

# Guidelines for proposals for future International Conference on Copepoda (ICOC)

## Introduction

The WAC Executive Council (EC) has developed guidelines for selecting a venue for the triennial World Association of Copepodologists meetings. The guidelines are intended to make it easier for individuals and groups who have an interest in hosting a meeting to organize and plan details in advance. Additionally, these guidelines outline how the choice of venue will be decided by the WAC membership. It is hoped that this process will reduce the time and effort of all involved in proposing and selecting a venue, as well as provide some guidance related to financial matters.

The guidelines outline the following 2 steps for proposing and selecting a venue.

1. Local organizing committees of proposed meeting venues should submit a brief (3 page) letter of intent to the WAC Executive Council, at least 2 months in advance of the preceding ICOC.
2. Upon approval by the WAC Executive Council, the organizing committees should make a powerpoint presentation to the WAC membership for hosting the next meeting at the preceding ICOC.

Individuals or groups interested in hosting a meeting are encouraged to follow the outline below for establishing preliminary local organizing committees, drafting letters of intent, submitting proposals to the WAC EC, and presenting the proposals to the WAC membership at large. The chances of success are likely to be enhanced through careful preparation and attention to all of the items in the outline. Since previous ICOC conferences (from 2002 onwards) were organized in concert with a pre-conference workshop on copepod taxonomy, aimed at training the next generation of copepodologists, prospective organizers should demonstrate a strong level of commitment to organizing both events.

## Guidelines (approved by the WAC Executive Council on 7 July 2023)

**Preliminary Local Organizing Committees should be formed at the time of the preparation of the letter of intent to allow enough time for adequate planning. A Preliminary Local Organizing Committee will have responsibility for:**

- Identifying the venue for the main conference and the student pre-conference training workshop on copepod taxonomy (one week earlier)
- Identifying opportunities for conference and pre-conference workshop financing
- Proposing symposia topics (optional)
- Submission of Letter of Intent to the WAC Executive Council (detailed below)
- Presentation of meeting proposal to the WAC Membership (detailed below)

**Letters of Intent (no more than 3 pages) should be submitted to the WAC Executive Council at least 2 months in advance of the preceding ICOC.** The main organizer must be a WAC member in good standing (i.e., up-to-date on paying dues).

**Letters of Intent may include the following (good preparation is important, but it is not necessary that all items be completed at this early point):**

- **Venue location for both conference and pre-conference workshop**
- **Dates**
- **Lodging details**
- **Theme suggestions (optional; WAC membership may offer opinions on this)**
- **Potential participating/collaborating organizations (if pertinent)**
- **Venue description**
  - Main and breakout rooms (approximate details)
  - Poster display space (approximate details)
  - Seating capacities
  - Audio visual & IT support (of special relevance for hybrid meetings – see below)
  - Local accommodations (including affordable alternatives for students)
  - International and local transportation
  - Description of mid conference tour
  - Identities of colleagues who will organize the Pre-Conference Workshop – likely to be organized by members other than the Local Organizing Committee
  - Statement about accompanying persons activities & related tours
  - Details and selection of local organizing committee (names and affiliations)
  - Statement about a proposal to publish a Conference Proceedings (include journal name, if possible)
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- **Accommodations for hybrid online – in person meeting**
  - Funds for local webmaster
  - Sliding registration fees according to mode of attendance
  - Other
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- **Estimated budget**
  - Venue rental costs
  - Proposed registration fees and indication whether food and lodging will be included
  - Organizer time
  - Reception(s)
  - Banquet
  - Potential funding opportunities for speakers, students
  - Costs for day-long mid conference sightseeing trip
  - Other

- **Potential funding sources**
  - Sponsors (WAC will provide some seed funds, but additional sponsor funds are required). Seed funds provided by WAC have been in amounts up to \$ 10,000 USD.
  - Attendee conference fees
  - In-kind donations (e.g., venue rentals)

### **Preliminary approval of Letters of Intent**

- The WAC Executive Council will evaluate all Letters of Intent at least two months prior to the ICOC meeting, at which time a vote on a potential venue will occur.

### **Presentation of proposed venue to WAC membership should include:**

- 10-minute PowerPoint presentation that should include:
  - Description of venues for both conference and pre-conference workshop (if different)
  - Proximity of transportation systems to meeting venue
  - Description of mid-conference tour
  - Plans for obtaining funding
  - Plans to solicit support from collaborating or sponsoring organizations
  - PowerPoint presented online outside of WAC meeting dates should have an audio component
- 10-minute question-and-answer period if presented at ICOC meeting

### **Approval of Symposium Plan and selection of venue for the next ICOC meeting:**

- WAC members in good standing (those who are up-to-date on WAC dues) select the preferred venue by a majority vote.
- Voting is to be by online ballot during meeting time.
- Once the site is selected, the Preliminary Local Organizing Committees becomes a Local Organizing Committee and its composition may be modified as needed.

### **Location of chosen venue (and proposed meeting dates) will be posted on the WAC website**

### **Best practices regarding finances**

The WAC Executive Council will provide templates for the local organizing committee to prepare invoices for WAC expenses, in order to maintain a written record of funds received and spent.

Instead of hiring a professional meeting organizer to address most financial and other arrangements, the local organizing committee will be responsible for payments for the venue location, conference tour and related items.

The meeting organizer will sign a legal agreement with the contracted meeting organizers to ensure that all WAC and membership funds will be used for their designated purposes.

Registration fees will be sent to the Treasurer who will disperse funds when requested by the local organizer.

For those members who cannot use PayPal or other electronic transfers, WAC will work with these individuals to receive their payments by other means.

#### PAST ATTENDANCE and FEES

ICOC	YEAR	CITY and COUNTRY	ATTEN-DANCE	REGISTRATION		LUNCH & DINNER included	HOTEL per night
				Partici-pant	Student		
1 <sup>st</sup>	1981	Amsterdam, Netherlands	120				
2 <sup>nd</sup>	1984	Ottawa, Canada	116				
3 <sup>rd</sup>	1987	London, U.K.	+110				
4 <sup>th</sup>	1990	Karuizawa, Japan	128				
5 <sup>th</sup>	1993	Baltimore, U.S.A.	168				
6 <sup>th</sup>	1996	Oldenburg, Germany	+240	\$195	\$135	No	\$55-62
7 <sup>th</sup>	1999	Curitiba, Brazil	228	\$380	---	No	?
8 <sup>th</sup>	2002	Keelung, Taiwan	+220	\$250	\$100	Yes	\$100.00
9 <sup>th</sup>	2005	Hammamet, Tunisia	+225	\$300	\$150	No	?
10 <sup>th</sup>	2008	Pattaya, Thailand	+220	\$350	\$250	Lunch only	\$60.00
11 <sup>th</sup>	2011	Mérida, Mexico	170	\$360	?	Yes	\$131.50
12 <sup>th</sup>	2014	Seoul, Korea	156	\$400	\$200	Lunch only	\$162.00
13 <sup>th</sup>	2017	San Pedro, U.S.A.	174	\$500	\$300	Yes	\$149.00
14 <sup>th</sup>	2022	e-ICOC	242	\$50-85*	FREE	N/A	N/A

\* WAC/non-WAC members