



INTERNATIONAL FEDERATION OF NEMATOLOGY SOCIETIES

Congress Site Selection Guidelines

These guidelines to evaluate the relative merits of proposed locations to host the Seventh International Congress are those as developed by the IFNS Council for the Sixth International Congress of Nematology. In addition, we added the process and time schedule to be followed.

All nematology societies that are IFNS members are requested to inform IFNS with a Letter of Intent if they are interested in hosting the Seventh Congress by **1 December 2015** (i.e. 19 months after the most recent congress as proposed in a former draft of the Constitution). The formal submission of a location proposal with documented evidence to support the merits of each location should be sent to the IFNS Officers not later than **1 March 2016**. The Selection has to be finalized by **1 June 2016**. If no location has 60% or more of the votes received by the closing date, a second round will be organized by 1 September 2016 between the two localities with the highest number of votes. The role of the IFNS Councilors will be to judge the merit of all proposed locations and rank them according to the following guidelines.

Specific features of each proposal will be placed in several categories and given a weight according to how they fit the guidelines. For example, a proposal clearly showing that the Congress venue will be in a town or city with a major international airport with 2 to 5 international airlines providing 5 to 10 daily flights to major international cities would be given a weight of 10. As opposed to a proposal where the Congress venue will be held in location with a lesser airport providing only 2 or 3 daily flights in or out, which would be given a weight of 2 or 3. This system of rating cannot eliminate bias and subjectivity, but it will provide a guide for each Councilor to rank all proposals in the same manner.

Country (requirement must be met – no rating)

The country hosting the Seventh Congress must be freely open to all members of nematology societies, without any restriction of race, religion, nationality, conflict with neighboring country, civil war, or any other reasons. The physical safety of visitors and tourists must be a priority of the inviting nematology society. Visas should be easy to obtain regardless of the country of origin of the applicants. The IFNS Council is particularly interested in soliciting sites from areas in which previous congresses were not held.

Dates proposed (no rating)

The dates of the Seventh Congress will be proposed by the inviting society, taking into account local availability and costs of conference facilities and, that most international societies traditionally meet during June to September. The dates of the Seventh Congress should not conflict with other nematology meetings or other international plant pathology meetings. (The IFNS Council should obtain dates of possible meetings for 2020 – if any, from all member societies, and attempt to obtain a schedule of meetings from major plant pathology societies.)

Air travel (airport capability) 10%

The Congress location will have a major airport accessible to two or more international airlines, with multiple daily connections to other major airports. All participants must be able to arrive the day before the Congress and leave the day after, if they so choose. International and local transportation options and costs will be made available to the IFNS Council.

Restaurants and Hotels (or University Residences) 30%

There should be a wide range of hotels available at reasonable cost for all participants. Lodging must be affordable to all members of IFNS member societies (suggested range of \$20 to \$200 per night). The cost of food (average restaurant meals) should be documented.

Accommodation and meals should be available for all participants within a 10- to 20-minute walk from the venue. A site where a single facility can accommodate all participants should be preferred.

Congress Venue (40%)

The inviting nematology society will provide a list of names of members of the society who have agreed to commit to the tasks required in preparations for the Congress. A detailed list of proposed arrangements to facilitate the Congress will be provided by the inviting society.

All sessions must be held at a single site and, if not in the same building, in buildings no more than a 5-10 minute walk from each other. One large hall capable of holding 400-600 people will be required for plenary sessions. Also available should be at least two rooms holding 300 each for concurrent symposia, and at least 4 rooms holding 100 for discussion sessions, colloquia, and committee meetings. There will be a possibility of having several poster sessions coordinated with symposia to reduce the number of poster boards necessary. Poster sessions should occur in areas large enough to avoid excessive crowding.

The venue should possess high quality seating, air conditioning if average temperature during the Congress is above 24 C, and modern audio visual facilities in rooms where the scientific sessions are held. Slide projectors and overhead projectors are a must; Internet connections and computer presentation facilities will be preferred. A venue that regularly organizes international meetings could have preference because it may have all the necessary structures for holding this type of meeting.

Communications (10%)

Modern communication facilities (telephone, fax, email) available from the hotels or university residences, and from the Congress venue, will be preferred.

Tours and Spouse Activities (10%)

As much as possible, a program of two to three agricultural tours should be organized pre and post Congress. A program of two to three educational tours should be organized during the Congress for spouses and families of participants.

Financing

The bid of the inviting nematology societies will demonstrate that the inviting society has government and/or industry support, and that all expenses will be covered at the end of the meeting, regardless of the number of participants. Registration fees from a conservative (minimum) number of participants can be included in the proposed budget. The costs of SICN facilities will vary widely according to the location. For example, the total cost of THINC in Guadeloupe was over \$US150,000. An accounting of credits and disbursements will be provided to the IFNS Council in a timely manner, in order to facilitate the planning of future congresses. Surplus funds will be maintained in the treasury of the host society, with the anticipation that a substantial percentage will be available to serve as seed funds for the next congress.

1 August 2014