

INFORMAL GUIDELINES ON BIDDING TO HOST THE WORLD CONGRESS OF BIOMECHANICS

SCIENTIFIC SUPPORT: Even the preliminary bid should include a clear invitation from either the Head of a University, or the President of a National Committee on Biomechanics or National Academy of Sciences (or equivalent). There should be a statement of the city where it is proposed to hold the Congress, with supporting data on the lines of it having a strong tradition in the field and being a great place to visit. There should be an indication of a number of scientists who are willing to put in a strong organizational effort, and preferably have some experience of running large conferences. Ideally you would be able to name an eminent biomechanical scientist who had provisionally agreed to be President of the Congress. It would help to be able to show that you had the backing of the whole biomechanics community in your country. And of course an approximate date would be useful; these congresses are usually sometime in June to August.

At a more detailed level the World Council for Biomechanics, and especially its Executive Committee, will need reassurance on two major matters: facilities and budget.

FACILITIES: You would need to be able to accommodate around 3000 (or even 4000) delegates in parallel sessions. There must be one or two parallel lecture halls which can accommodate everyone, for the opening and closing sessions and plenary lectures; and about 20 for contributed papers, capable of holding 70-200, if possible. There also needs to be a large hall for the poster sessions, publishers' exhibits, etc. Information on lodging - hotels and student dorms - would also be needed, including prices at this year's levels (in US dollars if possible).

BUDGET: BUDGET: An outline budget is essential, to cover everything: mailing, printing, hire of halls, poster boards, projection assistants, secretarial help, coffee breaks, transportation if needed between hotels and conference site, etc. You should aim for a full registration fee of no more than 600 US dollars, with a student/young scientist fee of half that (for about 25% of participants).

Ideally you would be able to raise sponsorship from business, industry, government and participating universities. The more the better: this will be the only way to subsidise more than a handful of participants who cannot get travel funds from their home countries.

Other things you will need to mention will be food in general, and the banquet in particular; excursions; "accompanying persons" programme.