



October 27, 2017

Dear Region Leadership:

We are currently planning for our next IBC in Barcelona next July. We are sure it will be a successful and memorable event! At the same time, **it is time for the International Biometric Society's Conference Advisory Committee (CAC) to solicit proposals to host IBC2022.**

The Conference Advisory Committee (CAC) is charged with identifying potential locations for future IBCs (taking account recent conference venues to ensure geographical variation) and encouraging the development of proposals. The selection is to be made five years prior to the event. Thus, we are now soliciting proposals, with a due date of **10 January 2018**, for evaluation by the CAC during the spring of 2018 and final discussion and decision during [IBC2018 in Barcelona, Spain](#).

Based on our regular cycle, this IBC2022 is expected to be held in either North America or Europe. However, the bid process is not solely open to these areas. We also welcome bids from other parts of the world, and in particular our IBS Regions in Africa and Central / South America. We encourage bids to host this conference, and want to be helpful in answering questions from Regions and cities who wish to be considered as hosts.

It should be noted that the International Biometric Office (or IBO) is involved in a significant amount of pre-work for each conference, and can assist in such areas as registration, website development, abstract management, promotion, contract negotiations and onsite staffing. And a significant amount of IBS funding is used to pay for all vendors, venue rental, audio/visual equipment, transportation and destination management services. At the same time, each host Region plays a crucial role in supplying a Local Organizing Committee (or LOC), key partnerships with local tourism organizations and potential sponsors, and other volunteers who have connections to the local community. The IBC can only be successful if it is produced by way of a truly international partnership.

In addition, the LOC is to identify at least two potential destination management agencies from which proposals are received to assist with local arrangements such as: accommodation, transportation, venue logistics, coffee breaks, lunch (if appropriate), preparation of participant packs, registration, etc. Please note that contracts with destination management companies

and conference venues are to be signed by an officer of IBS. Also note that the IBS may consider and has the right to contract with vendors that were not originally suggested by the LOC.

It is suggested that the following information be included in any successful bid:

APPLICATION TO HOST AN INTERNATIONAL BIOMETRIC CONFERENCE

A. Details of the Proposed Site

Date of the event:

Country:

City:

A. * Estimated number of participants:

B. * Estimated number of accompanying persons:

C. Venue (please give address):

Is the proposed venue a purpose-built Conference center? YES NO

Can all the activities (Conference, exhibition, and other meetings) be accommodated in one location? YES NO

* If not, please give details of the different sites and transport arrangements:

Can all the scientific sessions be located in the same building? YES NO

* If not, please give details.

Where is the venue located in relation to the city centre, accommodation and airport?

Please provide details showing the distance of relative locations and details of transport arrangements (if necessary) between venue and accommodation:

Details of auditoria for the Conference Sessions (number and capacities):

Area available for exhibition (in square meters):

What technical aids are available (normally email facilities, overhead and slide projectors, computing equipment may be required, and perhaps video with monitors or projectors):

D. Accommodation and Travel (current prices in USD)

* Summarize accommodation available (number and categories of hotels, number of rooms and approximate room costs, location relative to the Conference venue):

* Estimation of the possible increase of prices in USD by the time of the Conference:

Approximate costs of cheapest return air-fare from Conference city to:
Boston

Frankfurt
London
Los Angeles
Sydney
Sao Paulo
Tokyo
Washington
Zurich
(add other cities if you wish).

* Estimation of the possible increase of prices in USD by the time of the Conference:

E. Budget of the Conference (current prices in USD)

See IBC Conference Manual Annex C for list of line items

* Estimation of the possible increase of prices in USD by the time of the Conference:

F. Summarize expected support (financial and/or other) from local organizations:

G. Local Restrictions

Is there visa requirements? YES NO

* If YES, please give details:

Please supply details of foreign visitors banking needs and restrictions if applicable:

Health restrictions (vaccination, etc.):

H. Local Organization

* Proposed Chairman of Local Organizing Committee:

* Please give name, position and full address with phone, fax, email:

Proposed Local Organizing Committee Members and their relationship/links to IBS:

I. Name of proposed Destination Management Agency with details of the Agency, services offered and approximate costs:

J. Tours and Social Excursions (list separately with today's USD prices if possible)

K. Other Important Facts

L. Name and signature of proposer:

We suggest that interested Regions use this format and order when submitting their bids. We realize that this is a significant amount of information. In the past, many of our Regions have contracted with a local tourism organization to help find the answers to some of the questions listed above.

Here is a link to a recent proposal that resulted in their bid being accepted:

<https://www.biometricsociety.org/wp-content/uploads/2017/09/ibs-2018-bid.pdf>

Keep in mind that it is the substance, rather than the images and design excellence, that is most important. We suggest that the task of developing a proposal be shared between the volunteers and your local tourism organization. They can often even assist with the preparation of the draft budget.

Finally, all information related to the planning and management of an IBC is available by viewing the IBC Conference Manual, and associated annexes, available at

<https://www.biometricsociety.org/international-biometrics-conference-manual-and-annexes/>.

We look forward to reviewing bids for IBC2022! In order to be considered eligible for review by the committee, all bids must be received at the International Biometric Office (pdoherty@biometricsociety.org) no later than 10 January, 2018.

Thanks for your attention!

Sincerely,

Andrew Zhou
Chair, Conference Advisory Committee