



ISB CONGRESS HOSTING GUIDELINES - XXXI ISB CONGRESS IN 2027

The following application guidelines, first prepared by the Executive Council of the ISB in 1983, should be studied carefully and followed exactly. A decision to apply for a forthcoming meeting of the ISB should be based on sound estimations of workload, finances and personnel available. This approach allows a thorough understanding of the commitment required for organizing such a significant meeting. Applications will be judged based on aspects of diversity, equity, inclusion, representation, and benefits for the ISB, its members, and the hosting institution(s).

1. Application Guidelines

- 1.1 The Executive Council of the International Society of Biomechanics is responsible for selecting the site for the biannual International Congress of the Society and for providing guidance and assistance to the Organizing Committee. The “organizing committee”, in the context of an ISB congress, is a dedicated group of individuals hosting the congress and responsible for planning, coordinating, and overseeing all logistical, administrative, and program-related aspects of the ISB Congress to ensure its successful execution.
- 1.2 ISB Congresses can be held anywhere in the world, but only during the Northern Hemisphere Summer of odd years. Any changes to the timing would need to be discussed and approved by the ISB during the bidding stage. Congresses are named the "N Congress of the International Society of Biomechanics" (in 2027 the XXXI Congress will be held). The congresses have typically been held in collaboration with one or more local institutions, or affiliate societies.
- 1.3 The President-Elect of the ISB has the responsibility for attracting bids and working closely with the successful applicant up to the time of the Congress. Persons or groups interested in organizing an International Society of Biomechanics Congress must prepare and submit a formal proposal to the ISB Executive Council through the President-Elect. The present President-Elect is Professor Felipe P Carpes (Federal University of Pampa, Brazil. Contact: carpes@unipampa.edu.br). Proposals should be written in the format outlined in Section 18.
- 1.4 The following are specific requirements that must be adhered to by the Congress organiser. These are not intended to limit the activities and imagination of the organiser, but are rules that have been found necessary to ensure a degree of Congress uniformity, so that the needs and expectations of the members and ISB are met. If any questions arise, please contact Professor Carpes.

2. Operating Codes for Congress Organiser

- 2.1 To organise the Congress typically requires a team because of the large scope of different congress related items to be coordinated. In the remainder of the document reference is made to Congress organiser, but this generally means the team taking responsibility for congress organisation. Please consider that diversity will benefit your team outcomes, and the assessment of your proposal.
- 2.2 The Congress organiser will plan, organise and conduct the Congress under the supervision of the President-Elect, with guidance from the President, Past-President, Treasurer, and Executive Council and adhering to the “ISB Congress Hosting Guidelines”.

- 2.3 The Congress organiser will report on the status of the organisation to the Executive Council during its meetings or whenever asked by the ISB Council.
- 2.4 The Congress organiser will appoint as many committees as he/she deems necessary. These will include a local responsible person to assist with the organisation of the logistics for the Pre-Congress workshops/tutorials who will collaborate with the ISB Education Officer(s); a local liaison person for the Awards who will collaborate with the ISB Awards Officer(s) and EDC Officer; and a local liaison person for the ISB business meetings to be held just prior and during the Congress (Executive Council meetings, ISB General Assembly, Working and Technical groups meetings).
- 2.4.1 The objective of these committees is to ensure the proper attention to the ISB activities expected to happen as part of the congress program (timetable of activities, physical space, logistical support).
- 2.4.2 The Congress organiser will be required to provide names along with the email addresses for each local responsible person in order to facilitate contact.
- 2.5 The Congress organiser is encouraged to organise joint sessions with other relevant societies (under guidance from the ISB Presidents: President, Past-President and President-Elect). In addition, special sessions (symposia) organised by the Technical Groups of the ISB are a common feature of the Congress program.

3. Dates of the Congress

- 3.1 ISB Congresses are normally held during June, July or August of odd years. However, dates may be changed, with approval of the Executive Council, when considering circumstances unique to the local site organisers.

