

## **Report ad hoc committee to evaluate bids for IEA2018 congress**

### **Introduction**

The officers of the International Ergonomics Society have formed an ad hoc committee to evaluate the four bids that were submitted for the organization of the 2018 triennial congress. The committee consists of previous and actual IEA-congress organizers: Ernst Koningsveld (Netherlands, chair), Christine Waring (Australia), Min Chung (Korea) and Marcelo Soares (Brazil).

The task of the committee was:

- to evaluate for each of the bids if these meet the criteria, specified in the IEA Basic Rules (under: Triennial Congresses);
- to highlight strengths and weaknesses of the proposals based on the criteria identified in the bid process.

It is important to say that the IEA Basic Rules state clearly that the IEA Council selects one organizer for a triennial congress. In February 2012, in the IEA council meeting in Recife (Brazil), this selection will be made.

As a consequence the ad hoc committee evaluates if the bids are eligible and complete. The committee will not show any kind of preference or disfavour. If this report would suggest so, please be sure this is not what we intend. Next to eligibility and completeness, we indicate which information is yet poor or missing, and a few strong and weaker points in each bid. The reason for this is that organizers of the winning bid can benefit from these findings.

To perform this task, the committee has made a list of all criteria that can be derived from the IEA basic rules. In an Excel file the findings are presented; for each of the bids one sheet is filled out. Next to a rating in one or a few words, further information can be provided. We choose to use three colours:

- green: item is sufficiently taken up in the bid;
- yellow: item could have been worked out in a better way;
- red: no information provided, or a choice made which is not in line with IEA policies.

Besides, 'bold' characters indicate that an item is very well covered.

By doing so, a fair and efficient procedure could be followed.

### **Results**

All four bids are eligible, which means that these are submitted by an IEA federated society that has the potential to organize an IEA congress. The Turkish Ergonomics Society does not indicate its number of membership, but based on previous conferences they organized it is likely that there is a realistic basis.

So, the IEA council can choose out of four options. In the perspective of the past, where many a time there was only one bid, it is a luxury to be able to choose out of four options. On the other hand, the consequence is that three societies will not be selected, and those who put much effort in making a bid, must return home with empty hands. The ad hoc committee thanks all potential organizers for their good work!

However, there are substantial differences in the detailing, and in the presentation. It may be difficult for IEA councillors to compare a concise proposal without pictures versus a full colour elaborate bid. This report, together with the attached evaluation tables is meant to help council members to prepare their standpoint with the board of their society. Of course each of the bidding societies will get the opportunity of a brief presentation at the council meeting to highlight the specific features of their bid. We strongly encourage the bidding societies to highlight in their presentations the features of their proposal for the development and dissemination of ergonomics, rather than the touristic attractiveness.

Below we give our findings on strong and weaker aspects of each proposal. For the full evaluation results we point at the attached tables per bid.

### ***Association of Canadian Ergonomists***

This bid meets many of the IEA requirements. The main information is provided, with some important exceptions: it does not include a proposed budget and a planning table.

For many items the Canadians clearly indicate that they are aware what should be arranged in the organization; they do that by quoting the IEA Basic Rules. Of course it may be expected that those will be organized in line.

They can host a wide range of participants, though not all in one building. As Whistler is rather a village than a town, this is not considered to be a major disadvantage.

As location for the congress, Canada and British Columbia can be seen as a sound place to hold the congress, as the last one in North America was in 2000. On the other hand, the proposal does not indicate any other strategic, scientific or political advantages for IEA.

The society has a membership of over 700 and they have previously hosted a successful IEA Congress (1994, Toronto). So, there is a solid basis for a good organization.

The location, Whistler, is in line with several previous IEA-congresses, where participants need to travel 2-3 hours by taxi, bus or train after their arrival at a major airport. Vancouver has good connections with many parts of the world.

The suggested week (4-8 June) may conflict with the academic year in countries in the northern hemisphere. Alternatives can be discussed.

### ***Indian Society of Ergonomics, in combination with the National Institute of Industrial Engineering and IIT***

This is a concise, though almost complete bid. The reader is not disturbed by attractive pictures, and can focus on what the Indians intend to organize. A bid from a large and rapidly developing country like India is a strategic and political advantage for IEA.

They can host up to 2,500 participants. The proposal comes from a society with 370 members, but the congress will be organized in collaboration with a national institute and the Indian Institute of Technology; so there will be a broad basis for the organization. We suggest that the organizers make very clear arrangements in the division of responsibilities between these partners. The bid itself does not indicate this. Neither is there a preliminary budget or other financial information, and a planning is also missing.

The suggested week is in February 2018. Most IEA triennial congresses are held in late June - end of August. Councillors can reflect their standpoint to the 2012 congress, that is also held in February.

Mumbai as congress location is easy accessible from many parts of the world. Travel from the airport is indicated as easy and relatively cheap.

The proposal clearly indicates that IEA meetings will be hosted, except one: the general assembly is not foreseen. It is unclear if an exposition will be held.

