



# INTERNATIONAL FEDERATION OF NEMATODOLOGY SOCIETIES

## Congress Site Selection Guidelines

These guidelines to evaluate the relative merits of proposed locations to host the Seventh International Congress are an updated version of those as developed by the IFNS Council for the Sixth International Congress of Nematology. An updated process and timeline are included.

All IFNS member societies are requested to inform IFNS with a Letter of Intent if they are interested in hosting the Seventh Congress by **1 March 2024**. 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 June 2024**. The Selection will be finalized by **1 September 2024**. The IFNS Councilors will judge the merit of all proposed locations and vote for their preferred location according to these guidelines.

If no location has 60% or more of the votes received by the closing date, a second round will be organized between the two localities with the highest number of votes.

Several categories will be considered by IFNS councilors when making their decision. These are listed below, in order of importance. Proposals should aim to address all of the criteria listed. Where it is clear that a bid has failed to address one or more of the criteria the IFNS councilors may choose to reject it without including it in the final vote.

### Country

The country hosting the Congress must be, as far as reasonably practicable, freely open to all members of nematology societies, without any restrictions 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 and will form an integral part of the selection process. Delegates should be able to access internet services without undue restriction. 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 have not been held.

### Congress Venue and local organizing group

The inviting nematology society should provide a list of names of members of the society who have agreed to commit to the tasks required in preparations for the Congress.

Information on the size of the wider group who are committed to supporting the congress should be included. 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 minute walk from each other. One large hall capable of holding at least 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. Poster sessions need to be held in areas large enough to avoid excessive crowding. However, if needed several poster sessions coordinated with symposia can take place to reduce the number of poster boards necessary.

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. Bidders should indicate whether hybrid conference attendance will be possible and should include the costs of this in their bid document. A venue that regularly organizes international meetings may be preferred as it is likely to have in place all the necessary structures for large conferences.

### **Air travel**

The Congress location must be within easy reach of 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 should be part of the bid document and made available to the IFNS Council.

### **Restaurants and Hotels (or University Residences)**

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.

### **Financing**

The bid document should include a detailed budget plan for the meeting. If needed, the IFNS vice chair can provide support in this area. Details of sponsorship (including government/local authority and/or industry support) need to be included as well as major outgoings. The projected registration fees for a range of delegate categories must be included. These should be calculated on the basis of a conservative estimate of delegate numbers. If a PCO is to be used, details of the chosen company and their costs should be included in the budget plan. Information on the legal entity that will sign contracts (and thus bear the financial risk of the congress) should be provided.

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.

### **Communications**

Modern communication facilities including WiFi for delegates must be available in the Congress venue and conference accommodation. Bids should include information on whether a Conference app will be included in the delegate package.

### **Dates proposed**

The dates of the Congress will be proposed by the inviting society, taking into account local availability and costs of conference facilities and the fact that most international societies traditionally meet between June and September. The dates of the Congress should not conflict with other nematology or international plant pathology meetings. In order to facilitate this, the IFNS Council will seek to obtain dates of possible conflicting meetings for 2028 from major plant pathology societies.

### **Tours and Spouse Activities**

Where possible, a program of cultural tours should be organized pre and post Congress as well as during the Congress for spouses and families of participants.

### **Future Organisation of Congresses**

A “handbook” of sorts (not necessarily very large or detailed) will be established by the local and other organisers with details of the process of the organisation, tips, mistakes to avoid, what has worked, what has not, and so on. Every time the new organisers take over, this handbook will be provided to them, and then they will be responsible for updating it and passing it on to the next organisers. This will allow the process of organizing the meeting to be improved and will avoid each organizer starting from scratch.

June 2023