit equally. ISCRAM will cover 50% of the loss and will receive 50% of the profit.
 - Anything within the range of (90/10) and (50/50)
- **Important:** In any case, the maximum conceivable loss to be covered by ISCRAM cannot exceed 15K EUR. This should be reflected in the “worst case” budget scenario and stipulation of a MOU agreed to by the organizing committee and the ISCRAM Association.
- Please indicate in your bidding document which financial agreement you would like to take.

2.12. Open issues and concerns

Please address any other open issues and concerns that you may have. To prepare a good bid, you may also raise any questions, or discuss any concerns with the chair of the Events committee or designated Board member.

3. Bid Evaluation

Bids will be assessed by an evaluation committee of at least 7 people. The committee will contain selected members of the ISCRAM Board and ISCRAM Association. Members of the evaluation committee who have potential conflicts of interest with the proposals (e.g., employment at a bidding institution) are excluded from participating in the evaluation process.

The evaluators are asked to comment on the following points:

- Conference Vision (appropriateness)
- Committee (Organizational capabilities, infrastructure, is the team adequate in terms of numbers and necessary experience)
- Program
- Practitioners' involvement (in the call for papers, panels, workshops, tutorials, ways of facilitating practitioners/researcher interactions)
- New concepts
- Budget
- Location (e.g., opportunity to attract many participants)
- Conference Venue
- Level of detail of the bidding document
- Geographical and time proximity to other ISCRAM events (e.g., ISCRAM regional events run in the same country and at the same time as the main conference could impact participation).