



Guidelines for the Preparation of Bids to host the World Congress of Soil Science

Introduction

The World Congress of Soil Science ('the Congress') is the major international conference of the International Union of Soil Science (IUSS). It is held every four years (i.e. 2010, 2014, 2018 etc.). The right to host the Congress is determined by the Council of IUSS on the basis of bids submitted by a National Society that is a Member of the IUSS or possibly by a consortium of National members. The IUSS aims for a national and geographic spread of the location of the Congress over time. Countries that have hosted the Congress in the last 30 years should not submit a bid. Consecutive Congresses shall not take place on the same continent.

This document sets out Guidelines with the objective of helping National Societies or Consortia of Societies with the task of preparing and submitting a bid to the IUSS Council to host the World Congress in a common format.

Timing of Submissions

Full bids must be submitted in time to be considered by Council at the World Congress held eight (8) years before the proposed Congress (i.e. bids to host the 2030 Congress must be submitted for consideration and decision by Council at the 2022 meeting). The full bid will consist of a detailed set of documents and a 15 minute presentation at the relevant IUSS Council Meeting.

The decision is then ratified by Council at the Inter-Congress Council held six (6) years before the proposed Congress. This is normally a formality but provides the opportunity to reconsider the decision if necessary to a major change in circumstances or other major unforeseen problem.

Wherever possible, it is advisable for bid organisers to provide a *Preliminary Notification* of their intention to submit a World Congress bid to Council twelve (12) years before the proposed Congress and that the intention to make a bid is reaffirmed at the Inter-Congress Council Meeting held ten (10) years before the proposed Congress. Preliminary Notifications should be supported by very brief documents tabled at a Council Meeting but will not be accompanied by a presentation.

Presentation of a Preliminary Notification does not commit a National Society to proceed with a full bid proposal. Conversely, lack of preliminary notification does not prevent a National Society from submitting a full bid.

Contents and Format of Bids

A *Preliminary Notification* submitted at Council Meetings held 12 and 10 years before the proposed World Congress should only be a brief document as a statement of intent.

A *Full Bid* requires a considerable amount of information and documentation addressing the items set out in the following section.

No gifts (e.g. pens, sweets, rulers, lighters, fans, USB sticks etc.) should be offered to IUSS officers or Council Members in relation to any part of the bidding process.

During the period immediately leading up to the Congress (i.e. after a bid has been submitted to IUSS, one month before the start of the decision meeting) it is prohibited to communicate details of the bid to IUSS officers, Council Members or national societies.

Draft Bids

Draft bids shall comprise the content of the Full Bid to the extent possible. The draft bid needs to be submitted by a Full or Associate Member in writing to the Past-President at least 6 months before the meeting of Council at which time the proposal(s) will be discussed. Draft bids will be sent by the Past-President to the Executive Committee for review so that the Executive Committee can make a recommendation to the full Council.

Full Bids

Full bids should address all of the following headings up to a maximum of 30 pages in A4 format (Times New Roman 12 pt), annexes possible if needed. Given the length of time between making the bid and holding the Congress it is recognised that financial data (e.g. revenue, expenditure, sponsorship etc.) and dates may change over time but wherever possible it is important to give 'best estimate' figures based on current values and or future projections, as appropriate.

Main Items to be addressed

- The main reasons for making the bid at this time from a national (or consortium) perspective (e.g. anniversary of national society or legendary figure, celebration of a major soils-related advance or discovery, not held one before in our country, our turn etc.....)
- Geographic or regional arguments
- Any special scientific theme
- Proposed City location and reason for that choice with some information about the location and its relevance and accessibility
- Information about the Conference Centre; size, facilities (including lunch and tea breaks), sole or shared occupation etc.,
 - Lecture halls, meeting rooms and poster session facilities
 - Number of attendees that can be accommodated
- Availability and range of hotel and other accommodation and their proximity to the Conference centre
- Sponsorship opportunities, e.g. Government bodies, private, industry, academic and scientific institutions including projected amounts of funding
- Indicative budget
- Indicative registration fee
- Anticipated delegate numbers
- Outline of Congress Programme with any innovative or special features in addition to the regular Plenary Sessions and Symposium structure
- Proposed Pre- and Post-Congress Tours
- Proposed In-Congress Excursions and other events
- Accompanying persons programme
- Level of human resources that the organisers can call on (i.e. how many people are available to help with the work):
 - locally, nationally and during the Congress
- Proposed engagement with the wider community
- Proposed use of a professional conference management company

- Proposals for publication of proceedings

Full bids should be sent in electronic format to the Secretary and the Vice-President (Congress) at least one month before the start of the Congress at which it will be considered to allow time for electronic correspondence with Council members (full bid with annexes).

It is also recommended that Societies presenting a full bid should rent a booth at the Congress where they are presenting their bid so that delegates can ask questions and receive information and literature about the bid during the time of the Congress. This helps delegates to make their views about the bids known to Council Members.

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