

Call for Proposals for organizing the 8th Congress of the International Society for Applied Phycology (The 8th ISAP - 2024).



Call for Expressions of Interest to organize the 8th International Congress of the International Society for Applied Phycology in 2024 is now open. The proposals will be considered by the Executive Committee of ISAP and the **final decision will be made by the end of July, 2021.**

The Expressions of Interest should follow the guidelines described in the text below and be emailed to the Treasurer/Secretary, Dr. Valeria Montalescot (applied.phycologysoc@gmail.com) with the signed Memorandum of Understanding (MoU) by no later than **01st June, 2021.**

If you have any questions please contact the President, Dr. Céline Rebours, ISAP President (celine.rebours@moreforskning.no)

Guidelines for submitting a proposal for the organization of the 8th Congress of the International Society for Applied Psychology



*The Proposal can be presented in the format of your choice. **The Proposal should be prepared exclusively by an academic institution with a track record in applied psychology research in the country of origin** and not by the Congress centre of a potential city or a professional Congress organizer (thereafter, PCO) in that country. However, including a Congress centre as a partner since the beginning is recommended. Once the Local Organizing Committee (thereafter, LOC) is selected, all its members must be registered as ISAP subscribers.*

Proposals submitted to the ISAP Executive Committee (thereafter, EC) for consideration as a candidate to hold a Congress of the society should include the following information and a [signed Memorandum of Understanding](#) (thereafter, MoU).

1. A detailed description of the venue in terms of:
 - ✓ Location
 - ✓ Dates (including suggested dates for registration, abstract submission deadlines, special sessions, submission deadlines, and the dates of the Congress in presence)
 - ✓ Congress and accommodation facilities
 - ✓ Travel and transportation information including visa requirements
 - ✓ Climate conditions during the proposed dates for the Congress
 - ✓ Potential social and cultural events
 - ✓ Alternative proposals must be submitted for holding the Congress online for health and safety related restrictions, or to be held both in person and on-line to maximize attendance

2. A draft budget including information on funding resources.
 - ✓ Tentative estimate of registration fees (if the local currency is different from Euro, please add an estimation in Euros based on the annual average currency exchange rate at March 1st 2021)
 - ✓ Estimated costs of accommodation and meals for Congress participants
 - ✓ Any other fees the participants may pay
 - ✓ Estimated breakdown of costs of the Congress venue
 - ✓ Estimated cost for 10 Plenary/keynote invited speakers travel and subsistence
 - ✓ Estimated amount of sponsorship
 - ✓ Estimated amount to be reversed to ISAP (extra fees obtained from non-ISAP subscribers)
 - ✓ Estimated financial support for students and young researchers in particular from developing countries.
 - ✓ Any other costs

3. Names of LOC members

4. Letters of support from heads of the organizations / institutions in the hosting country detailing the in-house support (financial and manpower support) they are willing to support the LOC. Please state if the lead organization has a track record on organizing large regional or international Congresses.

5. Estimated numbers of local participants (including standard participants and students)
6. Draft of a communication plan (a promotional video will be requested if the application is successful to be presented at the closing ceremony of the 7th ISAP Congress on **August 3rd 2021**)
7. Risk Management in Event & Congress Planning including mitigation actions (Please see also section about PCO)

Overview

An ISAP Congress is a triennial meeting of the International Society for Applied Phycology (ISAP). The ISAP Congress usually consists of a 5-day scientific Congress with morning plenary sessions, followed by parallel sessions in separate session rooms. Expected attendance based on previous Congresses is around 350-500 Congress participants.

A large poster area is also required. A trade exhibition must also be organised.

During the Congress, an appropriate meeting space will be provided for Business-2-Business (B2B) meetings arranged by researchers, entrepreneurs and/or individual participants. The form of B2B meetings may include, but may not be limited to, round table, forum, and workshop.

A tour of relevant facilities/laboratories/industries/field trip must also be organized.

Location

Please describe the benefits for ISAP to organize an ISAP Congress in your location.

- What microalgae and macroalgae activities and/or relationship with local stakeholders (industry, research) do you have at present and what is the scope for the development of the algae sector?
- What are the main reasons why ISAP should organize an ISAP Congress in your location?
- What precise location do you propose?
 - How easy can it be accessed for international delegates?
 - If several locations are proposed, please give general comparative ideas (SWOT – Strengths, Weaknesses, Opportunities and Threats - Analysis).
 - How far is the Congress centre from the city, from hotel accommodation, from main transportation sites (e.g., airport, train station)?
 - What public transport links are available to the Congress facilities from the main accommodation area?
 - What research lab/industry tours are available? Give ideas about distances and times.
 - Please describe any other principal attractions of your location.

Local partners

The LOC is made of a number of representatives from various sectors of the algae industry and research institutions. One person of the LOC (usually the chair) will be in contact with the President of the ISAP and will be the liaison between the LOC and the ISAP EC .

An International Advisory Committee (thereafter, IAC) will include all EC members and 6 members of the LOC. IAC will be chaired by the president of the ISAP and co-chaired by the chair of the LOC. The chair of the LOC and the president of the ISAP may jointly nominate up to six additional members to the IAC.

The members of the IAC will review oral presentation/poster abstracts. The members of the LOC and the EC both will nominate a number of invited Plenary/keynote speakers. The IAC will approve the invited Plenary/keynote speakers, as well as the structure of the general and scientific programs. A gender balance and global representation should be taken in consideration for keynote speakers' selection.

Principal tasks of the LOC:

- 1. The LOC takes full responsibility for the organization and for the funding and budget of the Congress. The ISAP will not be held responsible for any financial shortfalls. The LOC takes the responsibility of finding sponsors, supports and exhibitors.**

Please provide names, profiles and contact details of your proposed members for the IAC and LOC.

