



International Society of Indoor Air Quality and Climate

CALL FOR PROPOSALS TO HOST HEALTHY BUILDINGS 2012

Approved by Board of Directors - 12 May 2009

The ISIAQ Board of Directors invites proposals to host Healthy Buildings 2012.

Proposals should not exceed 10 pages in total length including all attachments and should contain the following information:

- A. Proposed President: Biographical information including prior conference organizing experience, and the percent of the individual's time that will be dedicated to organizing the conference during the 3-year period leading up to the conference. Identify key staff and other resources expected to be available from the proposed president's organization and/or other sponsoring organizations.
- B. Organizing Committee: Identify the role of the proposed organizing committee and other groups in relation to the conference planning and management, paper review process, etc. Provide the names, affiliations, and highlights of the relevant professional and scientific qualifications of the members of the proposed organizing committee.
- C. Location and facilities: Identify the conference facilities and describe the features that are most relevant to the Healthy Building conference format.
- D. Accommodations: Identify major lodging facilities that will be available including distance from conference venue, transportation to the conference venue, range of costs, and other important features.
- E. Budget: List major budget categories and budget estimates for each category. Include estimated conference registration fees, plans to provide scholarships for students and other participants, and any other information considered important by the proposal writers. Proposals should also identify confirmed and potential host country national public and private sponsors as well as international sponsors and the approximate amounts of financial support anticipated from each.
- F. Registration fee: Include a statement in the proposal that ISIAQ members in good standing will be granted a discount on the registration fee in the amount of US\$135. Priority will be given to proposals that clearly state that as part of the conference fee all attendees will be given an ISIAQ membership (except those who are already members who would get a discount; and state that for every registrant who does not receive the ISIAQ discount, a specified amount will be provided to ISIAQ. The organizers may, at their discretion, offer registrants the option to not be included as ISIAQ members (but no discount will be offered for electing this option).
- G. Social program and satellite events: While these are not mandatory elements of the conference, they have been traditional parts of most HB' XX meetings to date. Describe them briefly. The conference banquet may, at the organizers discretion, be an optional event at registrants' discretion to opt out at a reduced fee.

- H. Proceedings to ISIAQ: The conference organizers will provide ISIAQ with an electronic copy of the Proceedings to be offered for sale by ISIAQ to its members beginning 90 days after conclusion of the conference.
- I. ISIAQ visibility at the conference: The organizers will commit to ISIAQ's visibility and participation including opening/closing/significant sessions; task force meetings; ISIAQ/Wiley desk; access by ISIAQ Administrator/Executive Director; web links; and others as may be agreed by the organizers and the ISIAQ Board of Directors or Administrator.
- K. Financial implications to ISIAQ: The proposal shall state that there will be no financial implications to ISIAQ in the event of financial loss by the organizers.
- L. Conference papers: Preference will be given to organizers who allow for papers submitted as either (1) extended abstracts (2 pages), or (2) conference papers (at least 5 and preferably 6 to 8 pages). The program and proceedings shall indicate clearly whether the paper is an Abstract or Conference Paper.
- M. Paper review process: Conference papers shall be peer reviewed "blind" by at least 2 independent reviewers. The proposers should clearly indicate the process by which a paper will be accepted or rejected, particularly as related to split reviews (deny/accept).
- N. The Conference president shall serve as a non-voting member of ISIAQ Board of Directors from selection until the end of the conference and shall report monthly to the Board on progress.

The ISIAQ BOD calls to the attention of all those interested in hosting the conference that it is envisaged that substantial help will be offered to the Organizing Committee of the conference by the ISIAQ Secretariat, especially with those aspects of the conference that remain standard regardless of the location of the conference. These include advice and assistance in relation to budgeting, promotion, publication of conference announcement material, communication with the participants, collection of registration fees, and publication of abstract/proceedings publication media.

The applicable requirements of this Call for Proposals together with the selected proposal shall constitute the base agreement between ISIAQ and the host organization.

Deadline for submission of Proposals: Proposals must reach the Secretariat in Santa Cruz, California, by close of business local time on July 11, 2009 (email: info@isiaq.org. mailing address: 2548 Empire Grade, Santa Cruz, CA 95060 USA). Those intending to propose should notify ISIAQ of their intention at the earliest opportunity. Questions on the proposal requirements or selection process should be submitted in writing to the ISIAQ Secretariat. Answers to all questions will be made available in writing to all individuals who have notified ISIAQ of their intention to submit a proposal.