



INTERNATIONAL SOCIETY FOR
ION MOBILITY SPECTROMETRY

Proposal for Hosting an
International Conference on Ion Mobility Spectrometry

A. Person Submitting Proposal:

Name:		Date:	
Host Institution:			
Address:			
Telephone:			
Email:			

B. Location and Year

Year for the Conference:			
Country:			
City/State/Region:			
Nearest International Airport(s):			
Nearest Airport:			
Proposed Hotel or Conference Center			
Web site for facility:			

C. Estimated Base Costs for Conference – **See notes and cost considerations below for calculation of costs.**

Hotel room rates (\$US), incl tax and applicable fees	
Cost for additional adult in room per day, incl tax and applicable fees	
Cost for additional child in room per day, incl tax and applicable fees	
Conference rates for rooms will be available for ___ days before and ___ days after the conference.	
Costs per attendee – entire conference (\$US)	
Guest costs – adult – entire conference (\$US)	
Guest costs – child – entire conference (\$US):	
Short course costs – (\$US)	

C2. Representative Airfares (return tickets from major European, North American and Asian cities):

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D. Justification for Location (please provide reasons for locating the conference at the proposed site):

E. Possible Friday trip to surrounding area (optional, cost to be incurred by participants and not to be included in the cost of registration or guest fees).

F. Suggest possible trips in the area for guests (costs to be incurred by participants and not necessarily to be included in the guest fee).

G. Additional Costs for attendees or families, e.g., parking, taxis from airport....

Additional information to be added, if necessary.

For evenings where meals are not provided with the conference registration, please indicate availability of restaurants within walking distance of the conference venue.

NOTES

Choice of location

When considering a conference venue take into account costs of travelling e.g., if more than one plane journey required, plus train, taxis etc., costs may become prohibitive especially as participants may bring guests.

Hotel choice and costs

When trying to choose an appropriate hotel it is advisable to visit the potential hotel in person as internet images may sometimes be misleading. Also, ensure there is a dedicated team at the hotel responsible for conference organizing and that the appointed team leader / liaison is someone you can work with easily.

Make sure hotel can cater for different dietary requirements e.g., vegetarian, gluten-free, lactose-free, kosher, halal.

The room rate at the hotel should include information for the cost of additional person(s) if extra guests are not included in the room rate.

Indicate whether the hotel room cost includes breakfast.

General Conference and Short Course Information

The conference takes place during the last full week of July and consists of the following:

- Saturday – short course full day session
- Sunday – short course until 3:00 pm
- Sunday – Conference registration and board meeting (afternoon) and a reception (evening).
- Monday – Full day technical session
- Tuesday – Full day technical session
- Wednesday – Poster session (morning or afternoon), technical session (morning or afternoon), and a dinner (evening)
- Thursday – Full day technical session
- Friday – Breakfast and optional tour (the latter may be included in the registration fee)

For the short course, you should assume approximately 10-15 participants and three to four presenters.

For the conference, you should assume 80 – 100 attendees and 10 guests (spouses and children of attendees). Typically, 100+ attendees for European locations.

Meeting Rooms Requirement and Conference Schedule

The short course is organized by short course instructors; the conference program is organized by the Technical Program Chair. Guest program is optional, and is typically organized by spouses of conference participants.

Day	Event	Time	Room setup	Audio Visual
Saturday	Short course	9 am – 5 pm	Classroom for 25	Screen
	Morning break	10 – 10:30 am	At the back of short course room, or adjacent room	n/a
	Lunch	12 – 1 pm	Adjacent room or in hotel restaurant. Small round tables or however the restaurant is set up	n/a
	Afternoon break	2:30 – 3 pm	At the back of short course room, or adjacent room	n/a
Sunday	Short course	9 am – 3 pm	Classroom for 25	Screen
	Board of directors meeting	3 pm – 5 pm	Classroom for 25 (same room as short course)	
	Early career researchers training	5 pm – 7 pm	Classroom for 25 (same room as short course)	
	Morning break	10 – 10:30 am	At the back of short course room, or adjacent room	n/a
	Lunch	12 – 1 pm	Adjacent room or in hotel restaurant. Small round tables or however the restaurant is set up	n/a
	Registration	4 pm – 6 pm	If COVID situation allows	n/a
	Reception	7 pm – 9 pm	If COVID situation and budget allow	n/a

Day	Event	Time	Room setup	Audio Visual
Monday	Technical session	8 am – 5 pm	Classroom for 100. 25 tables at the side or back of conference room, for display of posters	Screen, audio system and mics
	Morning break	10 – 10:30 am	At the back of meeting room or in adjacent room	n/a
	Lunch	12 – 1 pm	Adjacent room or in hotel restaurant. Rounds of 8, or however the restaurant is set up	n/a
	Afternoon break	2:30 – 3 pm	At the back of meeting room or in adjacent room	n/a
Tuesday	Technical session	8 am – 5 pm	Classroom for 100. 25 tables at the side or back of conference room, for display of posters	Screen, audio system and mics
	Morning break	10 – 10:30 am	At the back of meeting room or in adjacent room	n/a
	Lunch	12 – 1 pm	Adjacent room or in hotel restaurant. Rounds of 8, or however the restaurant is set up	n/a
	Afternoon break	2:30 – 3 pm	At the back of meeting room or in adjacent room	n/a
Wednesday	Technical session	8 am – 5 pm	Classroom for 100. 25 tables at the side or back of conference room, for display of posters	Screen, audio system and mics
	Morning break	10 – 10:30 am	At the back of meeting room or in adjacent room	n/a
	Lunch	12 – 1 pm	Adjacent room or in hotel restaurant. Rounds of 8, or however the restaurant is set up	n/a
	Afternoon break	2:30 – 3 pm	At the back of meeting room or in adjacent room	n/a
	Conference	6 pm – 10 pm	Banquet for 100-120	