2. The LOC will plan and implement various activities of the Congress

- Organisation of the scientific program
 - ✓ Both LOC and EC will nominate but the IAC approve the invited / keynote speakers and the structure of the scientific program
 - ✓ The program shall include plenary sessions with invited keynote/plenary speakers from both microalgae and macroalgae fields and display gender parity
 - ✓ It is advised to propose a couple of scenarios with a start at a minimum of 150 orals and 150 posters with a minimum of 3 parallel sessions
- Organisation of academics – industrial events
- Organisation of the exhibition area
- Organisation of industrial & research facilities visits (usually scheduled on the middle of the Congress)
- Organisation of the student's activities such as workshops, young researchers award for best orals and posters, contests, students' receptions
- Organisation of the social activities (welcome reception, opening ceremony, gala dinner, touristic tour, program for accompanying persons) – please see [previous congresses \(Nantes2017 & Japan2021\)](#)
- Organization and development of the social activities
- Take any necessary actions to mitigate risks that could jeopardize the success of the Congress.

3. Local and international promotion

The LOC is fully responsible for

- the promotion of the Congress nationally and internationally by informing and inviting the members of all local and international societies, setting up a high quality website (suitable for scientific Congress with features allowing easy management of abstracts submission, reviewing process and notification to authors) and producing all materials for online promotion (Congress slogan, banner, news, etc).

- the local press strategy during the ISAP Congress by organizing activities such as a press Congress, articles, etc.
 - the post-Congress communication nationally and internationally.
 - two articles to be submitted pre- and post- Congress to the ISAP Newsletter.
4. **Professional Congress Organizer (PCO):** If the LOC wants to hire the services of a PCO this should be fully justified and appear clearly in the budget. The tasks delegated to the PCO should be clearly explained and justified. The participation of a PCO should not compromise the ability of the LOC to be in full control of the organisation, to be reactive and to be able to communicate directly with the participants. The LOC must guarantee smooth communication and fast action from the PCO to apply decisions made by LOC and/or IAC. The LOC needs to prepare a Risk assessment and mitigation plan (problem/action/timeline) regarding the service of a PCO.

Financial support

Securing financial support to the ISAP event is crucial and can consist of National or Regional Authorities support and commercial sponsorship. Please describe how the National, regional and local authorities will support the ISAP Congress in your country.

- What industry sponsorship can you obtain?

ISAP subscriptions

ISAP uses the ISAP Congress to recruit new subscribers and to finance its activities to achieve its goals ([International Society for Applied Phycology - Home \(appliedphycologysoc.org\)](http://appliedphycologysoc.org)). The ISAP subscribers will have a reduced registration fee to the Congress by at least 250 Euros. For all non- subscribers registering to the ISAP Congress, the LOC will transfer the equivalent of the extra Congress fee back to the ISAP. The LOC will take responsibility for the charges and transfer of these funds to the ISAP treasurer within 50 days after the completion of the Congress.

Typical event schedule

ISAP meetings usually consist of a 5-day scientific Congress with morning plenary sessions, followed by 2 to 4 parallel sessions, one of which may continue in the plenary room. A large poster area is also required. A trade exhibition is also organized. The program should include a general meeting of the society the first or second day as well as allow time and provide the facility for at least one meeting of the EC (up to 25 persons).

Suggestions of typical event schedule (mandatory if text is in bold):

Day (-1) Arrival of organisers and participants:

- mounting/installation of trade exhibition stands and Congress rooms and welcome desk
- mounting of poster boards
- checking of rooms
- slide preparation room functioning
- registration for Congress and setting up of posters by authors 17:00-18:00
- **evening get-together/ welcome reception 18:00-21:00**

Day 1

- Opening ceremony (Welcome by the LOC and local authority, presentation of the scientific programme and information about security/rules in the premises)
- Oral sessions

- Poster session
- **Social activity (gala dinner or student happy hour, ...)**

Day 2

- Oral sessions
- Special events (academic – industry events, students' workshops, ...)
- Poster session
- **General Assembly of the ISAP (open to all ISAP subscribers from 18:00 onwards)**

Day 3

- **Industry – research facilities visits (afternoon or all day depending on LOC proposals)**
- **Special events (academic – industry events, students' workshops, ...) if morning available**
- Touristic tours

Day 4

- Oral sessions
- **Special events (academic – industry events, students' workshops, ...)**
- Poster session
- **Social activity (gala dinner after happy hour, ...)**

Day 5

- Oral sessions
- **Closing ceremony: Conclusions, awards, acknowledgements of the sponsors and announcement of the next ISAP Congress.**

Awards:

During the gala dinner on Day 4, the president of the Society will give the special awards that may include, but may not be limited to, ISAP Outstanding Service Award and Distinguished Applied Phycologist Award.

Grants:

During the preparations of the Congress, the LOC will help the ISAP to reach out to potential candidates that could apply for Grants to attend the Congress (for examples, please see previous Congress). This includes sharing Call for Grant Applications via social media and their professional networks. Candidates attributed a Grant must be informed before the closure of the early bird registration.

During the Closing Ceremony on the last day, Students or young career awards will be distributed: best talks and best posters. The ISAP Award Committee will provide the awards and select the best student talks. **The LOC will organise the fair and transparent selection of best posters ensuring gender balance and global representation.** For both talks and posters there will be a category for microalgae and a category for macroalgae, or categories based on different topics (i.e. biology, processes, applications).

The IAC and the LOC can also propose additional prizes for the awards or the grants that would need to be validated by the EC.

Posters sessions and coffee breaks

Posters sessions should be scheduled after/during the coffee break of the afternoon and be followed by parallel sessions. Two coffee breaks and a lunch must be provided per day.