

ANNEX I Recommended information included in the full proposal:

Date: November 2022

It is suggested that the following information be included in the proposal.

- A. Details of the Proposed Site
 - Dates of the event:
 - Country:
 - City:
- B. Estimated number of participants (an estimated breakdown of domestic vs. international participants would be ideal, but not required):
- C. Estimated number of accompanying persons:
- D. 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):
- E. 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):
 - Estimated annual increase of prices in USD:
 - Approximate costs of cheapest round-trip airfare 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:
- F. Budget of the Conference (current prices in USD)
 - See [IBC Conference Manual](#) Annex C for list of line items
 - Estimated annual increase of prices in USD:
- G. Summarize expected support (financial and/or other) from local organizations:
- H. Local Restrictions
 - Are 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.):
- I. 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:
- J. Name of proposed Destination Management Agency with details of the Agency, services offered and approximate costs:
- K. Tours and Social Excursions (list separately with today's USD prices if possible)
- L. Other Important Facts

M. Name and signature of proposer:

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 [IBC Conference Manual](#).

Financial

The IBS Executive Board has asked the Conference Advisory Committee to pay close attention to the financial planning for the IBC

Please pay careful attention to the financial aspects outlined in Section 9 of the conference manual (<https://www.biometricsociety.org/meetings/conferences/manual-annexes>). In particular, please consider carefully the issues around collection of the conference registration fee, noting that if it is collected locally the local region will be liable for 30% of any loss from regional funds.

Since IBC 2016, the International Business Office (IBO) in Washington has collected the registration fee. This is our preference for the conference. Would you be happy with this arrangement?

Please note that in some countries

- registration fees are liable for tax,
- there may be taxes when goods and services are bought from outside the country (e.g. when the IBS pays the deposit on the conference venue), and
- there may be tax, or other restrictions, when transferring the agreed proportion of any surplus to the International Society at the end of the meeting.

Please investigate these issues and be prepared to explain the local tax and logistical arrangements desired, if any, with the Committee.

Conference Management Company

In 2017, the Executive Board of the IBS agreed to a multi-year contract with MCI, a Canadian conference management company with offices in many parts of the world (see <https://www.mci-group.com>). Please see Subsection 5.8 of the IBC Conference Manual for more detail. In the new selection process, bidding Regions are strongly encouraged to prepare their full proposals with the help of MCI to have accurate budget estimates and to maximize their attractiveness to the CAC. While the Executive Board would prefer that the successful host region for the IBC continues to work with MCI, in terms of the actual running of the conference, it is also possible for regions to make the case for using a company other than MCI. The International Business Office will inform you of MCI's contact information.