



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., transport from nearest airport or train station.

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., this increases the carbon footprint and 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 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 – Optional tour

For the short course, you should assume approximately 15-20 participants and four presenters.

For the conference, you should assume 80 – 100 attendees in North America, 120+ attendees for European locations; and 10 guests (spouses and children of attendees).

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	Projector, 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	Projector, Screen
	Board of directors meeting	3 pm – 5 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	5 pm – 6 pm	Table with four chairs	n/a
	Reception	7 pm – 9 pm	Reception: Cocktail tables, high stools, tables, chair. Alternatively, this could be a dinner buffet or sit-down dinner	n/a

Day	Event	Time	Room setup	Audio Visual
Monday	Technical session	8 am – 5 pm	Classroom for 100. 25 tables or poster boards 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 or poster boards 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 or poster boards 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 banquet	6 pm – 10 pm	Banquet for 100-120	
Thursday	Technical session	8 am – 5 pm	Classroom for 100. 25 tables or poster boards 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
Friday	Excursion	Offsite		

Dates

- Decision on the conference proposal preferably 18 months in advance and is announced at the immediately preceding conference, both at the said conference and in the abstract book of the conference (which has a publication deadline of 6 weeks prior to the conference).
- Conference week is typically the last full week of July when held in North America and mid-August in Europe.
- Early bird registration deadline is set 6 weeks before conference, or according to the financial obligations on venue contract. Abstract due date is set 8 weeks before early bird registration deadline. Travel award application due date is set 3 weeks before abstract due date.

Optional tour

An optional Friday tour may be arranged. Schedule and details of Friday tour should be advertised on the Society's website to ensure attendees have sufficient time to arrange their travel plans accordingly.

Discounts for the registration are usually:

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

Inclusive Conference

Conference organizers are expected to ensure the conference is diverse and inclusive, starting from proposal stage to post-conference evaluation. For example,

- Organizing committee:
 - Recruit co-organizers to represent a diversity in career stages and gender.
 - Compensate co-organizers, especially early career researchers, for their contribution, e.g., offer complimentary conference registration, which is budgeted as conference expense.
- Conferees involvement:
 - Provide opportunities to engage conferees other than as presenters, e.g., session chairs, conference volunteers, discussion panel moderators. Ensure these roles represent the diversity of the conferees.
- Conference communication:
 - Use gender-neutral language and image.
 - Include alt text when posting images on social media.
 - Be mindful of time zones and holidays when scheduling organizers' meetings and deliverables due dates.
 - Answer queries from conferees courteously and promptly (typically within one working day)
- Accessible presentations
 - Encourage oral presenters to use live-captions.
 - Inform oral and poster presenters on minimum font size and check that their images use colour blind friendly palettes.

Sustainable Conference

ISIMS strives towards running conferences which are environmentally friendly and sustainable throughout the life cycle of the conference.

- Transportation:
 - City with adequate sustainable transportation (e.g., on foot, by bike, public transportation).
 - Venues of conference and related events are reachable by sustainable transportation.
 - Provide adequate information on public transportation and any group pricing.
- Energy efficiency:
 - Use conference venues that have green credentials or certifications, e.g., LEED.
 - Pay attention to energy expenditure within control of the conference organizers, e.g., lighting (meeting room with adequate natural lighting), heating, cooling.
- Sustainable procurement:

- Avoid conference souvenirs. If required, offer conference souvenirs as an opt-in selection during registration process.
- Only use certified environmentally friendly materials or products.
- Eliminate plastics, especially single use plastics.
- Avoid printed products, instead use a digital abstract book. If unavoidable, opt for certified recyclable materials.
- Estimate and communicate the environmental impact the conference has. (est. carbon footprint etc.)
- Sustainable food and beverage:
 - Avoid overordering food and beverage by
 - Asking each attendee the date and time of departure from the conference.
 - Communicating the final attendance per conference day to the conference venue to update the Banquet Event Order. Note the lock-down time (usually 72-hours).
 - Ask for unserved food to be served at the next meal service where possible, or be donated to the local food bank or shelter. For example, unserved pastries from breakfast can be served during morning break; unserved dessert from lunch can be served during afternoon break.
 - Select conference venue/catering services that provide locally sourced and seasonal food, capable of offering plant-based meals and drinks, and avoid use of plastics (e.g., plastic bottled water, single-use plastic utensils, plastic straws, plastic stir sticks).
 - Each meal (breakfast, lunch, and dinner) must have at least one vegetarian/vegan option.
- Waste management:
 - Reduce, reuse, recycle!
 - Communicate local guidelines on waste management, recycling, and best practice.
 - Eliminate single use products, especially packaging, utensils, coffee cups, and name badges.

Cost Considerations

The registration fee for conference attendees must include the following:

- Breakfast (4 days, Monday to Thursday, if not provided in the hotel cost),
- Morning and afternoon coffee breaks (4 days, Monday to Thursday)
- Lunches (4 days, Monday to Thursday; Wednesday lunch can be boxed lunches)
- Reception on Sunday evening
- Meeting room costs.
- Audio-visual (AV) costs.
- Conference souvenirs, only if necessary.
- Production of name badges.
- Insurance to cover the participants in the Conference Center
- If personnel are required at the conference, factor the costs of people and their accommodation into the calculations. Numbers must be kept to a minimum and approved 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 and complimentary room-night ratio with hotel (usually 40:1).

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

- Reception on Sunday evening
- Conference banquet on Wednesday evening.
- Conference souvenirs, only if necessary.
- Children under 12 years of age as guests: to be determined
- Children 12 and over as guests: same cost as adult guests

The cost for short course attendees must include the following:

- Breakfast, coffee break, lunch for two days
- Cost of visual (no audio) equipment
- Cost of room rental
- Cost of printing of short course material
- Cost of name badges
- Cost of instructors' 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 total.

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

A considerable portion of our conference participants work for government (US and other countries). They are limited to accommodation rates at or below the government per diem rate. We also have a large number of students, who require economical accommodation. If the accommodation rate is too high, we lose participants to hotels in the vicinity of the conference venue and non-hotel options such as Airbnb.

Please indicate whether accommodation rate includes breakfast. Daily delegate rate is preferred over minimum food and beverage and/or minimum room-nights (typically for European venues).

A venue contract that has no room-nights requirements is preferable.

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

- Saturday – Short Course:
 - Breakfast, lunch and two coffee breaks (~20).
- Sunday – Short Course:
 - Breakfast, lunch and one coffee break (~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).
 - Maybe transportation (100-120)
 - Banquet dinner (100-120)
- Thursday – Conference technical session:
 - Breakfast (100-120)
 - Lunch and two coffee breaks (70-100).

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.