4. Denomination of the Congress

- 4.1 The Congress is named the "N Congress of the International Society of Biomechanics", with N in Roman numerals (Note: "N" rather than "Nth"; in 2027 the XXXI Congress will be held).

5. Next Site Proposals

- 5.1 A call for proposals is published in at least two (2) issues of the ISB Newsletter (ISBnow) four (4) years in advance.
- 5.2 Proposals must be written in English, according to the format described in section 14, and submitted to the President-Elect. Short-listed applicant teams will then be required to present a 30-minute summary of their bid to the Executive Council in the third year preceding the Congress for which you are bidding (at their own cost). For the upcoming bid, the presentation is expected to be delivered in August 2024 during the meeting of the ISB executive council which will be held on the weekend before the CSB Conference, in Edmonton (or nearby satellite location), Canada. This is expected to be delivered in person, but a live online delivery may be considered if in-person presentation is not possible.
- 5.3 Once a proposal is selected by the Executive Council, the Congress organiser, or their delegate, will then be appointed as a non-voting Conference Liaison officer to the ISB Executive Council at least three (3) years in advance of the Congress.

6. Loan and Profits

- 6.1 Congress organisers are expected to share any profits of the Congress back with the ISB. While a share of Congress profits is not mandatory, it is seen favourably, and is an important source of funds for the ISB to conduct educational and outreach initiatives of benefit to ISB members and the broader biomechanics community.
- 6.1 The Congress organiser may apply for an interest-free loan from the ISB up to US \$20,000. If the congress organisers make use of this loan they will commit to share 50% of any profit from the congress with the ISB (where the profit is calculated after paying back the loan). Moreover, if the congress organisers make use of this loan they must agree to take out insurance against the loan. No other financial commitment of the Society is admitted. When granted, the loan must be reimbursed, without interest, no later than three (3) months after the end of the Congress. To be considered for this loan, the congress organisers will need to present a business plan / financial plan to demonstrate how the funds would be used and how the organisers will ensure that the funds will be paid back to the ISB in full.

7. Congress Fees

A financial member of the ISB is a member whose fees are paid in full. The Congress organisers should be aware that registration for the Congress is the prime opportunity for ISB to encourage membership renewals, and ISB incentivises membership renewal through discounts for members on Congress registration fees. In setting the fees for the meeting, the organisers should follow these guidelines:

- 7.1 The target registration fee for financial members should be approximately US \$600. Conference organisers are requested to evaluate the fees aiming to make the congress as affordable as possible, while providing the best possible experience (including a conference banquet ticket).
- 7.2 There shall be a lower registration fee for students of at least a 30% reduction of the full registration fee.
- 7.3 There shall be a lower registration fee for individuals from “Emerging and Developing Economies”, as defined in the most recent IMF World Economic Outlook (<http://www.imf.org/external/pubs/ft/weo/2010/01/weodata/groups.htm#oem>), plus Cuba and North Korea. The suggested reduction is at least 30-50% of the full registration fee. Upon request the ISB can provide additional financial support to members of economically developing countries to attend a congress. The ISB encourages the Congress organisation to do the same, including the potential for additional sponsors to support EDC participation.
- 7.4 There must be a difference in registration fees for all categories (full, student, EDC) for ISB financial members and non-members; whereby non-members pay more than ISB financial members. The fee difference between members and non-members must be at least the cost of a 1-year ISB membership (for the respective category: student, full, EDC).
- 7.5 During registration, non-members must be given the option to join ISB. This can be achieved by providing a link to the ISB website to join ISB and therefore access the ISB member registration fee, or by offering a free 1-year ISB membership as part of the non-member registration fee (and the fee differential for those registrations should be paid to ISB after conclusion of the congress). To be clear, the purpose of this request is to attract Congress registrants to be/become ISB members, and this fee difference should not disadvantage existing ISB members.

7.6 There shall be no registration fee for ISB Honorary members, who are listed on <http://isbweb.org/about-us/honorary-members>. These fees will be met by ISB.