### ***Italian Ergonomics Society***

This is a worked out into detail and so an elaborate proposal. Nevertheless, also this bid does not cover all the items as clearly as we would have liked. In this case we miss a good planning, an indication that the congress fee for the Executive Board of IEA is waived, and facilities for the IEA President.

On the other hand, the Italian bid is the only one that provides a theme ("Creativity in Practice"), and a view on the content of the congress. The organizers propose that the content of the congress be further worked out in collaboration with several other European ergonomics societies and with FEES. There is a large number of interesting technical and other tours foreseen.

From a strategic and political standpoint, it is stated that the Italian Ergonomics Society, which exists for more than 50 years and has always been a member of IEA, never hosted a triennial IEA congress. There is a clear preliminary budget, based on 1,400 attendees, which shows a positive result. The break even will be at a lower number of participants, which is wise.

The bid goes with many letters of support, indicating a broad and sound basis for the organizers. The organizers are optimistic about sponsorship.

The location of Florence is appealing to many. For travelling it may raise the feeling that is somewhat remote. The proposal clearly indicates that travelling from the major hub Rome, takes only 1 hour 30

min by bus or train, while several smaller airports require only a 30-60 minutes travel to Florence. This is in line with previous IEA congresses.

The congress will be held in two buildings which are neighbouring, so this is *not* considered as a negative point.

The hosting of all IEA meetings are foreseen.

### ***Turkish Ergonomics Society***

This is a beautifully designed bid. The focus of the proposal is rather on the importance of Istanbul as venue for the congress and the attractiveness of the location.

The ad hoc committee missed substantial information, like the number of members of the Turkish Ergonomics Society, if expenses of council are covered (but in the preliminary budget costs are foreseen), what will be done with a potential positive financial result, a planning, social events, and if facilities for the IEA meetings are provided.

The option is for 4 days of congress + 2 days in advance for workshops. This is somewhat different from the usual plans of an IEA congress (4½-5 days).

The venue is very well located, and has quality facilities. The expected participation of 1400 plus students and accompanying is realistic.

Istanbul has sound connections with the rest of the world, and the venue is well accessible from the two airports.

Like in most of the other bids, IEA federated society members will get a reduction on the congress fee.

November 2011

Ernst Koningsveld, Christine Waring, Marcelo Soares, Min Chung

The following information is an excerpt from the IEA Basic Documents.

## IEA Triennial Congress

### TITLE 5 - CONGRESS OF THE INTERNATIONAL ERGONOMICS ASSOCIATION

#### **Article 1. General**

The primary conference activity of the International Ergonomics Association (IEA) is the IEA Triennial Congress (Congress). When a host society and a venue for a Congress have been selected, the IEA will give the organizers of the Congress all reasonable support. Support includes financial assistance at a level to be determined by the Council of the IEA. In addition, one or more representatives appointed by the IEA Council will actively participate in the organization of the Congress. The officers of the IEA and the representative(s) of the IEA Council will hold periodic consultations with the organizers and provide advice on finances, physical requirements, Congress organization, themes, topics, scientific speakers and other matters.

#### **Article 2. Selection of Congress Host Societies**

The IEA Council will select the host society based upon proposals submitted by Federated Societies at least six years prior to the proposed Congress. The IEA Council should invite societies to submit a formal proposal to the Council for its consideration, and should advertise for proposals at least one year prior to the decision. The following criteria will be employed by Council with respect to evaluation of the host society and its proposal:

- **Size of Society:** A host society should have a minimum of at least two hundred paying members in order to adequately staff the Congress.
- **Degree of Risk:** The organizational soundness and credibility of the host society, as well as capability and experience in conducting both similar sized and international conferences will be examined with respect to the degree of risk to IEA.
- **Location of Congress:** The geographical location of the Congress will reflect the strength of ergonomics worldwide and - provided that other criteria are met - the location should be spread around the major geographical regions. Although no strict rotational order will be followed, Congresses shall not normally be held consecutively within the same geographical region.
- **Growth of Congresses:** Host societies must be aware of the potential for the increasing size of triennial congresses and must be able to successfully cope with such growth.
- **Participation:** Host societies or host countries may not place any restrictions on the attendance of delegates, members, participants or visitors to the Congress by reason of national or racial origin, political or religious beliefs, gender or age.
- **Advantages to IEA:** An evaluation will be made to determine any strategic, scientific and political advantages to IEA.
- **Allocation of Gain:** Preference will be accorded host societies which offer a portion of excess profits to be used to establish special IEA funds.
- **Assistance to Participants:** Consideration will also be given to host societies which propose efforts to help fund delegates and participants from Central European and industrially developing countries as well as students.
- **Special Events and Tours:** Consideration will be afforded host societies which propose holding special events and/or technical tours of interest to delegates and participants.

#### **Article 3. Submission of Proposal**

The IEA Council will also decide upon the venue of the Congress based upon the proposals submitted by Federated Societies.

