

Proposal Form for IEA Triennial Congress

IEA2030

This form is based on the **IEA Operating Procedures -Triennial Congress** and on the Congress Model guidelines. These documents should be consulted before the proposal is submitted. Please provide as much detail as you can at this stage.

1. The Federated Society presenting this proposal	
Name of the Society	ASSOCIATION OF CANADIAN ERGONOMISTS
Country/countries	CANADA
Tell us about your society including current membership numbers, main objectives, year in which it was formed. (Max 500 words)	<p>The Association of Canadian Ergonomists (ACE), established in 1968, is the voice of ergonomics in Canada.</p> <p>Current active and pending Membership numbers: 593</p> <ul style="list-style-type: none"> -Advance the Profession of Ergonomics and Human Factors (EHF): We will position ACE as the go-to body and advocacy voice for EHF -Bring Value to Members: We will provide forward thinking, relevant and valuable supports and services to our members -Build Capacity: We will enhance ACE's long term sustainability and capacity to achieve our mission and strategic priorities -Solidify our Organization: We will strengthen the efficiency and effectiveness of our governance and operations <p>*****</p> <p>Highlights for ACE over the last year include:</p> <ul style="list-style-type: none"> o Reviewed and updated ACE policies to verify relevance and fit with our current needs. o Strategic plan was developed in 2023 to determine a plan to implement/carry forward priorities, goals and objectives for the next 3-5 years and develop a path to achieve the objectives. We are in year one of actualizing and augmenting the deliverables to share at the IEA 2030. <p>The ACE national student committee (established in late 2020) promotes opportunities for students with an interest in ergonomics. The goal being to have student representation from across Canada, create a peer-support network for students interested in HFE, facilitate opportunities for students to connect and share ergonomics related research, applications and experiences.</p> <p>Over the past year, they have accomplished the following; continuing the ACE Feature member initiative, held regular virtual student social/networking events, and have developed materials promoting ergonomics as a career to undergraduate students in a relevant degree program.</p>

	<p>Ergo@Large is a bilingual pan-Canadian sub-committee of ACE developed in 2021 to support outreach and collaboration initiatives with HFE practitioners world-wide. They are a working committee dedicated to the advancement of Human Factors/Ergonomics through a multidisciplinary collaborative approach. Some of the achievements and goals of the committee include:</p> <ul style="list-style-type: none"> o Collecting information about ergonomics programs in various countries to prepare a panel to be presented at the IEA triennial conference in 2024. o Supported a P.H.D. student for his thesis. o Developed a paper and a presentation for CEEA, to be presented in June 2023 o Developed and presented a master class at National Ergo conference in Las Vegas 2022 and was presented to ACE members in May 2023. o Developed a webinar on performances to be presented at ASSE in fall 2023 <p>A national newsletter is being launched to provide regular updates from the HFE community for a broad audience of scientific practitioners both in and outside of the HFE community to show the value and breadth and depth of the contributions HFE can deliver for a better designed world.</p>
Experience in organizing large / international conferences (Max. 200 words)	ACE hosted IEA 2021 in Vancouver. However, due to Covid19, it ended up being fully virtual. The organizing and planning team was able to seamlessly pivot to a fully virtual platform, which ended up being very successful. Planning and delivery included the hallmarks of an excellent global event demonstrating that we are agile and capable of hosting a world-class event.
2. Proposed location of the Congress	
City	EDMONTON AB CANADA
Distance and travel means from nearest international airport	31 km (34 minutes) via Taxi, Uber, City Transit
Venue name (congress centre)	Edmonton Convention Centre
Maximum capacity of venue (number of participants)	5,000 delegates in Halls ABC – venue has maximum capacity of 10,000 individuals
Can the venue provide the number of anticipated rooms with the capacity to increase or decrease in size as necessary?	<p>Total square footage = 150,000 sq ft Rooms: Halls A,B,C,D (104,000 sq ft); Hall D Foyer 9282 sq ft; Riverview Room 3860 sq ft; 20 breakouts ranging between 990 and 3600 sq ft with flexible space for larger and smaller breakouts)</p> <p>All in one building? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If NO, describe:</p>
Access for people with disabilities	<p>Excellent <input checked="" type="checkbox"/> Good <input type="checkbox"/> Moderate <input type="checkbox"/> NO</p> <p>Please provide details: Accommodating the needs of every patron is part of what makes the Edmonton Convention Centre (ECC) the venue of choice for meeting planners. Our funicular elevator makes travel from each level of the convention centre easy and convenient. Wheelchair access is made easy from both the Canada Place Parkade located across the street from the Edmonton Convention (accessible via underground pedway), as well as the above-ground parking lot next to the Courtyard by Marriot on 99 Street and Jasper Avenue – just a few steps from the main entrance. Once</p>

