

CALL FOR PROPOSALS TO HOST ISIAQ INTERNATIONAL HEALTHY BUILDINGS 2019 REGIONAL CONFERENCES

The ISIAQ Board of Directors (BoD) invites proposals to host ISIAQ International Healthy Buildings 2019 Regional Conferences. Proposals are solicited for conferences to be held in the following (traditional) regions: Asia and Pacific Rim and Americas.

The ISIAQ BoD establishes the following requirements for ISIAQ International Healthy Buildings Regional Conferences:

- The Call for Proposals and the accepted Proposal will establish the contractual relationship between ISIAQ and the host organization(s). This means that those who submit proposals must have authority to contractually bind the organization of which they are a part (assuming that there is an organizational or institutional base).
- Organization(s) hosting the conference will collaborate with ISIAQ to take advantage of the benefits offered by ISIAQ's involvement including participation of the Scientific and Technical Committees in the organizing of the scientific content of the conference.
- Conference web site: The ISIAQ logo and the appropriate conference logo will be provided to the host organization and shall be displayed prominently on the conference web site, as well as all printed material and digital media associated with the conference. The logos are not to be modified by the host organization(s) as they are associated with the conference series, and represent a recognizable "trademark" or "brand". The official name of the conference is "Healthy Buildings 20xx Region", where 'xx' refers to the year and 'Region' to either Asia and Pacific Rim or Americas.



HB-logo



ISIAQ-logo

- ISIAQ shall be acknowledged prominently in all promotional materials, digital, web, or printed, as the primary co-organizer of the conference. ISIAQ will support the conference organizer(s) in advertising the conference through e-mail messages through the ISIAQ secretariat and through other media.
- Participation in the organization by ISIAQ members in the region organizing and/or hosting the meeting is particularly important and should be described in the proposal.
- Registration fee: ISIAQ members in good standing will be granted a discount on the registration fee in the amount of the current ISIAQ full membership fee. All non-ISIAQ members who register to the conference will become ISIAQ members by paying the full (undiscounted) registration fee, and ISIAQ will retain the amount in U.S. Dollars of the current ISIAQ full membership fee for each such registrant from the amounts the

registrant transmits to the conference organizers. ISIAQ student members in good standing will be granted a discount on the student registration fee in the amount of the current ISIAQ student membership fee. All students who are not ISIAQ student members who register will become ISIAQ student members by paying the full student (undiscounted) registration fee, and ISIAQ will retain the amount in U.S. Dollars of the current ISIAQ student membership fee from the amounts paid by the student to the conference organizers for each such student non-member registrant.

- For each Healthy Buildings regional conference ISIAQ will make available three Student Conference Support Awards covering registration fee and accommodation ([link](#)). The free accommodation is determined together with and reserved by the conference organizers.
- All financial responsibilities and benefits/risks are with the conference organizers.
- Paper review process: The conference organizers have flexibility in what type of review process they propose, but final submission (papers and/or extended abstracts) should be subject to independent peer review. ISIAQ can assist conference organizers in identifying potential reviewers and act as a first contact on behalf of the conference organizer(s).
- Registration: The conference registration will be conducted by the host organization. Those wishing to register as members and receive the applicable discount shall be provided a link to the ISIAQ web site where members who log in will be able to click on a link taking them back to the conference web site page where the member registration fees are available. The conference web site should be able to verify that incoming traffic to this designated registration page originated from the ISIAQ members' page.
- At the conclusion of the conference, the conference organizers will transmit to ISIAQ the equivalent of the agreed membership fee in U.S. Dollars for all participants, individual and student, who did not register as members or who renewed their membership through the conference registration. Expenses related to the Student Conference Support Awards will be deducted from this amount. Payment will take place a maximum of 90 days after the final day of the conference. However, the conference organizers will present an electronic list of non-member participants and participants who renewed their membership through the conference registration within a maximum of 30 days after the final day of the conference.
- Proceedings to ISIAQ: The conference organizers will provide ISIAQ at the conclusion of the conference a reproducible digital copy of the Proceedings. The Proceedings will be offered for sale by ISIAQ beginning 90 days after conclusion of the conference. Members may be provided with a discount. The Proceedings will not be copyrighted by the conference organizers nor by ISIAQ. The papers and/or extended abstracts have to follow a fixed format as provided for by ISIAQ. Funds from the post conference Proceedings sale shall go to ISIAQ. ISIAQ may decide at any point to make proceedings available at no costs to its members or to the wider public.
- ISIAQ visibility at the conference: The organizers will ensure ISIAQ's visibility and participation including opening/closing/other significant sessions; STC meetings; ISIAQ/Wiley desk; conference access by ISIAQ Administrator/Executive Director; web links; and others as may be agreed by the organizers and the ISIAQ BoD or Administrator.