- **Proposal:** A proposal to host the Congress must be formally submitted by the governing body of a Federated Society of the IEA in English. The proposed Congress will be formally entitled the "Xth Congress of the International Ergonomics Association" where X is the appropriate cardinal number. The proposal should acknowledge the IEA policies herein provided and should provide details relating to the organization and technical program similar to that used in this document. Federated Societies wishing to submit proposals should contact the Secretary General.
- **Scope of Congress:** The proposed Congress must be international and intercontinental in its scope. In particular, theme speakers must be drawn from different national and continental backgrounds.
- **Length of Congress:** The Congress is normally held over a five day period.
- **Attendance:** The proposal should indicate the total expected, or planned, attendance.
- **Financial Support:** The proposal should indicate agreement with the financial arrangements as described herein. The Society sponsoring the proposed Congress must carry the financial responsibility for the Congress. At the Congress prior to the proposed Congress, the sponsoring society must provide a preliminary budget to Council for approval. The IEA may provide a financial advance to the organizing committee, the amount to be determined by Council. Revenue sources in addition to registration fees (i.e., exhibits, sponsorships, etc.) are to be encouraged where feasible. Also, the use of professional organizers should be considered, particularly if they offer services in a variety of languages. The return to the IEA will be the financial advance plus 25 Swiss francs per Congress registrant. Surplus revenue from the Congress will be retained by the host society. Expenses of the IEA Council appointed representatives on the organizing committee will be the responsibility of the IEA.

#### **Article 4. Congress Organization**

- **Location of Congress:** The location of the proposed Congress should meet the following criteria: Venue: The geographic site should be at, or close to, a major center, noted for its academic and/or professional affiliations, as well as for its social and historic attractions. It should be within easy access by air or land transportation from distant points.
- **Date:** The Congress is normally held during the third quarter of the year. The specific dates for the Congress should be selected so as to minimize conflict with other related conferences, academic terms, major holidays, etc. The proposed date should be cleared with the Executive Committee of the IEA.
- **Congress Center:** The Congress center should preferably be in one building, in which can be found administrative and logistic facilities, a major hall or auditorium for plenary sessions, conference rooms for lesser sessions, committee rooms and suitable places for casual informal discussion with easy access to a continuous service of light refreshments. Consideration should be given to accommodating the special needs of handicapped or elderly persons. Ideally, the Congress should have sole occupancy of the center or at least that part of the center in which the Congress is housed.
- **Audio-Visual Facilities:** Facilities must be available to permit the use of computer-facilitated projection, and, if requested, film projectors and video equipment.

- **Signage:** The number and placement of signs depends upon the complexity of the center and location of the meeting rooms. Sufficient numbers of signs should be posted in English and in the local language to direct delegates to all points of interest (e.g., registration, information, tours, meeting rooms, press room, audio-visual room, photocopying room, washrooms, etc.). It is desirable to post signs outside each room to indicate the session in progress.
- **Translation:** Every effort should be made to communicate with delegates in their own language (i.e., through enlistment of multi-lingual volunteers) and to provide interpretation services for on-site registration and information. Facilities must be available for simultaneous translation on plenary sessions and the General Assembly into at least English and the language of the country where the meeting is held. Translation must be available in the same conference room as the original presentation.
- **Accommodation:** Accommodations must be available at or close to the Congress center. Accommodations should be of good quality, in terms of that normally found in the area. Different levels of accommodations should be available to meet different budgets; allowance should be made for single, double or multiple occupancy as preferred.
- **Transportation:** Where it is not possible to arrange for accommodations within reasonable walking from the Congress center, free transportation should be available at frequent intervals during the day. Arrangements must be made by the sponsoring society for the provision of transportation to and from all events authorized by the Congress. It is especially important that adequate transport be provided between the local airport, and rail or bus stations and the Congress location or that delegates be aware in advance of the public transport facilities available. Consideration should be given to having an information desk at the airport and station or to providing full details of Congress to the normal information agencies.
- **Registration, Promotion, Publication:** The sponsoring society must ensure that arrangements are made for pre-registration, registration, promotion and advertising. An opportunity should be provided in advance literature and the final program for a message from the President of the IEA. Announcements should be included in all related journals and advertising material distributed to Federated Societies, ILO, WHO and other related organizations as well as at related conferences within a year prior to the Congress.  
The IEA will assist in promotion and advertising. All promotional material and publications must state that the Congress is a function of the IEA and display the IEA logo. The IEA logo may be integrated with other artwork, if desired. The sponsoring society is responsible for publishing and issuing free of charge to delegates the proceedings of the Congress, and, if possible, a list of delegates including affiliations and full addresses.  
The organizing committee should consult with the Executive of the IEA in regards to matters related to the publication of invited or submitted papers in the proceedings or other publications following the Congress.
- **Name Badges:** Delegate badges should indicate the name of the delegate and affiliation using letters of size 20 points to ensure good readability. Badges for staff, IEA council members and officers, presenters and session chairpersons should indicate their role to facilitate recognition by delegates.
- **Social Events:** It is normal practice to arrange a welcome reception for all delegates and accompanying persons on the first evening of the Congress to facilitate interpersonal contact. The cost of the reception is to be included in the registration fee. Theme evenings and other social functions are optional as are pre- and post-Congress professional tours and sightseeing tours. A program for accompanying persons during the Congress is desirable.
- **Reporting Requirements:** Once approval has been obtained from Council for the Congress, the organizers are required to submit reports to Council at its annual meetings describing progress to date and any difficulties experienced or foreseen. Following the Congress, the organizers should submit a report to the IEA for the benefit of later conference organizers, giving information on such things as the organization of the Congress, problems that had to be overcome, and unusual or outstanding difficulties encountered.
- **Recommended Planning Timeline:** The precise planning timetable will, of course, reflect the specific requirements of the Congress organizers and the circumstances surrounding the Congress. However, the following plan might serve as a useful starting point:
  - Booking of the Congress hotel and reserving blocks of rooms at a number of alternate hotels (offering high, medium and low rates) - as soon as possible after approval of Congress by Council
  - Preparation of preliminary budget - 3 years prior to Congress
  - Preliminary announcement - at Congress prior to proposed Congress
  - Announcements to relevant publications - sent regularly starting 3 years prior to Congress
  - First announcement and call for papers - 18 months prior to Congress
  - Brochures or posters distributed to societies, organizations, at conferences, etc. - 15 months prior to Congress
  - Second announcement and call for papers - 15 months prior to Congress
  - Abstract deadline - 12 months prior to Congress
  - Authors kits distributed- 10 months prior to Congress
  - Provisional program and registration distributed - 8 months prior to Congress
  - Paper deadline - 7 months prior to Congress
  - Early registration deadline - 3 months prior to Congress