	<p>inside, the facility is designed to accommodate patrons of all mobility levels with elevator access to every floor and wheelchair-accessible bathrooms conveniently located on every floor as well. The ECC recently completed an accessibility audit and will be working on the recommendations brought forward over the next couple of years.</p>
<p>Availability of audio visual equipment / internet access. Please provide details</p>	<p>The Edmonton Convention Centre has a preferred audiovisual contractor and exclusive internet provider (Encore). Audio visual services: Simultaneous interpretation services; Audience response systems; Computer and networking services; Panoramic video projection; Creative room environments; Presentation management; Webcasting and video conferencing; Creative services; ConnEx Mobile App; ImaginAction™; Social media boards; Digital signage; Telephone Service. There has been confirmation from A/V Provider (Encore) that there will be no charge for wi-fi if they are selected as the preferred supplier.</p>
<p>Features of the proposed venue/ including proximity to hotels, shopping, restaurants, sight-seeing: (max. 600 words)</p>	<p>As a gathering place for nearly 500,000 guests each year, The Edmonton Convention Centre (ECC) brings people together to learn, innovate, trade and celebrate. ECC is committed to creating connection—to the community, to the land, to local culture and to others. The iconic, sustainable venue is built into the foundation of downtown Edmonton's River Valley. Connect to our land through our sustainable business practices and dedication to locally sourced and inspired cuisine. As a community hub, ECC fosters a culture of giving back and connecting with the community through social programs and commitment to our people. Recognized as one of North America's top five performing venues, ECC delivers remarkable experiences through their warm hospitality and drive to achieve your vision. As our client and guest, you can expect to be connected to our expertise and operational excellence that spans over 37 years. As a downtown venue, the ECC is central to an incredible food scene with numerous restaurants showcasing a variety of cuisines and price points. Access to multiple sites and tourist venues and 3,000 hotel rooms within a 2-10 min walk. Explore Edmonton's Show Your Badge program allows for transit on public transportation cost-free for delegates. River Valley tours include walking & hiking trails, biking tours, Indigenous tours and water-based tours. The downtown core is a multicultural centre that features a world class Art Gallery, Museum, Performing Arts Centres (music and live theatre) showcasing a variety of art, culture, music, dancing, and exhibitions. Edmonton is known as Canada's Festival City! Our Indigenous connection is strong, as Edmonton is home to the second largest indigenous population in Canada, We are a safe welcoming and secure destination.</p>
<p>Options for professional visits near the Congress (max. 400 words)</p>	<p>Options for professional visits and tours near the Congress site could potentially include the following:</p> <ul style="list-style-type: none"> Alberta Health Services Energy company tours (related to oil & gas & pipelines) Large Equipment Manufacturers Manufacturing plants Food manufacturing (E.g. Saputo, Food Development & Processing Centre Centre, Leduc, Cargill, Agropur) Agriculture & Animal Food Processing Health & life sciences labs (API/Edmonton Research Park) AI in HFE - Amii (Alberta Machine Intelligence Institute) Northern Alberta Institute of Technology (NAIT) Forest Research and Timber Engineering sites
<p>Potential weak points of the venue/place and how to overcome these:</p>	<p>Edmonton is widely recognized for its beauty and proximity to the Rocky Mountains and the most pristine wilderness on the planet. However, it</p>

(max. 400 words)	may not be as internationally recognized or culturally diverse as some other major cities.		
3. Proposed Dates			
Proposed dates of Congress Explain why preferred	August 12-16, 2030 The summer in Edmonton boasts incredible sites, sounds and festivals. 17 hours of sunshine are typical in August, and the delegates will have opportunities to experience the best of Edmonton at this time.		
Alternative dates	August 19-24, 2030		
Length of the congress. Explain if different than usual 4.5 to 5 days.	5 days – recognizing the scope of past conferences and building on knowledge and topics.		
4. Mode/ of the Congress			
How will the Congress be organized	Hybrid - following the current model and providing access to Congress content for those unable to travel to the conference location		
5. Participation			
Expected attendance	Full registrants: 1000	One-day registrants: 100	Partners: >10
Participation open to everyone (nationality, race, political or religious beliefs, gender, age)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If NO, please explain:		
Does the proposed country restrict access to people from any other country, or on any other basis?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If YES, please explain: Some registrants may require a VISA to enter Canada.		
6. Congress languages			
English is obligatory. Other languages (Indicate which and how translations will be made)	FRENCH ACE will provide instantaneous/real-time translations with head-set apparatus.		
7. Advantages to IEA			
Strategic			
Scientific	Edmonton boasts several leading universities and research institutions, including NAIT and the University of Alberta, which is renowned for its research in health sciences, engineering, and ergonomics. This proximity to academic excellence can enhance the quality of presentations and workshops, and foster collaborations		
Other reasons why your proposal should be selected?	Edmonton's supportive business environment can facilitate partnerships and sponsorship opportunities, enhancing the overall experience and value of the congress.		