- From the time of selection of the organizer(s), one member of the ISIAQ BoD or a designated representative (decided by the ISIAQ BoD) shall serve as member of the Organizing Committee. Its main role is to serve as advisor and contact person between ISIAQ BoD and the Conference organization. The selected person preferably should reside in the same time zone as the conference organizers and should have former experience in the organization of an international conference. There is no restriction in the number of BoD members actively involved in the conference organization.
- The conference organizing committee shall include ISIAQ members (this may also be members of ISIAQ Chapters) as a majority of the total number of members of the organizing committee. The proposed President is an ISIAQ member in good standing.
- The conference international scientific committee shall have a majority of ISIAQ members in good standing.
- The conference President shall report to ISIAQ monthly from the time of selection until the completion of the conference. Besides presence in the monthly conference calls of the ISIAQ BoD, monthly reports shall include updates on committees, technical program, social program, and budget projections.
- Maximum three months after the conference a conference summary report will be provided to the ISIAQ BoD including all the key figures related to the conference, but also a reflection on the process and lessons learned, and feedback from the participants. A questionnaire may be a useful means to collect the feedback.
- Time and space shall be provided for ISIAQ BoD, Academy members, STC and Mentorship meetings and the Indoor Air Journal Editorial Board meeting during or one day before the day of the conference opening. On request, time and space is allocated for the ISIAQ Annual General Meeting. All requested space is provided at no cost.
- Each ISIAQ STC will be provided a 1.5 to 2-hour time slot in the conference program during the last or second-to-last day before the conference closing for a workshop, meeting, or other STC managed event.

Proposals shall be submitted to the ISIAQ Secretariat by close of business on **1st of July 2017**.

Proposals shall be evaluated by an evaluation committee of ISIAQ Academy Fellows and members of ISIAQ BoD according to the criteria described in the attachment to this document.

A proposal may include, but not limited to, the rationales of hosting the conference, promised highlights, main themes of the conference, conference venue and associated facilities, conference organization team and their CVs, plans for pre-conference promotion, plans for technical and social program, thematic areas of the conference, student programs, industry and government activities, involvement of ISIAQ and STCs, technical tours, education/training courses, budget and revenue, registration fees, potential sponsors and sponsorship strategies, etc.

The following time line is assumed after the submission deadline (SD):

- Selection of the potential candidate (including remarks to the proposal): SD + 2 months
- Reconfirmation of the potential candidate: SD + 4 months
- Updated proposal and signing of the final agreement: SD + 6 months

The intention is to sign the final agreement between ISIAQ and the Conference host at least 18 months prior to the planned conference start. This will allow the conference host to prepare promotional information and the announcement at the preceding Indoor Air conference.

Who can apply?

The conference organizing committee shall include ISIAQ members (ISIAQ Chapter members included) as a majority of the total number of members, including the proposed President. The service for ISIAQ and long membership (tenure) can be an advantage but ISIAQ also seeks to grow membership and therefore this issue will be judged on case-by-case basis. A current member of ISIAQ BoD can also submit a proposal but he/she should inform the BoD and evaluation panel about his/her intentions as quickly as possible and refrain from all discussions related to organization of future ISIAQ conferences from that point on. If a Board member submits a proposal or declares his intention to do so, he/she shall recuse him/herself from all deliberations and activities of the BoD pertaining to the selection of the next Conference host.

ISIAQ CONFERENCE HOST SELECTION CRITERIA

The selection of the organizers is based on the evaluation of the proposals following these criteria: Conference Leadership, Scientific Quality and Format, and Implementation.

Conference Leadership

- Qualifications of Conference President, Vice President and/or Technical Chair position, background, relevant experience.
- Commitment of employers and institutions to support proposed activities.

Scientific quality and Format

- Conference theme(s) (philosophy and intention)
- Selection of plenary speakers (philosophy and intention)
- Involvement of ISIAQ Standing Technical Committees (e.g. adequate time must be set aside for sessions developed by STCs)
- Scientific Advisory Board
 - Broad spectrum of stakeholders and expertise; Acknowledgement of the multidisciplinary nature involved in indoor air quality and indoor climate (extension to IEQ - visual and acoustical). This ranges from involvement of scientists at the core of the Indoor Air Sciences but also invitation of medical doctors/people dealing strictly with epidemiology, processes of disease and disease transmission, exposure analysis, engineers etc.
- Connection to practice (specifically for HB conferences but should somehow be addressed)
- Emphasis on students (this refers to active participation of students in the organization and to special activities organized for students before/during/after the conference)
- Planned workshops or other special sessions (philosophy and intention)
- Originality and novelty
- Review process (type of contributions [full papers/extended abstracts], review rounds, number of reviewers [#reviews/reviewer], other details as planned)
- Plans for post-conference publication of papers, (specific journals, audience, contacts made, cost issues)
- Added value - Potential revision or implementation of the historical format/template for posters, workshops, symposium, debates, others – not mandatory, but of interest.
- Commitment to promoting inclusion and diversity when identifying conference organizers, support committees, staff, invited speakers and other appointed positions.

Implementation

- Organization committee (name institution, disciplinary focus)
- Budget and allocation of funds, e.g. estimated conference fee (# participants), fee for students etc. Budget needs to include anticipated funding from institutional, governmental, private sector, or other sources.
- Conference dates (time of year, flexibility) (avoid conflicts with major international meetings of indoor air-related societies, conferences)
- Conference location and venue (number and capacity of session rooms, plenary)
- Logistics, e.g. collection of abstracts and papers and collaboration with ISIAQ BoD – Academy Conference Committee.
- Gantt chart with timeline and major activities indicated.
- Lodging and social program (various people will have different criteria, diversity of cost and of type of lodging facilities that will be available should be provided with distance from conference venue and transportation to the conference venue)
- Risks and contingency plans
- Dissemination (means of announcing the conference to the potential audience, national and international)
- Social program
- Evidence of institutional commitment to support organization and hosting of conference