

# The International Coral Reef Societies Conference Bid Document

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The International Coral Reef Symposium (ICRS), held every four years at venues around the world, are designed to advance international understanding and appreciation of this most diverse marine ecosystems on earth, and to strengthen local, regional and international cooperation for their wise use, treatment, protection, and conservation.

The International Coral Reef Society is now calling for bids from local groups willing to consider hosting the 15<sup>th</sup> ICRS (ICRS15), due to be held in the summer of 2024. The hosting group should include members of ICRS willing to form the nucleus of a Local Organizing Committee (LOC). Ideally, the successful bid and host location for ICRS15 will be announced at the end of the 14<sup>th</sup> ICRS in July 2020 in Bremen.

Bids should be a written document (max. 10 pages) that addresses the following issues:

1. **Venue:** The venue should have the capacity to accommodate approximately 3000 participants, both within a single large plenary hall and in up to 20 or so smaller lecture rooms during multiple, simultaneous sessions.

As a society we are keen to explore options which allow this conference to be carbon neutral or with as low a carbon footprint as possible. This should start with the choice of venue and move forward from there.

2. **Security:** The security and safety of the participants will be a key consideration and should be explicitly described in the bid.
3. **Accommodation:** A range of reasonably priced hotels, guest houses, and other forms of accommodation should be available within a reasonable distance from the venue. Typically, blocks of rooms are reserved at a negotiated rate that is lower than the list price given the large number of projected bookings.
4. **Food outlets:** A range of restaurants, cafeteria, and other food outlets should be present at or within easy access of the venue, suitable for use by a range of participants including students and attendees with limited financial resources. Maps are useful here to identify locations of food outlets within reach of the conference venue. At past ICRS events, catered or box lunches were provided within the venue itself and the cost included in the registration fee. This has the advantage of providing lunch at a reasonable price (due to the scale) and making lunch easily accessible to participants.
5. **International access:** It is essential that all nationalities are permitted to enter the host country, and can obtain any required visas and travel documents in a timely fashion. It may also be beneficial to highlight options for remote access here for those unable to

attend or wishing to reduce their own carbon footprint and having an online presence at the conference.

6. **Budget:** Here you should outline a reasonably accurate budget, including details of proposed registration fees, items to be covered by the registration fees (e.g., lunches, refreshments), and anticipated costs for production and distribution of the abstracts and proceedings. Think about different registration fees for Society members, non-members, students, industry and/or policy-oriented individuals.
7. **Sponsorship:** Describe the extent of anticipated sponsorships by different funding agencies and foundations, specifying any contacts that have already been made.
8. **Payment:** A facilitated means by which international participants can pay registration fees etc. is essential.
9. **Scientific program:** Here you should outline the variety of anticipated sessions, including plenary sessions and speakers, and a range of smaller sessions spanning the interests of a diverse array of researchers, managers, educators and policy-oriented individuals. The latter is to encourage attendance from these groups and to increase the impact of our conferences. Identifying links with policy-oriented individuals and government officials would be seen favourably.
10. **Logistics:** Describe likely travel arrangements to and from the host city, within the host city between hotels and the conference venue, and for any social events. It may be useful to provide a list of example airfares from major international cities.
11. **Publication plan:** Specify the timelines and electronic publishing platform for the abstracts, conference schedule, and related events. .
12. **Financial support for attendees:** Indicate the extent of anticipated financial support available for attendees, particularly students and citizens of developing countries
13. **Pre- and post-symposium field trips:** Outline the potential for relevant field or other excursions, including both one-day and longer trips.
14. **Accompanying persons program:** Outline any program that could be provided for accompanying persons.
15. **Outreach:** Outline arrangements for access to and by the media and local community.
16. **National and local government support:** Indicate the nature and extent of anticipated support from, and cooperation with, local, regional, and national agencies.
17. **International and national non-governmental organizations (NGO):** Summarize the nature and extent of anticipated support from, and collaboration with, NGOs.
18. **Local Organizing Committee:** Outline the likely structure, composition, and responsibilities of the organizing committee and any sub-committees.

Responsibilities of the Local Organizing Committee will include:

- Holding a call for conferences sessions at least 18 months ahead of the conference and selecting the successful sessions based on a fair and unbiased metric.
- Holding a call for abstract submissions at least 12 months ahead of the conference and selecting the successful abstracts based on a fair and unbiased metric. Note the Society will help with its officers and council members where appropriate.

- Developing and maintaining a website for announcements, registration, and logistical details.
- Fund-raising, in cooperation with the Society, to support the core costs of the Symposium and related activities, and to encourage broad participation and representation among attendees.
- Editing, production, and distribution of the Program and Abstracts .
- Identifying professional conference organizers able to work effectively with the Local Organizing Committee at reasonable expense.
- Identifying members of the Local Organizing Committee willing to assume key roles, including the Conference Chairperson, Program Chair, Publications Editor, Treasurer, Field Trip Coordinator, and Media Coordinator.
- Developing a timetable of Actions and Activities required to be completed leading up to, during, and following the Symposium.

A copy of the successful ICRS2020 bid for the Bremen, Germany conference is attached. While some elements of the bid process have changed since ICRS2020, the attached example can help guide prospective bidders.