



## CALL TO HOST 2023-2024-2025 ISEE ANNUAL CONFERENCES

**Deadline February 28, 2021** (*issue date: December 15, 2020*)

The ISEE Executive Council is calling for candidates to host the Annual Conferences in 2023-2024-2025. **If you are an ISEE member, and are interested in hosting the ISEE Annual Conference in one of those years, you are welcome to submit a Letter of Intent to express your interest.**

Candidates should submit a **Letter of Intent**, accompanied by a document containing the information listed below within a maximum of 2 pages.

The letters of intent shall be sent to the **Kenes Group (see below)** with whom ISEE has engaged as a central PCO (professional conference organizer) who would work in collaboration with ISEE and the local host in the organization of the meeting. Our intent is to relieve the local host of much of the administrative aspects, eliminate the financial risk of hosting, and create more continuity from meeting to meeting. The scientific aspects of hosting will still fall completely to the local host; however, the central PCO will also be working closely with the local hosts including administration support during scientific program planning.

### **Requirements to be included in the Letters of Intent:**

- In which year(s) would you be willing to consider hosting the conference
- Proposed Host City (with pros and cons to hold the conference in this destination)
- Proposed Dates
- Potential Meeting Theme and rationale (“sales pitch”); possible Keynote/Plenary Speakers
- Members of the Organizing Committee
- Possible venues within the Host City for the meeting (e.g., a Conference Center or University)
- Willingness to hold a virtual conference if necessary and to incorporate virtual components into an in-person meeting in order to broaden the reach to those who otherwise cannot attend in person
- Possibilities for reducing environmental impact of conference (“greening/sustainability”)
- How students and under-represented regions will be involved/promoted in conference and conference planning.
- Plans for joint meetings with other societies
- Possible “local” financial support for the meeting (e.g. support from any “local” organizations, city/country, etc.)

Please email your Letter of Intent to **Kenes Group** to the attention of Ms. Pinar Akbulut at [pakbulut@kenes.com](mailto:pakbulut@kenes.com) **and cc:** [Secretariat@iseepi.org](mailto:Secretariat@iseepi.org) with the subject line “**ISEE - Letter of Intent to Host ISEE Annual Conference.**”

**Please note that with the involvement of the central PCO, candidates should *not* engage a local PCO but are welcome to seek assistance from the proposed city’s convention and visitor bureau for bid preparations should they choose.**

**Only the shortlisted destinations will go through financial evaluation thus a budget is NOT required at this stage. The selection results will be sent to the e-mail addresses bids are received from, along with information about further steps for the shortlisted candidates in due course.**

#### ***ISEE Executive Officers***

Mark Nieuwenhuijsen,  
President

Michelle Turner, Secretary-  
Treasurer

#### ***ISEE Annual Conference Committee***

Marc Weisskopf, Chair

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Anna Hansell

Haidong Kan

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