#### **Article 5. Technical Program**

- The technical program should be developed in close cooperation with the Science and Technology Committee and its various Technical Committees. The sponsoring society must ensure that during the period of the Congress, provision is made for a combination of superior quality technical sessions, both plenary and special interest, professional visits, if appropriate, and social events. The speakers at the plenary sessions will be selected with the advice of Council, will be of an international standing or of other high reputation, and in total will represent the international scope of ergonomics and emerging interests. Themes and topics must have the approval of the Council. The success of an international conference depends not only upon formal presentations, but also upon facilities for interpersonal contact and the interchange of ideas and views by discussion both formal and informal. In addition to ensuring that space is available for informal discussions, time should be allowed in the program for the exchange of ideas and views.
- At least one and one half hours during the Congress must be scheduled for the IEA General Assembly, chaired by the President. No other activities are to be scheduled during this time block.
- On the final day of the Congress, a "Futures Panel" shall be scheduled for one and one half hours. This panel discussion is organized by the Development Committee and addresses topics, trends, and forecasts concerning the future of ergonomics.
- Advice should be sought from the Science and Technology Committee regarding the status of poster presentations, paper length for publication in proceedings, acceptance of papers, inviting speakers, selection of papers and themes, policy related to registration of presenters for purposes of inclusion in proceedings, etc.

- In addition to advice from the Science and Technology Committee, two persons nominated by the IEA Executive Committee shall serve as members of a Scientific Advisory Committee which shall be formed by the organizers of a Triennial Congress and which shall meet at least twice to oversee the planning of the technical program.
- *Audio-Visual Guidelines:* Presenters should be provided a standard set of guidelines for the preparation of audio-visual aids. All audio-visual material should be examined by technical staff prior to their presentation to ensure reasonable compliance with the guidelines. Presenters should be advised well in advance that aids which do not conform with the guidelines may be rejected. A facility for the on-site preparation of audio-visual materials would be desirable. Instructions on the use of audio-visual equipment should be provided on-site to all presenters and session chairpersons to ensure the proper use of the equipment. A rehearsal room, complete with projectors, should be provided for use by presenters. Audio-visual technicians should be readily available, ideally in each room, to operate audio-visual equipment and to assist with the presentations.
- *Exhibits:* Exhibits may be arranged by the organizers providing they are not subsidized by registration income. Publications related to the exhibits must include a disclaimer stating that the IEA does not necessarily endorse the products or services being exhibited. Notwithstanding the disclaimer, the organizers must endeavor to ensure that the products and services being exhibited are of high quality and appropriate to the audience. Sustaining members of the IEA with the highest levels of contribution would be entitled to a complimentary standard booth.

**Article 6. Provisions regarding IEA**

The host society shall make arrangements to provide the IEA the following facilities and services, insofar as possible, at no cost to the IEA.