	<p>Edmonton's central location in North America makes it accessible for attendees from across the continent. This can help boost attendance from both the United States and Canada.</p> <p>Hosting the congress in Edmonton provides an opportunity for attendees to explore the natural beauty and cultural attractions of Alberta, including the nearby Rocky Mountains, and vibrant tourism-friendly villages which can enhance the overall appeal of the event.</p> <p>Edmonton's efforts in promoting environmentally friendly practices can enhance the congress's appeal to attendees who prioritize sustainability.</p>
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8. Proposed congress theme and Technical Program

<p>Congress Theme</p>	<p>Potential Themes: connection, unification, progress</p> <ol style="list-style-type: none"> 1. "Human Factors/Ergonomics at the Heart of Global Progress" 2. "Human Factors/Ergonomics: Shaping a Connected World" 3. "Global Human Factors/Ergonomics: Uniting Insights for a Better Tomorrow" <p>How do you plan to implement the theme into the Congress?</p> <p>Integrating one of these themes into a congress can be achieved through a multifaceted approach. Here's are ideas and plans to ensure the theme is woven seamlessly throughout the event:</p> <p>1. Opening and Closing Sessions</p> <ul style="list-style-type: none"> ● Keynote Speakers: Invite renowned experts from diverse geographical and professional backgrounds to deliver keynote speeches that emphasize the global perspective of Human Factors and Ergonomics (HFE) and how collaborative insights can shape a better future. ● Thematic Addresses: Have sessions specifically dedicated to discussing how global insights in HFE can address current and future challenges. These sessions can set the tone at the beginning and wrap up the key takeaways at the end of the congress. <p>2. Session Tracks and Scientific Topics</p> <ul style="list-style-type: none"> ● Global Collaboration Sessions: Organize sessions focused on case studies and research projects that involve international collaboration, highlighting successful examples of how global insights have led to significant advancements in HFE. ● Regional Insights: Include tracks that focus on specific regions, showcasing unique challenges and innovative solutions that contribute to the global body of knowledge in HFE. <p>3. Workshops and Interactive Sessions</p>
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- **Cross-Cultural Workshops:** Conduct workshops that bring together participants from different regions to work on common HFE problems, encouraging the exchange of ideas and methodologies.
- **Interactive Panels:** Organize panels where experts from various countries discuss the future of HFE and the role of international collaboration in driving progress.

4. Networking Opportunities

- **Global Networking Events:** Facilitate networking sessions that are explicitly designed to connect participants from different parts of the world, promoting the sharing of diverse insights and experiences.
- **Mentorship Programs:** Establish mentorship initiatives where experienced professionals from different countries can mentor newcomers, fostering a culture of global knowledge sharing.

5. Exhibition and Poster Sessions

- **Global Showcase:** Dedicate a section of the exhibition area to projects and organizations that have successfully implemented global HFE practices.
- **Poster Presentations:** Encourage submissions that highlight international research and collaborations, ensuring a diverse representation of global insights.

6. Cultural Integration

- **Cultural Displays and Activities:** Integrate cultural elements from various countries into the event, such as cultural performances, cuisine, and traditions, to celebrate the global aspect of the congress.
- **Language Accessibility:** Provide translation services and multilingual materials to ensure inclusivity and broader participation.

7. Digital and Virtual Components

- **Virtual Participation:** Offer virtual attendance options for international participants who cannot attend in person, ensuring global accessibility.
- **Online Collaboration Platforms:** Use digital platforms to facilitate pre-congress and post-congress collaboration among participants from different parts of the world.

8. Publications and Dissemination

- **Thematic Proceedings:** Publish the congress proceedings with a focus on the global theme, highlighting key insights and contributions from around the world.

