

CALL FOR PROPOSALS TO HOST THE BIENNIAL CONFERENCE OF THE INTERNATIONAL SOCIETY FOR INDUSTRIAL ECOLOGY (2025)

The International Society for Industrial Ecology is now seeking proposals to host its next biennial conference in 2025. The ISIE conference is a vital arena to exchange ideas and advance the varied disciplines of industrial ecology among academics and practitioners. We have held in-person conferences every two years since 2001 (except during the COVID pandemic). Our current conference will be held in Leiden, the Netherlands in July 2023. The two previous conferences were in Beijing, China (2019) and Chicago, USA (2017).

Hosting the ISIE conference is a great service to our academic community but is a major organizational undertaking. This document lays out the expectations for hosting and is meant to guide potential hosts through preparing a proposal. If you are interested, we encourage you to review the document and email us any queries you still have by Friday 28 April at: info@is4ie.org. Proposals will be considered on the basis of responses to the numbered points below and should communicate your vision for the conference. The intention of the checklist below is also to clarify what is needed to host the conference. Proposals are not expected to have firm answers to all questions, but all requested sections should be included with as much detail as possible at this early stage.

Proposals should also include a completed budget, following the [linked template](#) for the principal budget items. The conference must budget for a surplus of €30,000 as a contribution to the ISIE's operation and include free registration for ISIE staff (typically around 3). The number of attendees in the "Projected Revenue" section of the template should not be changed. Past registration fees are included for reference but can be changed as part of any proposal; registration fees should be as low as possible to enable participation.

Completed proposals for the 2025 conference are due **by 17:00 CET on May 15³¹, 2023** at the ISIE office at info@is4ie.org.

GUIDELINES ON HOST RESPONSIBILITIES

A successful conference involves careful planning and regular communication between the hosting team and the ISIE. This section lays out the expectations and responsibilities of everyone involved in the process.

HOST RESPONSIBILITIES

The host of an ISIE biennial conference is responsible for the following:

Venue

- Secure an appropriate venue (must accommodate several rooms for parallel speakers, one large auditorium, common area for food, info tables, must be easily accessible by public transport or close to hotels and must be accessible to people with special needs).
- Organize catering (coffee, water, lunch at venue each day) often provided through a catering company.
- Create schedule of events including social events, dinners, and workshops (including transportation as needed).
- Secure all necessary on-site requirements including security, tech equipment, poster boards, name tags, check-in, etc.
- Secure blocks of hotel rooms at affordable rates for attendees.
- Working with an event organizing company that specializes in scientific conferences is recommended.
- Provide WiFi access and recording facilities (at minimum for keynote lectures) at the venue.

Organizing Committee & Conference Formats

- Organize a 4-person (including yourself) diverse Organizing Committee with guidance from the Current President, Executive Director and President-elect of the ISIE.
- Meet with the Organizing Committee regularly to manage all aspects of the conference.

- Inform the ISIE board regularly about the state of the organization of the conference.
- Find Keynote Speakers for the event. Please do your best to find young inspiring speakers who might be able to initiate a debate instead of traditional talks, which was requested by the ISIE community in a survey by the ISIE's Conference Committee on needs and expectations.
- Manage scheduling of speakers and logistics, including the possibility of new formats that can increase attendance from a wide variety of participants and speakers from underrepresented groups (e.g., hybrid sessions, meeting hubs running live in different countries at the time of the conference, etc.). You are advised to review the [report on challenges and opportunities of online conferences](#) developed by the ISIE's Conference Committee.
- Promote an active participation of senior and junior researchers in poster and networking sessions to help them interact with the community. As requested by the ISIE community through the ISIE's survey on conference needs, poster sessions need to be more prominent and not a side event for students. Hosts are encouraged to find suitable formats to meet the Society's needs.
- Ensure that the conference is a sustainable, inclusive and safe space for everyone. This needs to go hand in hand with concrete suggestions to reduce the carbon footprint of conference travel, catering services and any other activities envisioned by the host. All participants need to have access to safe amenities regardless of gender, religion, and country of origin.
- Adhere to the Diversity and Inclusion Goals of the ISIE (<https://is4ie.org/sections/students/pages/277>) and elaborate in your proposal how you are considering diversity and inclusion in the organization and the venue.

Financial

- The conference budget needs to anticipate €30,000 in revenue over expenses for use as part of the two year operating budget of the ISIE.
- Manage accounts payable and receivable.

- Transfer the revenue money within 120 days after the end of the conference with receipts and /or invoices from the conference expenses and revenues.
- Secure sponsorship for social events and scholarships
- Create a budget and set participation fees for the conference (including discounted student, member, early registration, member, non-member and accompanying person rates).

