IUPESM World Congress for Medical Physics and Biomedical Engineering Application Form 2024

(Submit electronically in PDF format by 1 February 2018)

GENERAL INFORMATION:

1.   Names and addresses of host organizations (Must include an IFMBE member and an IOMP member from the same nation with both Societies in good standing at this time):

2.   Proposed site and dates of the 2024 IUPESM World Congress (WC 2024) (please show dates of possible conflicting conferences[1] and any significant religious or national holidays) :

3.   Other national groups collaborating:

4.   Has a submission for this meeting been made to any other international organization? If so, identify organization and date of submission.

5.   What aspects of the World Congress (WC) are to be handled by commercial conference organizers?

6.   Local contact information:

     IFMBE Affiliate   IOMP Affiliate

7.   Members and affiliations of the provisional Congress Organising Committee.

---

[1] Specifically list the IEEE/EMBS and the BMES conferences

FINANCIAL: (please give all estimates in US dollars)

1. A budget must be presented to the CCC and the Treasurers of the IUPESM, IOMP and IFMBE two years, one year and six-months before the WC. The CCC must approve the budget one year before the WC based on the recommendations of the IUPESM, IOMP and IFMBE Treasurers.

Estimated total cost of WC   : $ _____

Proposed registration fee: $ _____

(provide info on fee structure)

Estimate of registration revenues: $ _____

Other sources of revenue; $ _____

Estimated revenues of WC: $ _____

Estimated net profit from WC: $ _____

Total: $ _____

Estimate of delegate numbers: _____

Full registrants: _____

Students: _____

Developing country delegates: _____

Retirees: _____

Estimate of geographic distribution of delegates:

   National:

   International (by region):

2. Who will assume responsibility for a deficit?

3. Will an advance be required beforehand?

4. What kind of insurance (liability, personal, third party) will you have?

WC FACILITIES

1. Proposed location

Show proposed site plan, room sizes for scientific sessions, poster sessions, exhibition hall & for social events

2. Number of parallel sessions that can be accommodated.

3. Identify rooms (size and capacity) that can accommodate the opening and closing ceremonies and the General Assemblies for IUPESM, IOMP and IFMBE.

4. Identify office space for IUPESM, IOMP and IFMBE with equipment for word processing, photocopying, email, internet and telephone.

5. Provide a list of meetings, similar in size to the WC, together with names of organizations that have used the facility in the previous 2 years.

6. Does the proposed WC location have access for disabled attendees?

7. Distance of the WC site to nearest major airport and mode and cost of transportation between airport and the WC site.

EXHIBITION PLANS:

1. Who will manage commercial exhibition sales and management?
2. What is the estimated size (area) of the commercial exhibit and how many booths (size of booths)?
3. What area is provided for scientific exhibitions?
4. Show proposed site plan, giving location of commercial exhibit
5. Are the exhibition requirements compatible between your two national groups?

VISA REQUIREMENTS:

1. Please advise if there will be any potential visa limitations for any WC attendees?
2. What type of assistance will you give for obtaining visas if required?

ACCOMMODATION AND SERVICES:

1. Hotels: Number of rooms:

                       Distance from site:

                       Range of costs per person:

                       Hotels: Number of rooms:

                       Distance from site:

                       Range of costs per person:

                       Hotels: Number of rooms:

                       Distance from site:

                       Range of costs per person:

Note: (1) provide range of 5-star to budget hotels
*   (2) 78 double room nights are to be provided for designated persons (IUPESM, IFMBE, IOMP*
*   Officers), the two IUPESM Merit Award winners,plus the IOMP and IFMBE award winners.*

2.   Hostels: Number of rooms:

                                                    Distance from site:

                                                    Range of costs per person:

        Hostels: Number of rooms:

                                                    Distance from site:

                                                    Range of costs per person:

        Hostels: Number of rooms:

                                                    Distance from site:

                                                    Range of costs per person:

3.   Transportation facilities between accommodation and meeting site:

4,   Meal service facilities at:

              WC site:

              Hostels:

5.   On-site provisions for currency exchange, travel agent, message center, photocopy and internet
        access

6.   Disabled accessibility

CONFERENCE PLANNING:

Language:
English is the official language of the World Congress.

1.   Will it be necessary to provide translation services for local attendees? (simultaneous or post hoc
        script)

Scientific Sessions:

1.   How you intend to schedule both biomedical engineering and medical physics sessions?

2.   Will you have separate or combined program committees?

3.   Comments on management of a combined meeting?

4.   How many simultaneous sessions?

5.   How many total sessions?

6.	Will there be any special sessions, tutorials, workshops, etc.?

7.	What amount has been budgeted for support of keynote speakers?

8.	How many session rooms are available

> To seat 100:			To seat 300:
>
> To seat 200:			To seat 500:

9.	Outline the Companion Program (This is an important component of the WC):

10.	Will tours of hospitals, laboratories, etc. be offered?

11.	Will you schedule separate or combined professional tour programs?

12.	Have you adequate staff for all the required services?

13.	Describe your plans for peer review and paper selection.

CONFERENCE PUBLICATIONS:

1.	Preliminary mailings should include the title of the WC together with the appropriate number in the IFMBE and IOMP conference series.

2.	You are expected to produce the following publications in English:

> 1st Announcement
>
> 2nd Announcement and Call for Papers
>
> Author's Kit
>
> Registration Bulletin
>
> Preliminary Program
>
> Final Program
>
> List of delegates with affiliations and email addresses
>
> Exhibits catalogue

3.	The conference Digest of Abstracts must be available at the meeting

> Will the Digest be distributed in "paper" or "CD" format?
>
> Will the Digest include any full length tutorials or plenary lectures?

4.	Will it be free to registrants?

5.	Estimate of Digest sale price after conference:

6.	Will tutorials/workshops be published?

ONE PAGE INFORMATION SUMMARY

Please complete this summary page and submit it with the application.