

### **Information for bidding**

**to be included in the Bid book that needs to be sent to [IADMFR@aimgroup.eu](mailto:IADMFR@aimgroup.eu) 3 months prior to the next IADMFR congress.**

The following points should be provided in the bidding application for the next congress location. The information will be considered by the nomination committee to formulate a recommendation for the IADMFR Board to render a decision for approval by the General Assembly of the IADMFR. The advice is based on an objective scoring mechanism taking into account the following elements:

- Proposed destination and the arguments to propose this as the congress city
- Travel and access to the proposed country and city (by air, train, road, sea) as appropriate
- Proposed congress venue(s) (lists of sites, options and prices, and explain selection)
- Proposed dates and the reasons for these dates
- Climate of the host city during the proposed dates
- Accommodation options and range of prices to be expected (regular hotel rates in various categories and negotiated ranges)
- Local transportation facilities / distances between venue-hotels-airport-train stations
- Preliminary time schedule
- Proposed organising team
  - ✓ What candidate do you propose for the future President of the IADMFR? Has this person been active in the Association previously and in what functions? Have other proposed committee members been active in the IADMFR?
  - ✓ What experience does this person have with congress organisation?
  - ✓ Who will serve as junior vice president?
  - ✓ Organisational structure of the LOC team (+ proposal of names)
  - ✓ Please mention the supporting groups and explain how their support can help you to succeed
  - ✓ Is there additional support available to you, from:
    - national members – this information should include the number of IADMFR members in your country, and the proposed members of the Local Organising Committee (LOC);
    - local and national organisations
    - employers and universities supporting the organising team
    - potential involvement of a professional conference organiser (PCO)
  - ✓ include support letters from local institutions and authorities

- The members of the Association are located all over the world. For this reason, the congress is preferably held in various continents. The regional distribution of congresses is a crucial point in the scoring system. For this particular point, scoring will be more favorable for regions and continents that have not yet organised the congress in the past (for a full list, see iadmfr.one).
- Congress fees – an estimate of the cost, and differential between IADMFR members and non-members
  - ✓ Inclusions, e.g. lunch and other daytime refreshments, welcome and closing parties
  - ✓ Exclusions, e.g. banquet
- Social events planned (what is included in the congress fee, what is not?)
- Is there any restriction on people from other countries visiting your country, and are visas required?
- Accompanying persons programme to be planned?
- Pre-congress planned?
- Pre- or post-congress tour planned?
- Preliminary budget?
- Extra sources of financial support?
- Safety/Security issues at the congress destination
- Points of reflection
  - ✓ Numbers of estimated participants?
  - ✓ What are the strong points in your proposal? Why should the committee consider your proposal?
  - ✓ What could be the threats, the controversial points or possible weakness of your proposal?
- In case of travel restrictions or unexpected events preventing the organisation of a physical conference, the bidder should be able to deal with the potential cancellation of the physical conference (including a proper cancellation insurance). The bidder also commits that the online congress will remain guaranteed.
- The proposal should include a 4-page short presentation leaflet providing a succinct overview of the bid with all crucial elements to allow discussion of the bids during the IADMFR board meeting
- A letter of commitment signed by the bidder and their team (including the junior vice president) needs to accompany the bid to guarantee that all of the above statements can be fulfilled.

### **Information on the evaluation procedure**

#### **involving a 2-stage objective scoring mechanism (stage 1. independent written scoring + stage 2. scoring on interview by committee)**

The Nominating Committee is to be nominated by the Board of Directors for election by the General Assembly and shall consist of three members from the Board of Directors and the chair of the past local organizing committee. The Committee will receive and process applications to host future Congresses. After assessment, the Committee will make a recommendation to the Board of Directors, and if approved by the Board, inform the General Assembly on where the Congress four years later will be held; stating the reasons for the decision.

#### **Stage 1. Prior to the congress**

Evaluation will be independently done by the members of the Nomination Committee prior to the congress. They will send their scoring to the secretariat [iadmfr@aimgroup.eu](mailto:iadmfr@aimgroup.eu) prior to the congress. The secretariat will handle the scoring and come up with a first stage average score for each group. This will remain unrevealed until finalising scoring of the interviews.

Proposed congress (city, dates, venue, pregress, congress)	0-25 points
Continental distribution	0-15 points
Local organising team and supporting associations	0-25 points
Rationality (fees, access, scientific and social programme offers, inclusive events, financial plan, alternative online set-up of conference in case of emergency)	0-35 points
Extra elements contribution to the potential success of the congress encountering the listed advantages and drawbacks (see examples below)	0-20 points
Total	x/120 points

**Stage 2. During the next IADMFR congress**, the Nominating Committee will meet prior to the congress to interview all applicants separately, providing a scoring for the interview based on this scoring system. The outcome of the scoring will then be combined with the scoring obtained via the independent preliminary written evaluation, left unrevealed at the secretariat.

**Stage 3.** The final scoring will then be provided to the Nomination Committee for rendering their recommendation.

**Stage 4.** The advice of the Nomination Committee will be presented during the IADMFR board meeting, where all board members have been briefly informed on the applications based on the 4 page leaflets of the nutshell bids of all applicants.

**Stage 5.** The IADMFR board may then take a decision for presentation during the general assembly.