

Information for bidding

to be included in the Bid book that needs to be send to by June 1 2019

The following points should be provided in the bidding application for the next congress destination. The information will be considered by the nomination committee to formulate an advice for the IADMFR board allowing rendering a decision for approval by the general assembly of the IADMFR. The advice is based on an objective scoring mechanism by evaluation the following elements:

- Proposed destination and the arguments to propose this as congress city
- Travel and access to the proposed country and city (by air, train, road, sea) as appropriate
- Proposed congress venue(s) (lists of sites, options and prices and explain selection)
- Proposed dates and the reason for these dates
- Climate of the host city at the proposed dates
- Accommodation options and range of prices to be expected (regular hotel rates in various categories and negotiated ranges)
- Local Transportation facilities / distances venue-hotels-airport-train stations
- Preliminary time schedule
- Proposed organising team
 - ✓ What candidate do you propose for the future President of the IADMFR. Has this person been active in the Association previously and in what functions? Have other proposed committee members been active in the IADMFR?
 - ✓ Has this person experience with congress organisation?
 - ✓ Who will act as junior vice president?
 - ✓ Organisational structure of the LOC team (+ proposal of names)
 - ✓ Please mention the supporting groups and explain how their support can help you to succeed
 - ✓ Is there extra support is available to you, from:
 - national members – this information should include the number of IADMFR members in your country, and the proposed members of the Local Organising Committee (LOC);
 - local and national organisations
 - employers, universities supporting the team
 - a potential involvement of a professional conference organiser (PCO)
 - ✓ include support letters from local institutions and authorities
- The members of the Association are distributes over the world. For this reason the congress is preferably held in various continents. The regional distribution of congresses is a crucial point in the scoring system. For this particular point, scoring will be more favourable for regions and continents

that have not yet organised the congress in the past (for a full list, see iadmfr.one).

- Congress fees – an estimate of the cost, and differential between IADMFR members and non-members
 - ✓ Inclusions, e.g. lunch and other daytime refreshments, welcome and closing parties
 - ✓ Exclusions, e.g. banquet
- Social events planned (what is included in congress fee, what is not?)
- Is there any restriction on people from other countries visiting your country, and are visas required.
- Accompanying persons programme to be planned?
- Pre-congress planned?
- Pre- or post-congress tour planned?
- Preliminary budget?
- Extra sources of financial support?
- Safety/Security issues at the congress destination
- Points of reflection
 - ✓ Numbers of estimated participants?
 - ✓ What are the strong points in your proposal? Why should the committee consider your proposal?.
 - ✓ What could be the threads, the controversial points or possible weakness of your proposal
- The proposal should include a 4 page short presentation leaflet providing a nutshell overview of the bid with all crucial elements to allow discussing the bids during the IADMFR board meeting

Information on the evaluation procedure

involving a 2-stage objective scoring mechanism (stage 1 independent written scoring + stage 2 .scoring on interview by committee)

Stage 1. Prior to the congress

Evaluation will be independently done by the members of the nomination committee prior to the congress. They will send their scoring to the secretariat prior to the congress. The secretariat will handle the scoring and come up with a first stage average score for each group. This will remain unrevealed until finalising scoring of the interviews.

Proposed congress (city, dates, venue, precongress, congress)	25 points
Continental distribution	25 points
Local organising team and supporting associations	20 points
Rationality (fees, access, scientific and social programme offers, inclusive events, financial plan)	20 points
Extra elements contribution to the potential success of the	10 points

congress encountering the listed advantages and drawbacks	
Total	x/100 points

Stage 2. During the 2019 Philadelphia congress the nominating committee will meet prior to the congress to interview all applicants separately, providing a scoring for the interview based on the proposed scoring system. The outcome of this scoring will then be combined with the scoring obtained via the independent preliminary written evaluation, left unrevealed at the secretariat.

Stage 3. The final scoring will then be provided to the nomination committee for rendering an advice.

Stage 4. The advice of the nomination committee will be presented during the board meeting, where all board members have been briefly informed on the applications based on the 4 page leaflets of the nutshell bids of all applicants.

Stage 5. The IADMFR board may then take a decision for approval by the **general assembly**.