

**REQUEST FOR PROPOSALS
FOR HOSTING AN INTERNATIONAL SURVEY METHODS CONFERENCE**

INTRODUCTION

The purpose of the International Steering Committee for Travel Survey Conferences (ISCTSC) is to organize periodic international conferences dealing with research subjects relevant to the conduct of transport surveys that support planning, policy, modeling, monitoring, and related issues for urban, rural, regional, intercity, and international person, vehicle, and commodity movements.

Currently, the ISCTSC consists of 28 members from major areas of the world: North America, South and Central America, Europe, Asia-Pacific, and Africa-Middle East. The committee is currently co-chaired by two members of the standing committee. The ISCTSC is responsible for the following activities in the organization and implementation of a Transport Survey Conference:

- Selection of a site for the conference
- Appointment of a Local Organizing Committee (LOC) Chair
- Approval of a LOC membership
- Creation of mailing lists for conference publicity, selection of participants, etc.
- All technical matters concerning the conference, such as conference format, commissioning of papers, selection of chairs for sessions and workshops, reviewing of abstracts and papers, etc.
- Define publication policy through conference proceedings or journal special issue
- Decisions on provision of financial assistance to conference participants
- All other matters not specifically assigned to the LOC

The ISCTSC seeks proposals to host the next international survey methods conference under its auspices in 2020. This conference would be the 12th International Conference. Prior conferences have taken place in: Eibsee, Germany, 1979; Hungerford Hill, Australia, 1983; Washington (DC), US, 1990; Steeple Aston, England, 1996; Eibsee, Germany, 1997; Kruger Park, South Africa, 2001; Los Sueños, Costa Rica, 2004; Annecy, France, 2008; Termas de Puyehue, Chile 2011; Leura, Australia, 2014; Esterel, Québec, Canada, 2017.

The conferences have averaged 5-7 days in length and are typically held in unique and remote environments to create an opportunity for networking, collaboration, and sharing of knowledge. The conferences are organized mainly in the form of workshops and plenary meetings.

REQUIREMENTS

It is the intention of this document to spell out the requirements that a local proposer will need to meet in order to be able to host such a conference. This document provides an outline of the items that need to be addressed to show that it is feasible for a specific locality and group of individuals to host a conference, and to be able to bring about a successful conference.

1. LOCAL ORGANISING COMMITTEE CHAIR

There must be an individual, resident in the country and within reasonably easy reach of the proposed venue, who is willing to volunteer a significant amount of time from about two years before the conference, through to about six months after the conference, in organising the local aspects of the conference. This individual must be able to devote this time, with the understanding and cooperation of his or her employer or business, without any material recompense from the ISCTSC for the time spent. This individual will serve on the ISCTSC for the duration of the conference planning and conference completion activities, will liaise with the conference co-chairs (who will also be the chairs of the ISCTSC), and will chair a Local Organising Committee (LOC) for the period from inception of the planning of the conference through to completion of the conference.

The LOC Chair should also be able to call upon the assistance of secretarial help, which may be paid for from conference funds, to assist in day-to-day work of the LOC. When the ISCTSC has a surplus in its banking account, it may be possible to make a loan to the LOC to cover costs that occur long in advance the conference.

Based on prior experience, LOC Chair may spend a significant of his or her time over a period of two-and-one-half years in organising all local aspects of the conference, with the bulk of this time being spent in the last six months leading up to the conference.

The LOC chair is required to appoint a LOC Committee of at least 5 members (including the chair), and may nominate up to two of the members to serve on the ISCTSC for the duration of the conference planning activity.

The proposal response must identify the proposed LOC Chair; provide his or her credentials for holding this position; and specify that the necessary time and funding resources will be available to ensure the success of the conference. Also proposals should commit to the provision of the necessary secretarial services.

2. LOCAL ORGANISING COMMITTEE

The LOC Chair will be required to assemble nominations for a Local Organising Committee, which will consist of people from the local country hosting the conference. These individuals should also be able to devote significant amounts of time to the work of the conference organisation. These individuals should also represent major government entities involved in transport planning and surveys in the country, and may also include academics, consultants, and others engaged in the practice of and research into transport survey methods.

In addition to supporting the work of the LOC Chair, these committee members may be called on to seek out local funding for aspects of the conference, such as sponsorship for local conference delegates, sponsorship of one or more social events held during the conference, sponsorship of delegate gifts and materials, etc. Members of the committee will assist the LOC Chair in all aspects of the local organisation of the conference, such as transport between the conference venue and the nearest international airport, organisation of facilities for the conference (audio-visual requirements, notice boards, chairs, tables, signage, meals, social events, tours, etc.), organisation of activities for accompanying persons, etc. Members of the LOC will also be expected to provide assistance in publicising the conference to people in the host country and in countries in the general region of the host country.