- (a) A meeting room should be provided for a period of two days for the Council meeting prior to the Congress, the exact dates to be set by the Executive Committee. This meeting room must accommodate 40 or more persons seated around conference tables, plus some additional seating for invited observers. Refreshments (coffee and rolls) are to be provided during morning and afternoon breaks. Lunch is to be provided on both days. Secretarial support (photocopying, preparation of last minute documents, etc.) is also required.
- (b) Additional meeting space may be required for meetings of the IEA Executive Committee, IEA committees and subcommittees prior to and during the Congress period. The requirement for this should be ascertained by the organizers through contact with the IEA Executive Committee a year prior to the Congress.
- (c) Suitable facilities should be provided for use by the President of the IEA for a period spanning the Council meeting and the Congress. These facilities, or, if not suitable, additional facilities should be provided for special receptions hosted by the IEA.
- (d) The IEA President should be given space in the printed program as well as be invited to give a 15 to 20 minute address at the opening ceremony to welcome delegates.
- (e) The registration fee should, if possible, be waived for all IEA Executive Officers and Standing Committee Chairs. Defraying some of the travel expenses of these individuals paying their own way to attend the Congress should be considered.
- (f) IEA Executive Officers, Standing Committee Chairs, and Council members should be invited to chair technical sessions of the Congress.
- (g) A table should be provided in the main exhibit hall or near the registration area exclusively for displaying IEA brochures, a slide show and other materials. Space should also be provided for the promotion of the next IEA Congress.

All delegates to the Congress who are members of IEA Federated Societies should be entitled to a reduced registration fee. They should be required to identify their affiliation to verify their eligibility for the reduced fee.

<b>Bid by (society):</b>	<b>Association of Canadian Ergonomists</b>
<b>Proposed venue:</b>	<b>Whistler (near Vancouver)</b>
<b>Proposed period:</b>	<b>4-8 June 2018</b>

	TOPIC	RATING	REMARKS
<b>GENERAL</b>			
Size of society		<b>700</b>	of which 500 Member Category
Degree of risk for IEA	credibility Society capability/experience	sound large	
Location of congress	geographical	OK	after 2000 North America seems a good place for the IEA congress
Growth of congresses	can host a growing number	yes	
Participation	no restrictions	no restrictions	
Advantages to IEA	strategic	no	no advantages beyond the usual, which of course is acceptable
	scientific	no	no advantages beyond the usual, which of course is acceptable
	political	no	no advantages beyond the usual, which of course is acceptable
Allocation of gain		foreseen	financial advance go to IEA
Assistance to participants	IDC's	yes	
	Central European	no	
	Students	yes	
	handicapped	no information	
Special events, tours	during congress	several	
<b>SUBMISSION PROPOSALS</b>			
Submitted by a Society	federated society?	yes	
	title correct?	yes	
Scope	International/intercontinental	clearly	
Length	days (excl. pre conf. worksh)	5	
Attendance	expected number partic'p's	1500-2000	
Financials	society carries respons'b'y	yes	
	preliminary budget	no	no financial information, except for hotel rooms
	seed money asked for	no information	
	sponsorship	yes	is expected, but not yet indicated
	professional congress org'r	no information	
	return to IEA budgetted	no information	
	expenses council covered	yes	copy paste of IEA basic doc, no promises

<b>CONGRESS ORGANIZATION</b>			
Location of congress	close to major erg's center?	more or less	
	social and historic attract.	yes	
	easy access	more or less	about 2 hours from Vancouver
	proposed dates (1st day)	June 4	
	alternative dates (1st day)	can be discussed	
	conflicting with	academic year	presumably in many northern hemisphere and certainly for Asian countries
Congress center	one building	more or less	presumably both WCC and Westin Hotel, which are 300 m from each other
	catering	no information	
	accessible for handicapped	OK	
	audio visuals	OK	
	signage (signs and so)	OK	
Translation	translation foreseen?	yes	some into French; all signage in English and French
Accommodation	available nearby	yes	
	diversity in prices	yes	
Transportation	airport	main hub	
	transport from/to airport	moderate	136 km from International Aiport, 2½ hours
	all at walking distances	yes	
	local transport	walking distances	
Registration, promotion	process indicated?	yes	
IEA's role in promotion	indicated?	no	
Invited papers	not relevant at this moment		
Name badges	not relevant at this moment		
Social events	during congress	the usual ones	marginal information provided: only the opening reception
	pre/post congress tours	potentials	
Reports to council	process indicated?	roughly	
Planning timeline	provided	no	announced, but not provided
	quality of planning	poor	though we can trust that this will be OK

<b>TECHNICAL PROGRAM</b>			
Cooperation with STC	indicated?	yes	
IEA meetings planned	e.g. General Assemblée	yes	but rooms will be provided
Audiovisual guidelines	not relevant at this moment		
Exhibits	foreseen?	indicated	
<b>PROVISIONS REGARDING IEA</b>			
Council meeting	room provided for 2 days?	yes	copy paste of IEA basic doc, no promises
	catering provided?	no information	copy paste of IEA basic doc, no promises
Additional meeting space	for EC, IEA committees?	yes	copy paste of IEA basic doc, no promises
IEA President	facilities foreseen?	yes	a specific lodge is foreseen
	for receptions?	no information	
IEA President's speech	not relevant at this moment		
Fee waived for EC	3 officers, 4 chairs	yes	if possible; compensation for those paying their own travel is an option
EC to chair sessions	not relevant at this moment	-	
Table for IEA brochures	not relevant at this moment	-	
Reduced fee	for IEA fed.soc's members	yes	No info about reduction for IEA-councillors