7.7 Changes to the fees charged to delegates from that in the bid document must be approved by the Presidents of the ISB (President, Past-President and President-Elect).

8. Disseminated Material

8.1 All disseminated material (printed and electronic) will carry the official logo and name of the ISB. The material will include:

a) Announcements or advertisements of the location and dates for the congress, and the congress website.

b) Final Announcement and call for abstracts.

c) Book of Abstracts or similar format deemed suitable (such as online publication of Abstracts). The abstracts must be written in English and consist of one (1) A4 or Letter size page. Suggested format is two columns, single spaced, with a character size at 12 points, using 'Times' typeface. The title (in capital letters), authors' names and affiliations must be left justified. One blank line must be left after the title and the authors' names and affiliations.

d) The special issue of the Journal of Biomechanics carrying the Wartenweiler lecture, the Muybridge Award lecture, and Keynote lectures should be a planned outcome of the congress. Wartenweiler Lecturer will be selected by the Congress organisers and communicated to the President Elect and Awards Officer of the ISB. The Congress organiser will act as guest editor for all manuscripts associated with the invited lectures. He/she may appoint other co-editors to assist with this process.

9. Hospitality

The Congress organisation will provide the ISB with the following hospitality services:

9.1 Meeting room for two (2) Executive Council meetings (at the Congress organisation expense). This is generally the 1-2 days before the conference starts, so venue availability and bookings should be considered accordingly.

9.2 A small meeting room and a booth during the conference for the treasurer and council members use.

9.3 Refreshments during these meetings (normally at the ISB expense).

9.4 Congress registration fee, accommodation and travel expenses for the Wartenweiler Memorial lecturer (at the Congress organiser's expense).

9.5 Congress registration fee, accommodation and travel expenses for all Keynote Speakers (at the Congress organiser's expense).

9.6 Congress registration fee, accommodation and travel expenses for the ISB President (usually at the Congress organiser's expense). The ISB President will deliver a President's Lecture, traditionally held just before the awards ceremony and closing ceremony.

9.7 Hotel reservations for the Council members (at each member's expense), will be made by the ISB Treasurer and are not the responsibility of the Congress organisers.

10. ISB Responsibilities

The ISB will be responsible for payment of the following awards presented at the biennial ISB Congress:

- 10.1 Congress registration, accommodation and travel expenses for the Muybridge Awardee.
- 10.2 Congress registration fee for the author who is presenting the Clinical Biomechanics Award paper.
- 10.3 Reimbursement of the Congress registration fees paid by the David Winter Young Investigator Awards winners (both DWYIA Podium and DWYIA Poster).
- 10.4 Reimbursement of the Congress registration fees paid by the Promising Scientist Award winner.
- 10.5 Reimbursement of the Congress registration fees paid by the Carlo De Luca Emerging Scientist Award winner.
- 10.6 Reimbursement of the Congress registration fees paid by the Jacquelin Perry Emerging Scientist Award winner.
- 10.7 Reimbursement of the Congress registration fees paid by the Developing Countries Grant Competition Award winners.
- 10.8 ISB Honorary members shall be invited, by the President, to attend the Congress and shall have the registration fee waived at the expense of the ISB.

11. Pre-congress Tutorials

The Congress organiser shall facilitate **four** pre-congress tutorials in close collaboration with the ISB Education Officer(s). It is advised that these take place before but on the same day as the Opening Ceremony. It is encouraged that these tutorials can take place over two sessions such that attendees can take part in two tutorials. In general, the ISB Education Officer(s) will identify tutorial/workshop themes and appropriate speakers. The Congress organizer is not required to pay the speakers; ISB will pay the speakers directly. The Congress organizer will make the following facilities available:

- 11.1 Adequate rooms including access to internet and power supplies for all (normally at the Congress organiser's expense).
- 11.2 Coffee breaks (normally at the Congress organiser's expense).
- 11.3 Registration desk facility (at the Congress organiser's expense).
- 11.4 Arrangements to videotape/record the tutorials (normally at the ISB's expense). Guidelines for the format of the videos will be provided by the Education Officers and the Informatics Officer to ensure the videos are suitable to be uploaded on the ISB website.

