

## **ANNEX 1 : CONTENTS TEMPLATE FOR BIDDING PROPOSALS**

This is a basic table of contents/template that shortly sums up the compulsory and discretionary contents of the bid document to be submitted to the IAME Council. We refer to the full guidelines document for proposal preparation. There is no minimum or maximum length required for proposals but, giving prior experience in evaluating bids, a good proposal approximately has between 5.000 and 7.000 words. The proposal should include a cover page, table of contents, tables & figures, pictures and relevant annexes. Sections should be numbered progressively. There is no specific format required (e.g., type of fonts, margins, etc.).

The **compulsory contents** of the bid proposal regard:

- The Conference organizer(s) (institutions and people)
- The Conference host
- The Chair of the Scientific Committee ·
- Conference theme and tentative list of topics ·
- A detailed budget based on transparent assumptions and calculations, including sponsorship · and conference fees structure
- Proposed conference venue(s)·
- Conference dates and key deadlines ·
- Conference program structure (basic) ·
- Delegates' accommodation and indicative prices ·
- Transportation of delegates and global connectivity ·
- Basic local information (e.g. places to · visit, history, climate, security, etc.)
- Format of conference proceedings.
- Social, technical and networking opportunities
- Conference environmental impact mitigation measures

In addition, the bidders are invited, not obliged, to provide partial and/or preliminary information on the following **discretionary contents**:

- International Steering Committee (ISC) and other Committees
- Conference website
- Use of a conference online management system (COMS)
- Conference communication Conference advertising
- Journal Special Issues
- Conference prizes
- Different submission formats (papers, extended abstracts) and quality standards
- Special sessions on specific topics
- Other types of sessions or activities (e.g. industry session, meet the editors, doctoral, etc.)

Details on the above contents are provided in the main document of the Conference Guidelines.