Resources for ICMRBS Conference Organizers

1. Proposals are due at the ICMRBS council meeting 4 years in advance of the proposed meeting:
   - 2018 Dublin (Europe/Africa) – proposals from Asia/Oceania
   - 2020 Boston (Americas) – proposals from Europe/Africa
     As a result of COVID Pandemic the Boston meeting was held in 2022
   - 2024 Seoul (Asia/Oceania) - proposals from the Americas
   - 2026 (Europe/Africa) – proposals from Asia/Oceania
   - 2028 (Americas) – proposals from Europe/Africa
   - 2030 (Asia/Oceania) - proposals from the Americas
   - 2032 (Europe/Africa) – proposals from Asia/Oceania

2. Prospective organizers are invited to notify the current chairperson at least 2 weeks in advance of the ICMRBS meeting where their proposal will be presented.
3. Prospective organizers will be interviewed by the Council members at the ICMRBS meeting. The following information will be required:
(a) Primary Organizers (usually 2-3 people)
   - names
   - institutions
   - prior ICMRBS meetings attended
   - prior experience in meeting organization
   - involvement of professional conference managers
   - availability of student helpers?
(b) Organizing Committees
   - local (usually 3-6 people)
   - international (up to 20, including members from all three geographic regions)
(c) Program
   - major topics to be covered, with priority to maintain or increase the current breadth of the ICMRBS
   - number of plenary lectures planned
   - number of parallel sessions (synchronous)
   - special events (guided poster tours, lunch with speakers, evening sessions for students/postdocs, workshops on techniques, grant writing, job applications)
(d) Venue
   - name and location
   - availability of lecture rooms for plenary and parallel lectures and their capacity (number of seats)
   - video projection capability
   - sufficient numbers of portable microphones for questions
   - travel time between parallel sessions
   - poster space sufficient to set up posters for the entire length of the meeting (highly desirable)
   - poster space accessible early and late (desirable)
   - vendor booths located so as to receive traffic during breaks and poster sessions
   - availability of larger areas for receptions by major donors (eg, spectrometer companies)
   - free internet availability throughout the conference site (highly desirable)
   - has the site accommodated similar meetings in the past?
(e) Food and Drinks
   - efficient organization of coffee breaks to minimize queuing (desirable)
   - refreshments available during poster sessions (desirable)
   - lunch boxes available on site (desirable)

- availability in the area of a variety of restaurants and other food sources for evening meals

(f) Accommodation
- number of rooms available and prices
- availability of inexpensive accommodation options for students/postdocs (desirable)
- close proximity of accommodations to the conference venue (desirable) and/or provision of passes for public transport during the conference
- availability of free internet in rooms (desirable)

(g) Travel
- nearest international airport
- surface travel from airport/train station with prices
- availability of parking
- availability of local public transport

(h) Program for Accompanying Persons
- local points of interest

(i) Banquet
- proposed venue, advantages and disadvantages
- capacity of venue
- type of event (museum, band/dancing, buffet or sit-down)
- distance of venue from conference site, with travel proposals (buses, etc)
- inclusion of the banquet cost within the overall registration fee (desirable if the venue has the capacity for the entire conference plus accompanying persons)

(j) Budget
- Registration rates:
     * paid attendees (early)
     * students (early)
     * paid attendees (late)
     * students (late)
     * invited speakers (usually free registration, reimbursement for travel and accommodation varies between meetings)
     * plenary speakers (usually free registration and reimbursement for travel and accommodation)
- Attendance level needed to break even
- Funding possibilities
     * stipends for students
     * sources of support (government grants, industry sponsors)

4. Timeline after approval of the proposal:

(a) Year 1 September, year (-4) to June, year (-3)
- Identify professional conference organizer and negotiate and sign contract
- Design and implement the conference website (distinct from the main ICMRBS website)
- Identify and recruit local and international committee members

(b) Year 2 July, year (-3) to June, year (-2)
- Start identifying plenary speakers and consult international and local committee members for suggestions
- Make venue bookings for conference site and banquet venue, sign contracts
- Start identifying and canvassing potential financial sponsors
- Refine the budget ready for reporting to Council at the ICMRBS conference in August of year (-2)

(c) Year 3 July, year (-2) to June, year (-1)
- Attend ICMRBS in August of year (-2), report to Council on plans
- Network with Council members and conference committee members on suitable speakers

- Recruit plenary speakers
- Continue recruiting financial sponsors
- Recruit organizers for student events

(d) Year 4 July, year (-1) to January, year of conference

- Start recruiting invited speakers for parallel sessions. It is essential to ensure that speakers represent an appropriate balance of fields, gender, and geographic areas.
- Maintain contact with ICMRBS Council as program is developed
- Keep the website updated
- Advertising and email blasts

(e) Year 4 January-August, year of conference

- Finalize speaker program
- Organize website to take registrations and abstract submissions

Some Thoughts on Successful Meeting Proposals

- ICMRBS has a long-standing tradition of hosting by well-known members of the field, who have wide interests and can be a source of speaker suggestions that are new and topical
- The organizing team should contain well-known people, but also new and younger people
- The venue should be attractive
- The budget should be reasonable
- Details do not have to be complete, but the proposal should show evidence of careful preparation and the input of several committee members
- Innovative suggestions for improvement of the conference by the addition of new features (such as poster tours, for example)
- Attractive ideas for the banquet
- Interesting ideas for excursions