11.5 In addition, the Congress Announcement will carry the announcement of the tutorials. The registration and the fees for the tutorials will be collected by the Congress organisation and paid to the ISB. Both ISB members and non-members can register for the tutorials. It is advised that registration at a discounted price is offered for registration at a second tutorial. The Congress organisers are not required to offer the tutorial lecturers a free registration.

12. Administrative Meetings

The Congress organisation will provide rooms for:

12.1 At least one (1) hour, with no other event in parallel, for the General Assembly meeting of the ISB in the course of the second or third day of the Congress.

12.2 At least one (1) hour, with no other event in parallel, for the Working and Technical Groups business meetings.

13. ISB Sponsors

Please note that the provisions in this section are currently under discussion within ISB and with ISB sponsors. Please use this as a guide for your proposal, but be aware that some items may need to be updated before 2027.

13.1 The Congress organisation will permit insertion of promotional material in the pack of delegates free of charge to those companies with whom the ISB has agreed to do so (that is, sponsors of the ISB Society), as well as visibility of the sponsors in printed and electronic materials, where appropriate.

13.2 The Congress organisation will ensure the following are provided to sponsors of ISB:

| Platinum Member | Gold Member | Silver Member | Bronze Member |
|--|--|---|----------------------|
| Three (3) free registrations to ISB Congress | Two (2) free registrations to ISB Congress | One (1) free registration to ISB Congress | --- |
| “Free” exhibition booth at ISB Congress | “Free” exhibition booth at ISB Congress | --- | --- |
| Choice of available exhibition and parking locations | --- | --- | --- |

13.3 First choice of exhibition booth should be offered to Platinum sponsors, followed by Gold sponsors in discussion with the ISB Treasurer and Sponsorships Officer.

13.4 The ISB will pay the exhibition fee for Platinum and Gold Sponsor members capped at UD\$4000 and US\$3500 respectively.

13.5 If the Congress organisers seek ‘Congress Sponsors’, this should be described thoroughly in the bid document, and any named categories for Congress Sponsors should be different the

Society Sponsorship categories (i.e. do not use the names Platinum, Gold, Silver, Bronze). Every effort should be made not to have overlapping arrangements with sponsors of the ISB society.

14. Advertisements

14.1 The Congress organisers may advertise the Congress free of charge in the ISB Newsletter, on the ISB website, and with those Publishers with whom the ISB has agreed to do so.

15. Financial Relationship

15.1 The Congress will have no financial obligations to the ISB, other than those that have been mentioned above. The Congress may make a profit and use it as they wish. If the congress organisers make use of the start-up loan, they will share 50% of any profit from the congress with the ISB. In previous years, Congress organisers have often offered (in the written proposal) to share profits with the ISB, even when the loan is not taken, and this is encouraged.

16. ISB Booth

16.1 Congress organisers will provide the ISB officers with a booth in the Congress registration area for the purpose of advertising the ISB activities.

17. General Congress Organisation

17.1 The Congress should consist of podium sessions, poster sessions, and keynotes. The Congress normally starts on a Sunday with the Wartenweiler Lecture and a Welcome Reception. The following four days consist of regular Congress activities.

a) Podium Sessions – it is suggested that each presentation consist of approximately 15 minutes (~10 minute presentation, ~5 minutes of questions and transition). There is flexibility to adjust this as necessary to accommodate the number of abstracts received.

b) Poster Sessions – full prominence should be given with adequate space and time for ease of viewing.

