

Here's the most important things you have to consider for your bid / organisation - beware that this is **not** a complete list. For fuller information, see the other guides on the IAPS website, [here](#).

This list is based on the previous "IAPS guide to ICPS", prepared in 2013 by Sabrina Gronow.

Finances

- Prepare a budget to present for your bid, including
 - A list of potential sponsors and funding sources
 - Your estimated participation fee (typically > €200)
 - The estimated total cost of the conference (typically ~ €200 000)
- Consider the costs of:
 - Travel to your country for prospective attendees
 - Travel within your country incl. for excursions
 - Cost of living in the host city
- Keep good financial records throughout for your report in the end
- Update the EC regularly on changes to your participation fee / numbers or budget since the bid
- Start looking for sponsors **early** and within the first year, to present to the AGM
- Book and confirm the accommodation / venue in the first year
- During registration:
 - Give clear payment instructions, consider payment methods
 - Consider group payments, how to check if a participant paid, etc.
 - What to do in case of cancellations, abide by the IAPS reimbursement guide
 - Account for delays in confirming IAPS membership → sending invoices → money
- Have contingencies in case of low registration / sponsorship

Advertising

- Create and polish your website - do this **before** you contact sponsors!
- Update regularly with important information
- Create social media accounts, advertise heavily around registration

Programme

- Set the number of days and prospective days in your bid (~a week in August, with potential extra days)
- Consider possible activities - including the ones given in the Regulations:
 - Student talks
 - Guest lectures
 - Poster sessions
 - Scientific excursions
 - Cultural or social excursions
 - Tour of the host city
 - Lab tours
 - Sporting activities
 - Conference dinner
 - National party
 - Welcome and farewell parties
 - Costume party
 - Opening and closing ceremonies
 - ...and more!
- Present a draft timetable / programme in your bid
- Coordinate with the Alumni to host ICPA, factor Alumni participants into your plans:
 - Register ICPA participants alongside ICPS ones
 - Handling the ICPA finances and collect their participation fees
 - Pay the ICPA expenses from those fees
 - Provide about 50 extra beds for Alumni participants
 - Accommodate 3 alumni workshops, of two hours apiece
 - Incorporate alumni lectures with student lectures
 - Allow alumni to join guest lectures, cultural events and parties of ICPS
- Account for the Delegate Day and the Annual General Meeting, which are mandatory
- Account for a programme of IAPS workshops which all participants can attend (talk to EC)
- Plan for student lectures, receiving abstracts and posters

- Guest speakers - can be slow to respond, so contact in or before the first year and frequently
- Consider transport to/from venues for lectures, excursions, parties etc.
- How to direct participants to the venues - arrows, signs, guides?
- How to communicate changes to participants during the conference
- Include the programme in the programme booklet

Registration

- Open registration at least six months before ICPS
- Set country caps for participants
- Reserve places for the AGM, etc.
- Set criteria of admittance (follow the IAPS Terms and Conditions at least)
 - You'll get Registration Guidelines from the EC
- Check IAPS membership, ensure you can talk to NCs and LCs
- Give clear payment instructions, consider payment methods
- Consider group payments, how to check if a participant paid, etc.
- Arrange invitation letters / visa letters for participants who need them
- Set up a waitlist in case registration fills up, watch it and use it
- Keep communication between your OC and participants - how?
- What if there are cancellations? Use the IAPS reimbursement guidelines
- Securing participant data, consent to use and share it, making a data-sharing agreement
- Include the IAPS Code of Conduct
- Include your / IAPS' event Terms and Conditions
- Plan for registering everyone on arrival at the conference

Organisation

- Include in your bid the number of organisers and the OC structure with clearly-defined roles
 - Your OC must be members of IAPS, but they don't all have to live in the host city
- Include the planned number of participants, including
 - Accommodation, based on how many you need to house

- ❑ Lecture spaces, based on how many you'll need to fit in there
- ❑ Consider transport to/from the host country/city for participants and to all venues during the conference
- ❑ Consider if there may be problems for some countries to send participants (legal, political or more likely financial)
 - ❑ Could there be possible visa and border issues? (especially if crossing to other countries for excursions etc.)
- ❑ While organising - how will you handle organising and managing your helpers and volunteers?
- ❑ Legal requirements for your OC: health, safety, paperwork, registrations and so on
- ❑ Ensure internet access will be available during the conference (especially to your OC)
- ❑ Ensure you can contact participants (via email, etc.) to send updates
- ❑ Organise physical goodies for the participants - t-shirt and handbook is mandatory
- ❑ Provide attendance certificates at the end of the conference (these may be important for attendees to claim funding from their institution)
- ❑ Distribution of jIAPS
- ❑ Create and distribute the handbook / programme booklet:
 - ❑ Send in PDF shortly before the conference
 - ❑ Include arrival instructions (find the cheapest method)
 - ❑ What to bring
 - ❑ Practical information about the area (currency, weather, culture)
 - ❑ Communications (wifi, mobile data, getting a SIM card, costs)
 - ❑ Map(s) of the area
 - ❑ Information on accommodation (location, facilities)
 - ❑ Participant numbers and countries!
 - ❑ OC list, names and roles
- ❑ During the conference - how to update participants quickly and send them messages
 - ❑ We recommend using the [jIAPS Discord server](#) for communication!
- ❑ How to inform *organisers and volunteers* of changes quickly
- ❑ How to distinguish participants from the public
- ❑ How to distinguish your organisers and volunteers from participants
- ❑ Your plans to prevent or mitigate risks and emergencies - consider what could go wrong

- ❑ Who everyone should contact in case of emergencies
- ❑ Who everyone can get help from in case of any problem
- ❑ What to do if police, emergency services, other officials show up uninvited
- ❑ What to do in case of breach of rules / laws or other unwanted behaviour from participants
- ❑ What to do in case of harassment or assault - who to contact, what are the rules
- ❑ Be aware of post-conference organisation - keep records for your financial and after-event reports, photos for the EC, website updates etc.

- ❑ Have backups and contingencies for *everything* at *all times*, if you can