The proposal response must identify the types of persons who would be asked to serve on the LOC; proposals would be strengthened with the identification of specific persons and their credentials.

3. CONFERENCE SECRETARIAT

The LOC is responsible to provide the conference secretariat, who will handle on-site conference issues, registrations, fee adjustments, and all other related housekeeping issues, during the conference itself. On-site issues will be better handled if the secretariat is fully involved with the LOC for the final 6 months prior to the conference.

The proposal response must present plans for the supply of a Conference Secretariat. Search for sponsorship for secretarial/organisational services is encouraged, be it as a grant of money or in-kind.

4. FINANCIAL RESPONSIBILITY

The ISCTSC is a non-profit organisation. It strives to hold conferences that will break even or create a small surplus that may be used to assist in organising future conferences and in underwriting scholarships for delegates from lower income countries or for students. As noted in the Constitution of the ISCTSC:

“The LOC shall be responsible, however, for any risks associated with the conference, including any financial losses that may result from the conference. It shall be the explicit aim of the ISCTSC, however, to ensure that the LOC shall not incur any unreasonable risk in organizing a conference and shall also underwrite losses up to the amount of the reserves held by the ISCTSC.”

Therefore, the LOC Chair, the LOC, and the employers of these individuals must be able and willing to bear this financial responsibility. A letter or letters of commitment will be required from the members of the LOC, or an organisation in the proposed host country, indicating willingness and ability to underwrite this responsibility. These letters are to be provided to the ISCTSC co-chairs.

The conference fee will be negotiated between the Conference Chair(s) and the LOC, and will be subject to approval by the ISCTSC. The LOC will be responsible for preparing estimates of all costs that must be incurred in running the conference, and negotiate sponsorships, so that the conference fee can be established so as to meet the financial goals of the conference, as noted above. The LOC will be responsible for keeping track of all local expenditures and rendering accounts of these expenditures to the Conference Chair(s) and ISCTSC, as demanded. The LOC will handle the receipt of all registration fees, donated funds, and sponsorship monies. The LOC will be responsible for handling all local expenditures, including the conference venue, accommodations, and costs of included meals and activities.

The LOC will need to establish a local bank account for the receipt and disbursement of funds connected with the conference. This account should be clearly separate from any other accounts held by members of the LOC and their employers, such that all receipts and expenditures can be clearly identified, and there is no co-mingling of funds from the conference and from non-conference activities. The LOC account must be capable of receiving and sending international wire transfers. The proposal should discuss the provision of contemporary international payment arrangements for delegates considering costs, security and convenience. The LOC will be responsible for handling the money from local registrations and sponsorships, so that this money does not need to be transferred twice.

The proposal response must address the issue of financial responsibility for the conference, and how this will be handled. Also, proposals should explicitly state the proposer's experience in conference planning and management as evidence of its ability to be successful in this endeavour.

5. CONFERENCE VENUE

The conference venue is critical to the success of these conferences. There are a number of requirements that the venue must satisfy:

- The venue must be reasonably accessible by international delegates, or the LOC must organize transport to and from an international airport that will make it possible for delegates to access the conference venue in reasonable time, and at reasonable cost.
- The venue should be somewhat remote, so as to provide a location that is conducive to conference delegates remaining full-time within the conference, and building the networks and contacts that make these conferences successful.

- The venue should be attractive, in such a way that delegates will wish to attend and will also wish to bring accompanying family members and/or friends.
- The venue should be able to accommodate approximately 130 - 170 conference delegates and about 30 - 50 accompanying persons, and ideally should not have sufficient space to accommodate significant numbers of the general public *in addition* to the conference delegates and accompanying persons.
- The cost of all conference facilities, accommodation, meals, and incidentals, should be such that the conference cost will be considered internationally reasonable, *vis-à-vis* conferences of a similar duration and nature. It is expected that a conference fee of between US\$500 and US\$800 will be charged in addition to accommodation, meals, and other costs. The total package cost is expected to be of a maximum of US\$2000 with a search of a reasonable balance between registration, accommodation and social activities costs.
- The venue must be able to accommodate up to 7 or 8 breakout sessions simultaneously, and also be capable of accommodating plenary sessions with all delegates and all accompanying persons together. It is important to verify *size* and sound *insulation of* parallel breakout meeting rooms to be adequate. Previous conferences have needed at least 3-4 such rooms large enough for a minimum of 25 participants able to see each other face-to-face, and a further 3-4 rooms for at least 15 people.
- The venue should be able to provide full board for all delegates and accompanying persons, at the option of the conference organizers.
- The venue should be capable of serving meals for up to 200 people quickly, so that the conference schedule can be readily adhered to, and there are no delays for delegates trying to get meals and return to work.
- The venue should be able to provide all the facilities normally associated with a first-class conference, including a registration area, location for the conference secretariat, meeting rooms, banqueting facilities, audio-visual equipment, etc.
- The venue should also be able to provide telephone, Internet links, etc. for delegates, at least under conditions that will allow delegates to place phone calls as needed (at their own cost), check e-mails, etc.
- Accommodation for delegates should be within walking distance of conference meeting rooms and related facilities and should be of a reasonable standard, in relation to the venue.
- Proposals must include due consideration of any emerging technologies that could improve the running of the conference, and any requirements that these may imply (such as virtual networks).