c) Awards – sessions must be allocated for the award winners (Clinical Biomechanics Award, Developing Countries Grant Competition, Promising Scientist Award, and Jacquelin Perry and Carlo De Luca Emerging Scientists Award as well as candidates for the David Winter Young Investigator Award – Oral) to make presentations. There is also an award for student posters (David Winter Young Investigator Award - Poster) that should be integrated into the regular poster sessions. An awards ceremony should be incorporated into, or prior to, the closing ceremony where any award winners will receive a certificates from ISB. The awards ceremony may include short presentations by award winners and this should be arranged in discussion with the ISB liaison to determine a suitable timeframe for the session (and the ISB liaison will consult with the awards officer(s), student awards officer, EDC officer, and possibly technical groups officer and affiliate societies officer). Other (non-ISB) awards may be included in this session if desired.

d) Keynotes – there should be one each day.

e) Muybridge Lecture – one keynote session for the winner of the Muybridge Medal.

f) Special Lunches – there should be lunch time meetings arranged for: Women in Biomechanics, Student Mentoring, and members from Economically Developing Countries.

g) General Assembly – a lunch time slot should be provided for an hour long meeting of the ISB General Assembly.

h) Presidential Lecture – this should be a keynote which precedes the Closing Ceremony.

i) Closing Ceremony – this should include a presentation from the hosts of the next Congress, brief closing remarks by the incoming ISB President, and any other activities the organisers deem fit.

j) Banquet – at the end of the Congress there will be a celebratory banquet for all Congress delegates. This should include a sit-down meal, with entertainment, with the cost being included in the conference registration fee.

k) Student activities – The Congress organiser shall allow an appropriate time in the Congress schedule for a student social/networking event (not conflicting with other social or Congress activities).

l) Advancing Women in Biomechanics (AWB) workshop – A workshop may be organised by the AWB committee, and the Congress Organisers shall provide adequate rooms and refreshments (at the Congress organisers expense, or through sponsorship of the event) on a suitable evening of the conference (not conflicting with other social or Congress activities).

m) Special Dinners – ISB requests assistance with organising an ISB Executive Council dinner (usually the evening before the conference starts) and an ISB VIP dinner (during the Congress week). These are normally an ISB expense but we request local assistance with making appropriate bookings, and incorporating these into the Congress schedule (not conflicting with other social or Congress activities).

18. Format of Proposal

The proposal should be prepared with consideration to these guidelines, and should include the sections listed below. The proposals will also be considered and assessed according to diversity, equity, inclusion, representation, environmental implications and benefits for the society, the membership and the hosting institutions; so please build in discussion of these considerations within the proposal as you deem appropriate.

18.1 Organiser

Describe the research interests and activities of the proposed organiser(s), explain your desire to organise the Congress, and your team's previous involvement/contributions to previous ISB Congresses. Provide a description of your institution or department with its principal areas of research.

18.2 Dates

Indicate the exact dates proposed for the Congress. Careful consideration should be given to competition with other conferences, university vacation periods in major countries, and the attractiveness of visiting your part of the world at that time of the year. Congresses traditionally start on Sundays and end on Thursdays.

18.3 Support

Outline your sources of financial support such as government, university, institutes, industry, sports organisations, etc. If possible enclose a letter of support from the Chair or Head of your Department, Institute Director, President/Chancellor of the University or a similar official. Add a list of professional organisations willing to sponsor the Congress.

18.4 Personnel

Provide evidence of the availability of organisational personnel such as secretaries, housing coordinators, business managers, etc. ISB will value the organising committee satisfying criteria for good diversity and representation among the members of the organizing team.

18.5 Budget

Submit a provisional budget including the major financial arrangements. Indicate the estimated congress fee for participation of members and non-members and list the activities included in this fee (please make sure all items in the guidelines are considered and included in the budget). Provide information about the number of delegates you require for your conference to break-even, and maximum number of delegates you could accommodate. It is recommended to present alternative budget scenarios considering worst and best cases, as well as the willingness or not to share a profit with the ISB.