	banquet			
Thursday	Technical session	8 am – 5 pm	Classroom for 100	Screen, audio system and mics
	Morning break	10 – 10:30 am	At the back of meeting room or in adjacent room	n/a
	Lunch	12 – 1 pm	Adjacent room or in hotel restaurant. Rounds of 8, or however the restaurant is set up	n/a
	Afternoon break	2:30 – 3 pm	At the back of meeting room or in adjacent room	n/a
Friday	Excursion			

Dates

- Decision on the conference proposal preferably 1 year before
- Conference week is typically the last full week of July.
- Early bird registration deadline is set 6 weeks before conference, or according to the financial obligations on venue contract. Abstract due date and travel award application due date are set based on early bird registration deadline.

Optional tour

An optional Friday tour may be arranged. It is preferable to include the option tour cost in the registration fee. Schedule and details of Friday tour should be advertised on the Society's website to ensure attendees have ample time to arrange their travel plans accordingly.

Discounts for the registration are usually:

- 150 \$ conference fee for students
- 50% short course for students

Cost Considerations

See also the related Excel-Sheet with an exemplary calculation – feel free to add or modify any required items.

The registration fee for conference attendees must include the following:

- Breakfast (5 days, Monday to Friday, if not provided in the hotel cost),
- Morning and afternoon coffee breaks (3 days, Monday, Tuesday and Thursday)
- One coffee break on Wednesday
- Lunches (4 days, Monday to Thursday; Wednesday lunch can be boxed lunches)
- Reception on Sunday evening
- Outing on Wednesday morning or afternoon and evening dinner (include cost of transportation, if needed).
- Meeting room costs.
- Audio-visual (AV) costs.
- Gift package handed out at registration (conference t-shirts).
- Printing of program and book of abstracts.
- Insurance to cover the participants in the Conference Center
- If personnel is required at the conference, factor into the costs of people and their accommodation into the calculations. Numbers must be kept to a minimum and authorised by the Board.
- Note that AV equipment is not usually held by hotels and needs to be hired, with costs calculated into the conference costs.
- Poster boards or tables may need to be hired at additional costs.
- Display tables and back boards may be required for the Vendor Exhibition at additional costs. The number will be determined by the number of companies sponsoring at the relevant level of sponsorship.
- Hotel booking via a link from the Society's website. Hotel rooms are to be booked by the attendees who are responsible to pay the costs. Cost of hotel rooms is not to be included in the conference fees. Arrange conference rate with hotel.

The cost for adult and child guests must include the following:

- Breakfast (5 days, Monday to Friday, if not provided in the hotel cost) (can be an option for guests)
- Reception on Sunday evening
- Outing on Wednesday morning or afternoon and evening dinner (include cost of transportation, if needed).
- Gift package handed out at registration
- Children under 12 (?) years of age as guests: free or reduced rates?
- Children 12 and over as guests: same cost as adult guests

The cost for short course attendees must include the following:

- Breakfast, coffee breaks, lunches for two days
- Cost of audio-visual
- Cost of room rental
- Cost of printing of course material
- Cost of gift (if only attending the course and not the conference)
- Cost of presenters' stipend

Note any special circumstances associated with the estimates provided

Accommodation requirements:

- Friday: 15 rooms.
- Saturday 35 rooms.
- Sunday through Thursday: 60-70 rooms
- Friday: 20 rooms.

Guaranteed number of room-nights expected to be 360/400 total.

Typically, the hotel is requested to provide the same rate for two days before the short course and two days after the conference for attendees.

Catering requirements from the hotel (number of people in brackets)

- Saturday – Short Course:
 - Breakfast, lunch and two coffee breaks (15-20).
- Sunday - Short Course:
 - Breakfast, lunch and one coffee break (15-20).
- Sunday - Reception:
 - Food and drink (100-120).
- Monday - Conference technical session:
 - Breakfast, (100-120)
 - Lunch and two coffee breaks (70-100).
- Tuesday - Conference technical session:
 - Breakfast, (100-120)
 - Lunch and two coffee breaks (70-100).
- Wednesday AM or PM – Poster/Vendor Exhibition session:
 - Breakfast (100-120)
 - Lunch (100-120).
 - Transportation (100-120)
 - Banquet dinner (100-120)
- Thursday - Conference technical session:
 - Breakfast (100-120)
 - Lunch and two coffee breaks (70-100).
- Friday
 - Breakfast (50-60).

History of IMS presentation

Please note that the conference host is responsible for coordinating a presentation on the history of IMS in the country where the conference is proposed to be held. Past presentations are posted on the ISIMS website. For more information, please contact the ISIMS Society.