	<ul style="list-style-type: none"> Special Issues and Journals: Collaborate with international HFE journals to publish special issues featuring research and discussions presented at the congress. <p>9. Legacy & Follow-up Initiatives</p> <ul style="list-style-type: none"> Post-Congress Collaboration: Create initiatives to maintain the momentum of global collaboration after the congress, such as online forums, follow-up webinars, and collaborative research projects. Regional Task Forces: Establish task forces to address ongoing and emerging HFE issues, drawing on the diverse insights gained during the congress.
Other featured scientific / technical highlights	AI Energy Healthcare Academic /leading edge research
How will you ensure the promotion of high-quality HF/E?	Cooperation with IEA TC's is obligatory. What other measures do you propose? social media and partnering with an experienced global Professional Conference Organizer
How do you propose to encourage participation of the non-HF/E community?	Specific/dedicated tracks for non HFE professionals Outreach events, webinars to increase visibility, collaboration and showcase value (already embedded in the 5 year strategic plan)
Are you intending to offer/include the following? If not, please explain.	
Opening ceremony	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Keynote presentations	Scientific <input checked="" type="checkbox"/> Speakers from industry <input checked="" type="checkbox"/> Representatives from government <input checked="" type="checkbox"/>
Interactive workshops	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Poster presentations	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Facilities for a general assembly/President's forum with all participants	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Space and time for IEA special ceremonies e.g. Awards	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Facilities for special receptions / Technical committee meetings, etc.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Pre-Congress workshops	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Opening reception	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Congress party / dinner	Party <input checked="" type="checkbox"/> Dinner <input checked="" type="checkbox"/> None of these <input type="checkbox"/> but:
Exhibition planned	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Complimentary table or booth for IEA at the exhibition	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
9. Involvement of Stakeholders	
Collaborating societies (proposed)	IEA Federated Societies: The leadership for the following societies have agreed to collaborate with ACE in the planning and delivery of IEA to ensure it is a world class event.

	<ol style="list-style-type: none"> 1. Human Factors and Ergonomics Society (HFES) - USA 2. CIEHF (UK) 3. SOCHERGO (Chile) 4. Human Factors and Ergonomics Society of Australia (HFESA) - Australia 5. SELF (France) <p>ACE is continuing to engage the leadership of the following societies to ensure we have an aligned, comprehensive and broad set of tracks and offers at IEA 2030:</p> <p>Other Societies (Non-HF/E) The Canadian Engineering Education Association - CEEA American Conference of Governmental Industrial Hygienists - ACGIH American Industrial Hygiene Association - AIHA Engineers Canada, APEGA RoadSafetyBC - Health & Safety Association Road Builders of Alberta and B.C. The Alberta Society of Health and Safety Professionals - ASHSP Canadian Centre for Occupational Health and Safety - CCOHS Institute For Work Health - IWH Centre for Research in Occupational HEalth (CROSH) Energy Safety Canada - ESC CSA Group (formerly Canadian Standards Association)</p>		
Identify and describe how you want to involve stakeholders who influence HF/E significantly?	<p>The following stakeholders:</p> <p>Governmental officers, Entrepreneur/company management, Union leaders, Universities and institutes, Sponsors will be engaged as we build towards IEA 2030 to ensure we are reflecting industry, academia and stakeholder needs to support them moving forward. With Government contacts and engagement we hope to influence policy change on HFE and marked/defined inclusion business policies and best practices.</p> <p>We also see engaging them through open communication, alignment of topics of interest, encouraging delivery of content, marketing and track involvement to ensure a broad and meaningful reach and ensure effective support, execution and outcomes for the Legacy Project (see Legacy Project overview in Supporting Destination Proposal Appendix).</p>		
10. Proposed Accommodation			
Diversity in hotel qualities	YES <input checked="" type="checkbox"/> Limited <input type="checkbox"/> NO <input type="checkbox"/> If Limited or NO, please explain:		
Estimated time and costs of transport from airport to hotels	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Hours: 30 - 35 minutes</td> <td style="width: 50%;">Cost of a single journey: Approximately \$60 CAD</td> </tr> </table>	Hours: 30 - 35 minutes	Cost of a single journey: Approximately \$60 CAD
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Mean time to commute from hotels to conference	Minutes: between 2-15 minutes. Edmonton has a very walkable downtown - maximum 15 minutes from the furthest luxury hotel. Edmonton has a minimum of 3,000 hotels rooms within walking distance of the Edmonton Convention Centre		
Transportation	Walking <input checked="" type="checkbox"/> Public transport <input type="checkbox"/>		

