



INTERNATIONAL CONFERENCE ON AQUATIC INVASIVE SPECIES

Call for Expressions of Interest

Host or co-host the 23rd International Conference on Aquatic Invasive Species (ICAIS 2024)

The Invasive Species Centre (ISC) is the Secretariat for ICAIS and is seeking expressions of interest from organizations interested in hosting, or jointly hosting with another organization, the 23rd International Conference on Aquatic Invasive Species in 2024 in Canada or the United States of America. Expressions to host future conferences beyond 2024 in any location are also encouraged.

Hosting ICAIS provides organizations with profile on the international stage among those who are on the front lines of addressing AIS issues from a wide range of perspectives.

It provides the host organization with the opportunity to showcase their colleague's research and achievements, as well as their country, region, and culture. ICAIS brings economic benefits to the host region through hotel accommodation, patronage of shops, restaurants, pubs, and extended tourism.

BACKGROUND

The International Conference on Aquatic Invasive Species had its genesis in 1990 when Canada hosted the first major conference to address the invasion of the Great Lakes by zebra mussels (*Dreissena polymorpha*).

Over the past 30 years the ICAIS series of conferences has evolved to address a wide range of aquatic invasive species (AIS) and their impacts on freshwater, marine and estuarine environments.

ICAIS is widely considered the most comprehensive international forum for the review of accumulated scientific knowledge; presentation of the latest field and laboratory research; introduction of new control and mitigation technologies; discussion of policy and legislation to prevent new introductions; addressing the range of vectors for new species introductions, including through commercial shipping; and showcase public education and outreach initiatives that raise awareness about AIS.

ICAIS OVERVIEW

The language of the ICAIS is English only.

- 200-300 participants from 30+ countries.
- 4-5-day conference.
- Preferred pattern of Sunday through Thursday.
- Plenary sessions with international keynote speakers.
- 3-4 concurrent sessions daily.
- Poster session involving approximately 50 posters.
- Hotel accommodation block of 150-175 guest rooms per night (600-750 room-nights total).
- Post-conference field trip is strongly encouraged.

Find detailed logistics requirements for meeting space, food and beverage, audio visual, and virtual components in the attached **Appendix**.



HOST/CO-HOST ROLES AND RESPONSIBILITIES

Host or Co-Host organization:

- Appoint a representative of their organization(s) to serve as Scientific Committee Co-Chair or Chairs.
- Propose a representative as Honorary Conference Chair (optional).
- Draw on local knowledge to support selection of a suitable venue for the conference to be held and act as signatory with the hotel or venue.
- Identify potential financial partners locally, and actively solicit their support towards the conference.

Scientific Committee Chair or Co-Chairs:

- Propose qualified individuals to serve as members of the Scientific Committee.
- Propose individuals to develop a student and early career professionals' program.
- Support the development of a diversity bursary program.
- Lead the Scientific Committee in establishing the theme of the conference.
- Propose appropriate topics to be addressed through contributed abstracts.
- Lead the review and disposition of contributed abstracts.
- Structure the program and sessions.
- Identify individuals to be invited as keynote speakers.
- Identify individuals to serve as session chairs and judges of student presentations.

Honorary Conference Chair

- Agree for their name and position to be used as endorsement of the conference.
- Deliver a welcome address during the opening plenary session of the conference.

ICAIS SECRETARIAT ROLES AND RESPONSIBILITIES

- Maintain the vision, mission, and guiding principles of ICAIS and the overarching future of the conference series.
- Provide general oversight for each conference, including playing a key role in planning and implementation.
- Support the host/co-host organizations in establishing an umbrella theme for the conference.

- Develop the financial partnership prospectus and solicit financial contributions from long-standing supporters of ICAIS.
- Appoint a representative of the ISC to serve as a Scientific Committee Co-Chair.
- Be a home for the conference between events, providing direction and fiduciary oversight.

CONFERENCE ORGANIZATION

The Secretariat contracts the services of a professional meeting planner to serve a Conference Administrator to manage all aspects of the conference planning, organization, and on-site logistical support, including but not limited to:

- Handling day-to-day enquiries for information.
- Maintaining the conference website.
- Maintaining and developing relationships with potential funding partners.
- Negotiating and managing the transfer of financial or in-kind contributions from funding partners.
- Preparing and issuing all communications and promotional materials (call for abstracts, conference website, correspondence with authors, sponsors, session chairs, etc., preliminary and final program, abstracts book, etc.).
- Maintaining the ICAIS list of contacts.
- Handling communications to targeted participants.
- Arranging and participating in conference planning and Scientific Committee meetings.
- Identifying qualified suppliers of products and services, including exhibit services, audio-visual equipment rental and technical support, catering, special events, promotional materials, etc.
- Coordinating all meeting and food & beverage requirements with the conference venue's staff.
- Maintaining a custom database to manage conference registration, budgets, and other conference-related reports.
- Managing advance and on-site registration.
- Managing the PowerPoint submission and management process.

CONFERENCE FINANCIAL SUPPORT

Financial partner organizations have provided contributions ranging from USD \$2,500 to \$80,000. These funds are important to help cover costs associated with organizing the conference, so that registration fees can be kept as low as possible to encourage broad international participation.