<b>Key to the used colours:</b>	
Adequate information provided and/or meeting requirements	
Very good information provided; meets requirements very well	<b>Bold text</b>
Information provided is insufficient	
No information or not meeting requirements	

<b>Bid by (society):</b>	<b>Indian Society of Ergonomics, in combination with National Institute of Industrial Engineering + IIT</b>
<b>Proposed venue:</b>	<b>Mumbai, Renaissance Mumbai Convention Centre Hotel</b>
<b>Proposed period:</b>	<b>February 2018, preferably between 10-20</b>

	TOPIC	RATING	REMARKS
<b>GENERAL</b>			
<b>Size of society</b>		<b>370</b>	
<b>Degree of risk for IEA</b>	credibility Society	sound	Division of responsibilities between partners is not clearly explained
	capability/experience	large	
<b>Location of congress</b>	geographical	OK	
<b>Growth of congresses</b>	can host a growing number	yes	
<b>Participation</b>	no restrictions	no restrictions	
<b>Advantages to IEA</b>	strategic	yes	
	scientific	yes	
	political	yes	
<b>Allocation of gain</b>		foreseen	
<b>Assistance to participants</b>	IDC's	yes	
	Central European	no information	
	Students	yes	
	handicapped	yes	
<b>Special events, tours</b>	during congress	several	
<b>SUBMISSION PROPOSALS</b>			
<b>Submitted by a Society</b>	federated society?	yes	
	title correct?	yes	
<b>Scope</b>	International/intercontinental	clearly	
<b>Length</b>	days (excl. pre conf. worksh)	5	
<b>Attendance</b>	expected number partic'p's	2,000	but up to 2500 can be hosted
<b>Financials</b>	society carries respons'bly	no information	
	preliminary budget	no information	
	seed money asked for	no information	
	sponsorship	no information	
	professional congress org'r	no information	
	return to IEA budgetted	no information	
	expenses council covered	no information	

<b>CONGRESS ORGANIZATION</b>			
<b>Location of congress</b>	close to major erg's center?	yes	
	social and historic attract.	yes	
	easy access	yes	
	proposed dates (1st day)	10-Feb	
	alternative dates (1st day)	15-Feb	or anything between 10-15 February
	conflicting with	academic year	presumably; as Brazil hosts in February, we cannot reject the proposal for this reason
<b>Congress center</b>	one building	yes	
	catering	no information	
	accessible for handicapped	OK	
	audio visuals	OK	
	signage (signs and so)	OK	
<b>Translation</b>	translation foreseen?	yes	for registration and help.
<b>Accommodation</b>	available nearby	yes	600 rooms in conf. centre + sufficient in different classes nearby
	diversity in prices	yes	guest houses and hostels available
<b>Transportation</b>	airport	main hub	
	transport from/to airport	easy	
	all at walking distances	no information	"easy travel" between hostels and conf. centre
	local transport	other:	no information; traffic maybe crowded (expectation of evaluator)
<b>Registration, promotion</b>	process indicated?	yes	
<b>IEA's role in promotion</b>	indicated?	yes	
<b>Invited papers</b>	not relevant at this moment	-	the usual statements
<b>Name badges</b>	not relevant at this moment	-	
<b>Social events</b>	during congress	the usual ones	
	pre/post congress tours	potentials	
<b>Reports to council</b>	process indicated?	no information	
<b>Planning timeline</b>	provided	no	
	quality of planning	poor	in fact completely missing

<b>TECHNICAL PROGRAM</b>			
<b>Cooperation with STC</b>	indicated?	yes	
<b>IEA meetings planned</b>	e.g. General Assemblée	no	but rooms will be provided
<b>Audiovisual guidelines</b>	not relevant at this moment	-	
<b>Exhibits</b>	foreseen?	no information	
<b>PROVISIONS REGARDING IEA</b>			
<b>Council meeting</b>	room provided for 2 days?	yes	
	catering provided?	yes	
<b>Additional meeting space</b>	for EC, IEA committees?	yes	
<b>IEA President</b>	facilities foreseen?	yes	
	for receptions?	yes	
<b>IEA President's speech</b>	not relevant at this moment	-	
<b>Fee waived for EC</b>	3 officers, 4 chairs	yes	if possible; compensation for those paying their own travel is an option
<b>EC to chair sessions</b>	not relevant at this moment	-	
<b>Table for IEA brochures</b>	not relevant at this moment	-	
<b>Reduced fee</b>	for IEA fed.soc's members	yes	No info about reduction for IEA-councillors

