

# **Guidelines for a proposal outline for hosting a future International Meeting of the Psychometric Society (IMPS)**

If you are interested in hosting a future IMPS, please provide answers to the following four questions and submit the outline proposal to the Secretary of the Psychometric Society. The Board of Trustees will decide whether to ask for a full proposal (see Appendix A and B) and will provide feedback and follow-up questions that should be addressed by the full proposal.

**1. Which year and where would you like to hold the conference and what are the advantages of the proposed location?**

(Give nearest airport(s) and travel options with approximate costs and distances from these airport(s) to the conference site, proximity of conference site to tourist attractions, describe the typical weather in July)

**2. Who would help with the local organization?**

(Give the names and affiliations of at least three individuals who would serve on the local organizing committee, indicating their time commitment and any previous experience organizing a conference and state whether you would have the support of local conference services and volunteers)

**3. Do you have the following meeting rooms, either within one building or in several buildings that are close to each other?**

(Give some details, including distance between buildings, availability of air conditioning and internet access, when do rooms have to be reserved and is there a cost associated with cancellation? Any potential concerns such as construction at the conference site?)

- a. One plenary room for up to 350-400 people
- b. Two large lecture rooms for up to 150-200 people
- c. 6-7 lecture rooms for up to 70-100 people
- d. Space for reception for up to 400 people
- e. Space for poster session (about 60-100 posters)

**4. Is there hotel accommodation within walking distance (or easy public transport) of the conference site for up to 450 people?**

(List hotels and any low-cost options for students, approximate rates, numbers of rooms, distance/travel options to conference site)

## **Appendix A: Two more questions for full proposal**

After receiving feedback and follow-up questions from the Board of Trustees, provide more details for each of the four questions that were part of the outline proposal, such as pictures, floor plans of meeting rooms, etc. Incorporate your answers to the follow-up question in the proposal. In addition, answer questions 5 and 6 below and complete the checklist in Appendix B.

### **5. Give some suggestions for where to hold the welcome reception, banquet and social event/excursion**

### **6. Estimate the costs of the conference**

- (1) How much does use of the meeting rooms cost, including technical support?
- (2) If you have the support of conference services, what services do they provide and at what cost (see also Appendix B)?
- (3) Provide estimates for the costs, per person of the following:
  - (a) One lunch per day
  - (b) Two coffee breaks per day
  - (c) Welcome reception
  - (d) Banquet
  - (e) Excursion if possible
- (4) Provide an estimate of the total cost of the conference for 450 participants
- (5) List potential local sponsors  
(e.g., companies, tourism office, mayor hosting a reception, etc.)

## Appendix B: List of pre-conference and onsite management tasks

For each task, please indicate whether it is included in the package (yes, no, optional), give provider (e.g. conference service, university) and if optional, an estimate of any additional cost. *Note that the society's management company can support/provide many of these services if necessary.*

### Pre-Conference Tasks

Task	Included? Yes: ✓ No: X Optional: (✓)	Provider (estimate of any additional costs)
1. Make arrangements with hotels, such as block-booking rooms/discounts		
2. Prepare a detailed conference budget by September of the year before the meeting		
3. Provide content for the conference website		
a. Hotel information		
b. Travel information		
c. Local area information		
d. Excursion information		
4. Organize meals for breaks/hire appropriate catering services		
a. Lunches		
b. Break snacks and drinks		
c. Banquet		
d. Welcome reception		
e. Editorial Council meeting lunch		
f. VIP/Board member reception/dinner		
g. Graduate student luncheon		
5. Provide services related to meeting rooms for the following program events: Keynote Lectures. Concurrent Sessions (2 invited 7 regular). Poster Session and Board of Trustee/Editorial Council Meeting:		
a. Assign meeting rooms to program events with Program Committee		
b. Specify the appropriate room setup for each program event		
c. Arrange audio-visual equipment		
d. Plan signs for direction, etc.		
6. Arrange Excursion, including investigating and contracting touring companies (as necessary)		
7. Order conference amenities for attendees, such as bags, etc.		
8. Prepare and print maps and lists of local restaurants, etc. to conference attendees		
9. Prepare, design, and copy-edit the program and abstract books		
10. Arrange printing of the following		
a. Name tags		
b. Program books (designed by TRG)		
c. Signage for conference		
11. Provide point-person to handle and respond to registrant questions/issues in advance of conference, including requested letters of invitation/acceptance (as needed)		
12. Arrange for conference photographer		
13. Recruit student volunteers (10-20, if possible)		
14. Arrange to receive sponsor promotional materials, stuff conference packets for distribution at registration		

## Onsite Management Tasks

Task	Included? Yes: ✓ No: X Optional: (✓)	Provider (estimate of any additional costs)
1. Staff the registration desk		
2. Accept onsite credit card payments (for late registration, banquet tickets, etc.)		
3. Provide on-site contacts for speakers and delegates		
4. Act as on-site contact for emergency needs		
5. Provide technical assistance for audio/visual equipment during the meeting		
6. Manage room setup according to preapproved specifications and monitor each presentation room		
7. Organize poster board set-up, posting and tear down		
8. Coordinate food and beverage functions		
9. Coordinate with tour company for social excursion (as necessary)		
10. Book-keeping: keep track of all income and costs		
11. Provide point-person to oversee conference operations and coordinate student volunteers		