Because the normal format of these conferences is to divide each day into three periods – morning, afternoon, and evening – and to provide delegates with one of these periods free each day (or for the organization of a conference activity, distinct from the workshops and plenary sessions), there must be activities and opportunities in the vicinity of the conference venue, where delegates and their accompanying persons can relax or recreate. The corresponding cost of these activities should be included in registration cost.

Proposals should offer at least two alternative venues that could satisfy the above conditions. Full details of their comparative advantages, in terms of accommodation space, conference facilities, attractiveness,

relative remoteness, and costs should be provided in the proposal. Recommendation should be made, however, of the preferred site. It is not necessary to have exact costs at the time of the proposal.

6. MEETINGS

The LOC Chair or a representative of the LOC should be able to attend each of the meetings of the ISCTSC that are held during the time for planning the conference and completing it. These meetings are usually held in conjunction with the Transportation Research Board Meeting in January in Washington, DC, and may also be held at one other time during each year, in conjunction with another major meeting of transport professionals.

The LOC Chair will be expected to organise periodic meetings of the LOC in the host country, in order to be able to pursue the work of organising the conference effectively. Costs of such meetings must be borne by the individual members of the LOC and cannot be charged to the conference costs, unless specifically approved in advance by the ISCTSC.

At least one meeting of the LOC should be held with representatives (in principle conference co-chairs) of the ISCTSC participating, to take place before the conference, preferably about a year in advance, and before final commitments are made for the proposed conference site, in order to ensure that the conference site is adequate and can accommodate all requirements of the conference. This meeting should preferably be held at the proposed conference site, to allow members of the ISCTSC and LOC to experience the accommodations, services, and facilities offered. Assistance to members of the ISCTSC to attend this meeting is not the responsibility of the LOC even if it might be included in conference budget when possible.

Regular meetings (physical, telephone, skype...) should be planned between LOC and conference co-chairs in order to ensure that all issues and items have been taken care of, or are in progress.

An ISCTSC committee meeting is generally organized with the LOC at the end of the conference in order to assess all aspects of the conference and discuss necessary requirements for future conferences. Additional costs of the meeting should be included in conference budget.

Proposals should include plans for holding the necessary meetings.

7. LOCAL FUNDING

It is the expectation of the ISCTSC that the local organising committee will be able to raise local sponsorship funds.

Proposals should identify the amount of local sponsorship funds and any in-kind contributions that could be provided in support of the proposal to host the next conference. If possible, the source of the local sponsorship funds and the type of the in-kind support should be specified. If details are unknown proposal should identify perspectives for sponsorship search.

8. CONFERENCE WEB SITE

LOC should prepare and provide all information regarding the conference for the web site. This information does not include scientific matters which are the responsibility of the conference co-chairs. ISCTSC plan to develop a permanent web site for the next conference. In case the web site is not ready at least one year and a half in advance of the next conference it will be the responsibility of the LOC to build the conference web site.

The web site should contain on time all necessary information in order to publicize the conference, to furnish all necessary information for potential conference participants and all necessary facilities and information for registered participants. In particular a registered participant section should allow paper loading.

PROPOSALS

Proposals to host the next conference in this series should address each of the eight (8) issues outlined in the section entitled "Requirements." The proposal should be provided electronically to the current ISCTSC Chairperson(s). Proposed dates for the conference should also be included.

Proposals should be addressed to Marcela Munizaga, mamuniza@ing.uchile.cl, Patrick Bonnel, Patrick.bonnel@entpe.fr and Karen Lucas, k.lucas@leeds.ac.uk, and are due by June 30, 2017. The final decision about the next conference venue will be made and announced at the Québec conference in September 2017.