Call for candidacies to organize the 1st IEA Sponsored Ergonomics in Design Conference in 2008

Object:
To organize the first IEA Sponsored Ergonomics in Design Conference in collaboration with the “Ergonomics in Design” Technical Committee of the IEA International Ergonomics Association (www.iea.cc).
This event will take place every two years, each time on a different continent.

Content:
A 2 to 3 day conference including plenary and parallel sessions, a poster session area and eventually an exhibition area for stands.

Conference venue and services:
The conference venue should attract a minimum or 200 participants, simultaneous translation in English should be available if the conference is held in another language. There should be at least one social event, a welcome event and a good array of accommodation proposals.

Organizational structure:
Two committees will be formed: an Organizing Committee (OC) in charge of logistics and a Scientific Committee (SC) in charge of selecting communications and of the scientific quality of the event.

The Organizing Committee will be formed by the Organization-Entity taking charge of the event. The OC will be responsible for:

- Logistics
- Promotion and information of the event
- Call for abstract and papers (both paper and web based)
- Creation and management of the web-site (starting at least one year before the event takes place)
- Setting up a Scientific Secretariat (SS)
- Receiving communication proposals, confirm reception to authors and send the proposal to the Scientific committee.
- Communicate acceptance or refusal of the proposals to the authors
- Managing the reception of the final texts, supervise and collect all texts on a CD Rom
- Print program and update program on web-site.

The Scientific Committee will be formed by the IEA Ergonomics in Design TC.
The SC will be responsible for:

- The scientific quality of the communications
- Choosing the communications, posters and exhibitors
- Program planning
- Naming chairpersons for the various sessions
- Will name 2 delegates for the Organizing Committee

Criteria for selecting the Organization or Entity to organize the event:

- The level of involvement of the Organization in activities related to Design and Ergonomics and the capability of creating links between these two disciplines.

- Town or region easy to reach with adequate accommodations and hotel facilities, geographical and cultural interest.

Financial conditions:

A capitation fee of $14 per registrant will be provided to the IEA, independently from any financial loss or benefits for the organization in charge of the conference (financial risk). The number of registrants to be used for assessing the capitation fee is the sum of the number of delegates on each day divided by the number of days of the conference. Thus, for a four-day conference, four delegates attending one day would be counted as one full delegate subject to a capitation fee.