The organizations that provide financial support are given recognition and benefits, including:

- Having their organization name and logo published on the conference website, in the preliminary and final conference programs, on signage, projected on-screen during the conference, featured in social media, etc.;
- Complimentary conference registrations, based on the level of support;
- Invitation to partner recognition reception;
- Complimentary exhibit space;
- Acknowledgment of support from the podium during the conference welcome address and at other appropriate times during the conference.

EXPRESSING INTEREST TO HOST ICAIS

If your organization is interested in hosting ICAIS 2024 or another future conference, please express your interest by providing a proposal that addresses the details below. The ICAIS Secretariat looks at all proposals in detail and decisions are based on an organization's involvement with AIS issues, previous experience with ICAIS, and demonstration of the organization's ability to fulfill the requirements indicated in this document.

Proposals that do not meet all criteria are not disqualified from consideration. Joint proposals from co-hosting organizations are welcome.

Proposals are to be submitted by email to icais@invasivespeciescentre.ca in PowerPoint, Word or PDF format and submitted by **Friday, October 30, 2022**, at 11:59 ET.

SUBMISSION OF PROPOSALS TO HOST ICAIS 2024 OR A FUTURE CONFERENCE

Organization Description

Please provide background information about your organization and its involvement with AIS issues.

ICAIS Experience

Please provide some information about your organization and/or representatives experience/involvement in previous ICAIS.

Proposed Conference Dates and Location(s)

- Suggest appropriate times during the calendar year when it would be optimal to hold the conference in the proposed location(s).

- Please identify dates of any national/regional, religious, ethnic, or government holidays that should be avoided.
- Potential cities. Inclusion of photos, maps and hyperlinks would be helpful.
- Potential venues including hotels, conference centres or other appropriate facilities.
- Proximity to a major international airport.
- Transportation options from the airport to the conference venue.
- An indication of hotel guest room rates.

Financial Support

- Indicate any potential or confirmed financial support from local, regional or national sponsors.

Post-conference Field Trip

- Provide details of notable opportunities for pre- or post-conference tours or field trips relevant to AIS.

Please provide any additional information that could enhance your proposal to host ICAIS.

PROPOSAL SUBMISSIONS

Please submit expressions of interest by email to: icais@invasivespeciescentre.ca

DEADLINE FOR SUBMISSIONS: Friday, October30, 2022, 11:59 ET.

QUESTIONS

Please submit questions to: icais@invasivespeciescentre.ca

APPENDIX

ICAIS LOGISTICS REQUIREMENTS

Meeting Space

General requirements

- All meeting space must be on 24-hour hold from Sunday-Thursday.
- All meeting rooms must have high-speed Internet access with large bandwidth.

Room requirements

- Conference office/hub.
- Reception room for up to 70 people on Sunday.
- Plenary session room (for up to 300 in crescent rounds for 6-7 people per table (also used for luncheons). **Note: alternative options are available for consideration e.g., plenary sessions in theatre-style or classroom seating and luncheons in a separate area.
- 3-4 breakout session rooms, each to accommodate 75-100 people in theatre-style seating.
- Exhibit area for up to 10 exhibitors with one six-foot table and two chairs for each.
- Poster Session space for approximately 50 posters (preferably double-sided poster boards with one poster surface per poster presenter).

Food and Beverage Requirements

- Partner recognition reception for up to 70 people (Sunday).
- Light breakfast (if not included with accommodation) Monday-Thursday for up to 300 people.
- Morning and afternoon beverage breaks for up to 300 people.
- Luncheons Monday-Thursday for up to 300 people.
- Monday evening Poster Session reception for up to 300 people.

Audio-Visual Equipment and Technical Support

Equipment

Registration Desk

- Laser printer
- PC Laptop

PowerPoint Manager Desk

- PC Laptop
- 22" LCD monitor

Plenary Sessions

- Two minimum 9' x 16' (16:9 format) projection screens (rear projection preferred but not essential)
- 46"-60" speaker confidence monitor
- Two high-resolution projectors
- Podium with wired or wireless microphone
- Two laptops with wireless cue advance from A/V tech desk
- Two wireless lapel microphones
- 24" monitor for Session Chair table
- Wireless table mic for Session Chair table
- Two wireless microphones for audience Q&A
- Digital speaker timer
- Mixer and graphic equalizer
- Speaker system
- Audio adapter

Concurrent Sessions

- One projection screen (16:9 format) appropriate to the size of the rooms and ceiling heights
- Projector appropriate to the room size
- Podium with microphone
- PC laptop at the podium
- Wireless lapel microphone
- 22" monitor for Session Chair table
- Wireless table mic for Session Chair table
- Wireless microphone for audience Q&A
- Digital speaker timer
- Mixer
- Speaker system
- Audio adapter

A/V Technical Support

- Two technicians for all plenary sessions.
- Two floating technicians for concurrent sessions. ***Note:** If there is a virtual component, then at least one dedicated technician is needed in each concurrent session room.

Virtual Component Criteria for Hybrid Event

- Virtual platform that enables integration of on-site and off-site presentations.
- Includes features to enable interaction among on-site and off-site participants during and outside of the conference schedule and program e.g., ability for individual and group chats, Q&A, etc.
- Includes features for social networking and interaction.
- Includes features to conduct surveys, voting, etc.
- Provides option for contracting the services of the platform's experienced professionals to handle set up of all aspects.
- Ability to integrate programming with WordPress (ICAIS website) or Excel would be a bonus.