<b>Key to the used colours:</b>	
Adequate information provided and/or meeting requirements	
Very good information provided; meets requirements very well	<b>Bold text</b>
Information provided is insufficient	
No information or not meeting requirements	

<b>Bid by (society):</b>	<b>Italian Ergonomics Society</b>
<b>Proposed venue:</b>	<b>Firenze Fiera S.p.A.</b>
<b>Proposed period:</b>	<b>August, 25th - September, 1st. 2018</b>

	TOPIC	RATING	REMARKS
<b>GENERAL</b>			
<b>Size of society</b>		<b>450</b>	
<b>Degree of risk for IEA</b>	credibility Society capability/experience	sound large	
<b>Location of congress</b>	geographical	at the right time	after 2006 Europe seems a good place to host the IEA congress; and 1st time in Italy
<b>Growth of congresses</b>	can host a growing number	yes	
<b>Participation</b>	no restrictions	no restrictions	
<b>Advantages to IEA</b>	strategic scientific political	sound sound sound	It is strategic considering that Italy has the same age of IEA and never hosted an ergonomic congress.
<b>Allocation of gain</b>		foreseen	special IEA Fund
<b>Assistance to participants</b>	IDC's Central European Students handicapped	yes no information yes no information	80-20 fellowships for all groups together
<b>Special events, tours</b>	during congress	several	
<b>SUBMISSION PROPOSALS</b>			
<b>Submitted by a Society</b>	federated society? title correct?	yes yes	
<b>Scope</b>	International/intercontinental	clearly	Theme will be developed in collaboration with France, Germany, Spain, and FEES
<b>Length</b>	days (excl. pre conf. worksh)	4,5	opening on Monday, closing on Friday
<b>Attendance</b>	expected number particip's	1500-2500	
<b>Financials</b>	society carries responsib'y preliminary budget seed money asked for sponsorship professional congress org'r return to IEA budgetted expenses council covered	yes yes no information yes yes yes yes	based on 1400 participants, showing a profit; also a budget for 2350 participants A list is provided of potential sponsors
<b>CONGRESS ORGANIZATION</b>			
<b>Location of congress</b>	close to major erg's center? social and historic attract. easy access	yes yes more or less	
	proposed dates (1st day)	27-Aug	
	alternative dates (1st day)	16 or 23 July	
<b>Congress center</b>	conflicting with one building catering	academic year more or less OK	could be in countries of the Northern hemisphere; altern. dates may conflict with holidays 2 buildings at short distance
	accessible for handicapped audio visuals signage (signs and so)	no information OK OK	
<b>Translation</b>	translation foreseen?	yes	into Italian and vice versa
<b>Accommodation</b>	available nearby diversity in prices	yes yes	
<b>Transportation</b>	airport transport from/to airport all at walking distances local transport	local airport easy yes walking distances	plus several local airports. Main hubs at acceptable distance. 1h30 min from Rome, 30-60 min from other airports; Milano 2h40 min
<b>Registration, promotion</b>	process indicated?	yes	
<b>IEA's role in promotion</b>	indicated?	yes	
<b>Invited papers</b>	not relevant at this moment		
<b>Name badges</b>	not relevant at this moment		
<b>Social events</b>	during congress pre/post congress tours	the usual ones specific	sound options
<b>Reports to council</b>	process indicated?	no information	
<b>Planning timeline</b>	provided quality of planning	no	
<b>TECHNICAL PROGRAM</b>			
<b>Cooperation with STC</b>	indicated?	no	
<b>IEA meetings planned</b>	e.g. General Assemblée	no	
<b>Audiovisual guidelines</b>	not relevant at this moment	-	
<b>Exhibits</b>	foreseen?	indicated	
<b>PROVISIONS REGARDING IEA</b>			
<b>Council meeting</b>	room provided for 2 days? catering provided?	yes no information	
<b>Additional meeting space</b>	for EC, IEA committees?	yes	
<b>IEA President</b>	facilities foreseen? for receptions?	no information yes	
<b>IEA President's speech</b>	not relevant at this moment	-	
<b>Fee waived for EC</b>	3 officers, 4 chairs	no information	
<b>EC to chair sessions</b>	not relevant at this moment	-	
<b>Table for IEA brochures</b>	not relevant at this moment	-	
<b>Reduced fee</b>	for IEA fed.soc's members	yes	
<b>Key to the used colours:</b>			
Adequate information provided and/or meeting requirements			
Very good information provided; meets requirements very well		<b>Bold text</b>	
Information provided is insufficient			
No information or not meeting requirements			

<b>Bid by (society):</b>	<b>Turkish Ergonomics Society</b>
<b>Proposed venue:</b>	<b>Istanbul</b>
<b>Proposed period:</b>	<b>7-12 July 2018</b>