18.6 Facilities

Provide details of the following:

- a) Housing. Type and approximate cost of accommodation, proximity to Congress meeting place. Meals. Location and cost.
- b) Catering. Types of food and beverages available at the conference venue for meals and breaks, and provisions for dietary requirements (e.g. allergens, vegetarian/vegan, religious).
- c) Meeting rooms. Number of meeting rooms available for the congress (and pre-Congress ISB requirements), audio-visual systems, capacity of rooms, etc.
- d) Nature and availability of space for poster sessions.
- e) Accessibility of facility to the disabled, and any additional facilities such as creche, parent room/feeding room.
- f) Congress venue internet capabilities. It will be expected by Congress participants to have access to free, unlimited, high-speed, wireless internet.
- g) Recreational facilities available to participants. Sport fields, swimming pool, running track, exercise room, gymnasium, etc.
- h) Book and equipment exhibit area(s). Possibilities for book and equipment exhibitions.
- i) Research laboratories, planned tours, demonstrations, etc.
- j) Reservation. Provide information on the provisional reservations of conference facilities.

18.7 Conference Schedule

Provide an outline of provisional conference timetable, including timings of podium sessions, keynotes, award lectures, meals, and poster sessions. Also include a provisional outline regarding time for students' events, workshops, special events/dinners, and parallel meetings.

The proposal will also be evaluated concerning the diversity and representation in the lineup of the proposed speakers and lecturers.

18.8 Travel arrangements

Outline the different ways to travel to the Congress, by air, train, bus, boat, private car, etc. Name of the official travel agency and airline, if appropriate. Explain any provision for travel assistance to participants during the congress. Please provide an estimate of travel costs for delegates from major cities around the world and also from countries representative of the EDC community as well as information about visa requirements or barriers to entry that may exist.

18.9 Advertisements

Detail your plans for promoting and advertising the Congress.

18.10 Reviewing

Describe your plans for the reviewing of submitted abstracts, and the preparation and presentation of the abstracts.

18.11 Publication

Indicate your plans for editing the manuscripts and for publication / recording of the keynote and award-winning papers.

18.12 Activities

Describe the historical and cultural activities available to participants during or after the conference. Also include your plans for special programs for accompanying persons, and any opportunities for student social activities.

18.13 Climate

Describe the climate to be expected in the area and for the period of the proposed Congress.

18.14 Satellite Conferences

At least two ISB Technical Groups have a satellite conference to the ISB Congress. The Technical Group on Computer Simulation and Footwear Biomechanics Group, typically hold their conferences before the congress. It is not essential for potential hosts of the ISB to organise venues for these other conferences but some indication of available options would augment the application.

19. Other Information

19.1 As many of your decisions as possible should be based on hard data. The date of the Congress, for example, should be determined after considering the dates and places of meetings of other relevant organisations (e.g. other international or national biomechanics societies). Please document these considerations in your proposal with reference to your proposed Congress dates..

19.2 The ISB has a set of operating codes which provides information about the general procedures of the ISB. In particular these codes provide information about the responsibilities of the ISB Congress Organiser, but also other relevant information for example the responsibilities of the Awards Officer, and Education & Tutorial Officer. The document can be found at, http://isbweb.org/images/stories/ISB_OPERATING_CODES_27_August_2011.pdf This document may provide useful supplemental information in preparing your bid.

19.3 Upon request, ISB can provide recent Congress data such as number registrations for each category.

20. Review Process

20.1 Each proposal will be reviewed and compared to other proposals by the members of the Executive Council of ISB, including considerations of diversity, equity, inclusion, representation, environmental implications and benefits for the society, the membership and the hosting institutions. The final decision will be made by the Council of ISB during its 2024 meeting (the date and possible satellite location it not set yet but will be one or two days prior to the Canadian Society for Biomechanics meeting in Edmonton in August 2024). Shortlisted applicants will be invited to present their proposals to the Council at this meeting.

If during preparation of a proposal you have any questions please feel free to contact Professor Felipe P Carpes.

21. Submitting the Proposal

One electronic PDF copy of the proposal, including all relevant material related to the proposal (e.g. any videos etc), should be submitted to the President-Elect of the ISB:

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Descriptive brochures and other helpful information material should be included. The deadline for the proposal is **May 15th, 2024.**