	Transport arranged by the Congress <input type="checkbox"/> SHOW YOUR BADGE will be available to congress attendees providing free travel on buses and Light Rail Transit
11. Finances	
Registration fees will include	<input checked="" type="checkbox"/> Welcome reception <input type="checkbox"/> Lunches <input checked="" type="checkbox"/> Congress Party <input checked="" type="checkbox"/> Refreshments (morning and afternoon breaks)
Organizing Society carries financial responsibility	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If NO, indicate who does:
Describe your society's experience in managing the financial risk of running conferences (Max 500 words)	<p>With MCI Group as our PCO partner, the approach includes comprehensive budget forecasting through the development of a minimum value proposition budget, proactive negotiation with vendors to secure the most favorable terms and leveraging economies of scale for all services and supplies.</p> <p>Cost control measures will be enforced without compromising the quality of the congress experience, ensuring that each expenditure delivers maximum value. With the "must have" and "nice to have" elements determined, as the money comes in, additional inclusions can be added to enhance the overall attendee experience.</p> <p>Additionally for the 2030 bid budget, we have included a 10% reserve (contingency) to capture the cost of inflation between 2024 and 2030</p>
12. Discounts to participants.	
from LMI countries	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If possible <input type="checkbox"/> Please specify:
students	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If possible <input type="checkbox"/> Please specify:
IEA Officers (3), Executive Committee members	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If possible <input type="checkbox"/> Please specify:
Technical Committee Session and or track Chairs	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If possible <input type="checkbox"/> Please specify:
IEA Council members	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If possible <input type="checkbox"/> Please specify:
Financial sponsorship	<input type="checkbox"/> Already arranged <input checked="" type="checkbox"/> Expected <input type="checkbox"/> To follow Please specify any arrangements already made:
Degree of financial risk of Congress to host society	<p>Small <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Substantial <input type="checkbox"/></p> <p>Please explain: The financial risk is low due to the approach to budget management (minimum value proposition + 10% contingency) as well as the cost controls and additional revenue support we have in place.</p> <p>Should the revenues not come in as anticipated, or expenses higher than budgeted, we will manage the budget to reflect a break-even position as a minimum.</p> <p>Funding support has been confirmed by Explore Edmonton and Destination Canada - see supporting destination proposal</p>
Seed money required	YES <input type="checkbox"/> NO <input type="checkbox"/> Not yet known <input checked="" type="checkbox"/>
13. Planning	

Proposed Congress chair (if decided)	<p>The following leaders in the HFE community both from an academic and experience perspective have been contacted as potential chair candidates:</p> <p>Dr. Jennifer Smith Dr. Patrick Neumann Dr. Nancy Black Dr. Linda Miller Dr. Jeff K. Caird Aleksandr Volosiuk PhD candidate Anne-Kristina Arnold Dr. Martin Lavallière Dr. Heather Johnson Dr. Sadeem Qureshi</p> <p>The follow individuals have agreed to be considered for the position of Congress Chair:</p> <p>Aleksandr Volosiuk PhD candidate Dr. Martin Lavallière Dr. Heather Johnson Dr. Sadeem Qureshi</p>
How will your society ensure that the organization is continued when new society officers are elected? (explain)	<p>Open communication channels highlighting benefits build into 5 year strategic action plan and a IEA standing committee to determine and implement follow-up actions ACE to remain as a federated society Leverage learning opportunities from IEA 2024/2027</p>

14. Provisions regarding IEA Executive and Council Meetings (held immediately before the Triennial Congress)	
Meeting room for Council meeting (70 people for 2 days)	Availability of rooms: Included in budget? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Refreshments for Council during meeting	Included in budget ? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Lunches for Council members	Included in budget? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Meeting room for IEA Executive one day before Council meeting (15 people) i.e. three days before Congress	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If possible <input type="checkbox"/>
Meeting room for IEA Executives during the congress	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> If possible <input type="checkbox"/> Hotels and/or convention centre will provide

Optional attachments to this form:

- Brief presentation of the town and venue
- Letters of support

This form and attachments should be sent electronically **before May 24, 2024**

****PLEASE NOTE - we have received an extension to submit the bid proposal before May 31, 2024****to:

- the Secretary General of the IEA, Maggie Graf, vpseg@iea.cc
- and a copy to the President of the IEA, José Orlando Gomes, President@iea.cc