

Guidance for Bids to Host the IUCr Congress and General Assembly

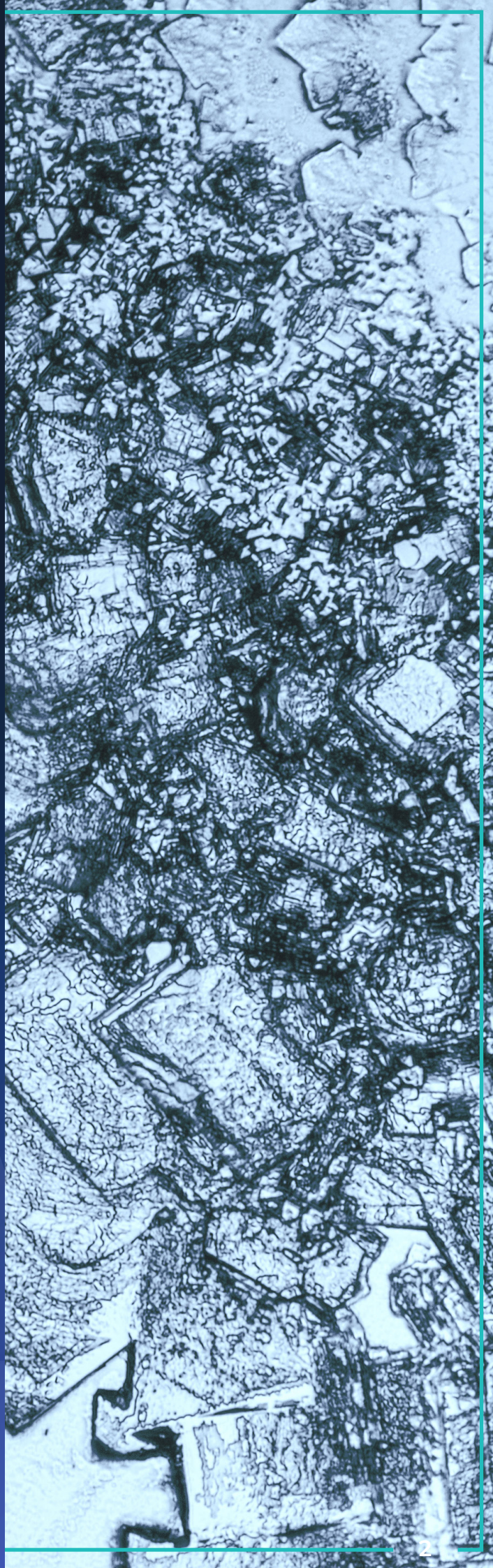


IUCr
International Union
of Crystallography

www.iucr.org

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Purpose of this document

This document provides guidance on the typical content and structure of bids to host the International Congress and General Assembly of the International Union of Crystallography (IUCr).

It is based on previous Congress bids and established practice.

It is not prescriptive, and the IUCr General Assembly retains full discretion in selecting the host location.

Overview

The IUCr Congress and General Assembly is held triennially and includes both the IUCr General Assembly (statutory business) and the International Congress of Crystallography.

Attendance typically: 1,500–2,500 international delegates

Duration: Approximately 7–8 days (excluding satellite meetings)

Submitting a bid

Bids are normally submitted by, or on behalf of:

- A National Committee for Crystallography, and/or
- A recognised crystallographic organisation or consortium

Bids are typically

- Submitted sufficiently in advance to allow consideration by the General Assembly, typically six or more years before the Congress
- Presented to the Executive Committee and General Assembly
- Accompanied by a short oral presentation at the General Assembly

Bids to host the IUCr Congress and General Assembly should normally be submitted to the IUCr Secretariat no later than three months before the opening of the General Assembly at which the bid will be considered.

This timeframe allows sufficient opportunity for circulation of the bid to the Executive Committee and delegates, and for appropriate preparation and discussion.

Recommended structure of a bid

Cover page and key information

- Proposed host city and country
- Proposed venue(s)
- Proposed dates
- Host organisation(s)
- Primary contact person(s)



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Host organisations and governance

- National Committee or equivalent body
- Local Organising Committee (LOC)
 - Named Chair and key members
- Roles and responsibilities
- Relationship to IUCr and partner organisations

Venue and facilities

- Conference venue(s)
- Capacity:
 - Plenary hall
 - Parallel sessions
 - Poster areas
 - Exhibition space
- Audio-visual and IT capabilities
- Accessibility for participants with disabilities

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Dates and scheduling

- Proposed dates
- Confirmation of venue availability
- Consideration of:
 - Regional and international conference calendars
 - Academic calendars
 - Climate/seasonal factors

Financial framework

- High-level budget overview
- Financial guarantees and underwriting
- Registration fee strategy (indicative)
- Support from:
 - Government bodies
 - Institutions
 - Convention bureau
- Financial risk management approach

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Accommodation and transport

- Range and availability of accommodation
- Indicative price ranges
- Proximity to venue(s)
- Local transport infrastructure
- International accessibility (air/rail)

Visas, safety, and accessibility

- Visa requirements and expected ease of access
- Support for visa letters
- Safety and security considerations
- Political and social stability

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Scientific and regional context

- Strength of the local and regional crystallographic community
- Relevant facilities (synchrotrons, neutron sources, laboratories)
- Engagement with early-career scientists
- Outreach to developing regions

Risk and contingency planning

- Identification of key risks
- Mitigation strategies
- Contingency planning (e.g. hybrid capability)

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Legacy and impact (optional but encouraged)

- Long-term benefits to the community
- Education and outreach initiatives
- Regional development of crystallography

Supporting material (appendices)

Bids may include appendices such as:

- Letters of institutional or governmental support
- Venue specifications
- Draft budgets
- Maps and images
- Draft organisational charts

Presentation at the General Assembly

Prospective hosts are normally invited to:

- Make a brief 15 - 20 minute presentation to the General Assembly
- Answer questions from delegates

The General Assembly then determines the host location in accordance with IUCr Statutes and By-Laws.



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