	TOPIC	RATING	REMARKS
<b>GENERAL</b>			
<b>Size of society</b>			Size not provided, however they hold conferences every year with 150 - 200 participants. Involved in other ergonomics conferences and sessions (some international).
<b>Degree of risk for IEA</b>	credibility Society	sound	
	capability/experience	moderate	
<b>Location of congress</b>	geographical	OK	Central location with accommodation close by
<b>Growth of congresses</b>	can host a growing number	yes	
<b>Participation</b>	no restrictions	not indicated	Not clearly indicated; 101 countries without visa, but the others?
<b>Advantages to IEA</b>	strategic	yes	Gateway between Europe and Asia
	scientific	yes	
	political	yes	Gateway between Europe and Asia
<b>Allocation of gain</b>		foreseen	2.0 Euro per participant allocated to IEA in budget document
<b>Assistance to participants</b>	IDC's	no information	An indication is given, but not a clear statement
	Central European	no information	those are welcome, but support is not clearly indicated
	Students	no information	
	handicapped	no information	Cost and type of alternate transport (to walking) to hotels is provided. No other information stated although Congress Centre holds international conferences
<b>Special events, tours</b>	during congress	none	Not specifically stated
<b>SUBMISSION PROPOSALS</b>			
<b>Submitted by a Society</b>	federated society?	yes	
	title correct?	yes	
<b>Scope</b>	International/intercontinental	clearly	
<b>Length</b>	days (excl. pre conf. worksh)	4	Plus workshops in the weekend preceding
<b>Attendance</b>	expected number participants	1.500	Listed in draft budget, not clearly stated
<b>Financials</b>	society carries responsibly	no information	But: proposal letter states TES will meet all requirements in IEA Congress guidelines
	preliminary budget	yes	
	seed money asked for	no	
	sponsorship	yes	Potential sponsors indicated
	professional congress org'r	yes	ZED PCO has listed reference conferences and some financial turnover information
	return to IEA budgetted	yes	Listed in draft budget, not clearly stated
	expenses council covered	yes	Listed in draft budget. And EC and Standing Committee chairs foreseen; council member get a rebate of € 100

<b>CONGRESS ORGANIZATION</b>			
<b>Location of congress</b>	close to major erg's center?	more or less	
	social and historic attract.	yes	
	easy access	yes	
	proposed dates (1st day)	7-jul-18	7 July - 12 July 2018
	alternative dates (1st day)	None	
<b>Congress center</b>	conflicting with	holidays	July is European summer and holiday period. Possibly with other conferences.
	one building	more or less	Exhibition is separate hall to main auditorium
	catering	OK	
	accessible for handicapped	no information	
	audio visuals	OK	
	signage (signs and so)	no information	
<b>Translation</b>	translation foreseen?	yes	No real translations, but 20 foreign language speaking volunteer students from Istanbul Technical University and Kultur University will assist participants during Congress
<b>Accommodation</b>	available nearby	yes	
	diversity in prices	yes	
<b>Transportation</b>	airport	main hub	
	transport from/to airport	easy	40-60 minutes
	all at walking distances	yes	Once you get to the centre. Airport has various modes of transport to city.
	local transport	walking distances	Alternate transport described
<b>Registration, promotion</b>	process indicated?	yes	Some information in draft timeline plan
<b>IEA's role in promotion</b>	indicated?	no	But some information in draft timeline plan
<b>Invited papers</b>	not relevant at this moment		
<b>Name badges</b>	not relevant at this moment		
<b>Social events</b>	during congress	the usual ones	
	pre/post congress tours	no information	Workshops pre Congress, tours not stated
<b>Reports to council</b>	process indicated?	roughly	Indicated in early part of draft timeline. Reports to council not specifically stated
<b>Planning timeline</b>	provided	yes	
	quality of planning	moderate	

<b>TECHNICAL PROGRAM</b>			
<b>Cooperation with STC</b>	indicated?	yes	
<b>IEA meetings planned</b>	e.g. General Assemblée	no	No information, meetings rooms costed in draft budget
<b>Audiovisual guidelines</b>	not relevant at this moment	-	
<b>Exhibits</b>	foreseen?	indicated	in draft budget
<b>PROVISIONS REGARDING IEA</b>			
<b>Council meeting</b>	room provided for 2 days?	yes	Meetings rooms costed in draft budget but not stated for Council meeting
	catering provided?	yes	In draft budget
<b>Additional meeting space</b>	for EC, IEA committees?	yes	Centre has multiple rooms but not stated in bid. Meeting rooms costed in draft budget
<b>IEA President</b>	facilities foreseen?	Not stated	
	for receptions?	no	Not stated
<b>IEA President's speech</b>	not relevant at this moment	-	
<b>Fee waived for EC</b>	3 officers, 4 chairs	yes	Appears in draft budget but not clear how many, not stated in bid
<b>EC to chair sessions</b>	not relevant at this moment	-	
<b>Table for IEA brochures</b>	not relevant at this moment	-	
<b>Reduced fee</b>	for IEA fed.soc's members	yes	€ 100 per person

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Information provided is insufficient	
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