Technical Committee/Abstracts

- Organize a technical for reviewing abstracts whose range of expertise covers the full range of industrial ecology topics and work with the chair to meet deadlines of the abstract announcements with guidance from the Current President, Executive Director and President Elect.
- Provide participants with abstract acceptance information at least three months in advance of the event.
- Manage call for abstracts, the abstracts selection process, and the parallel session scheduling based on attendees (with assistance from Organizing Committee).

Communications

- Design and distribute marketing materials in collaboration with the Communications Committee.
- Develop a conference website which should include online registration (with credit card capability), online abstract submission, conference program (often provided by event company).
- Issue invitations to proposed speakers and organize speaker arrangements (travel, lodging).
- Issue invitation letters for travel visas as needed (must come from host country and organization not the ISIE office).
- Create Conference Program.
- Conduct a survey designed by the ISIE for participants at the conference to complete at the end of the conference.

ISIE RESPONSIBILITIES

ISIE will be responsible for ensuring that the conference maintains the goals, long-term vision, and continuity of the biannual international conference series. ISIE will be directly involved in activities such as:

- Suggesting and helping to populate the organizing committee, technical committee, and other committees (student events committees, scientific committee, etc.)
- Supporting the creation of the program, selection of keynote speakers, and abstracts.
- Budgetary planning.
- Advertising the conference.
- Hosting the closing session and internal meetings (board meetings, etc.)

CHECKLIST FOR CONFERENCE HOST PROPOSALS

Potential hosts must submit a free-style document stating their willingness to organize the upcoming ISIE Biannual Conference. This document must cover the following points:

1) Contact information of point person and other proposed conference committee members

List any individuals that have already committed to helping with organizing the conference (if selected) locally and internationally.

Outline the composition of the organizing committee that you envision. Or, preferably, list all individuals that you would like to involve in the conference committee and any staff resources for local assistance in organizing the conference logistically.

The ISIE appoints the conference co-chairs with representation from both the local organizers and the broader Society membership.

2) Proposed Location

Please identify a suitable meeting venue that can accommodate at least 700 participants. The proposed meeting facility must be able to accommodate the following: Plenary sessions, up to 5 concurrent sessions, poster and exhibit area, receptions and other possible functions, auxiliary events, and other small meeting rooms.

- The plenary hall hosts the welcome and closing sessions, keynote lectures, and panel discussions. The plenary hall must host all conference participants at these events and hence needs to have a capacity of ca. 700 people. Plenary halls should be available each morning for keynotes, and for a closing session in the afternoon of the last day.
- Previous conferences had rooms accommodating 70-100 people in parallel sessions. Parallel session rooms should be available at all times.

- Rooms for meetings of the ISIE Board (10-15 people) and ISIE Sections need to accommodate 30-100 people. Each of these groups meets only once during the conference, in an available slot in the program. Often these meetings were held in one of the session rooms reserved for this purpose.
- There are two types of auxiliary events:
 - One student symposium, organized by the students of ISIE, for 200-300 participants, full day. Ideally the student symposium should be held a day before the main conference.
 - Multiple topical workshops organized by ISIE members and ISIE sections, for 50-150 participants, each workshop between 2 hours to a full day. The workshops have more flexibility and can be held either before or after the conference.
- The poster hall/area needs to accommodate 50-100 posters at any given time. However, the room size and distribution very much depends on the format of the poster sessions, as mentioned in the Guidelines.
- The venue needs to be able to have WiFi available and to be able to accommodate recording of lectures (at least the keynotes).

3) Proposed Theme of the Conference

Biannual Conferences are structured around a relevant theme that speaks to most of the ISIE members and attracts participants from a variety of disciplines, non-academic sectors, and world regions. The session topics, call for abstracts and invited speakers and session formats need to align with the proposed theme of the conference.

4) Proposed Schedule including social events

To use past schedules and social events as a reference, please email info@is4ie.org

5) Amenities of the Location

Include restaurants, arts, recreation, and other attractions. Note any environmental or sustainability efforts being made by the local community or meeting location, and any visits which might be arranged for those attending.

6) Environmental criteria

Please list the advantages your site and conference can offer in this area. This can refer to offerings by local hotels, food and waste options, transportation, etc. More importantly, the host's efforts to increase and monitor the event's sustainability (e.g. carbon footprint of conference travel and catering services, online participation) and social inclusion and safety need to be highlighted.

For this reason, potential hosts must plan for a footprint monitoring scheme to be made public at the end of the conference and must demonstrate that their event is likely to generate lower environmental impacts than similar conferences. Specific measures towards carbon footprint reduction must be in place. In-person conferences must pay particular attention to the environmental impact of conference travel and hosts are advised to review the strategies suggested in the paper "[Emission reduction potentials for academic conference travel](#)", which is based on past ISIE conferences.

Alternative and innovative conference formats (e.g. hybrid conferences, regional hubs) are highly encouraged. Additional reference material for planning alternative conference formats can be found in the [report on challenges and opportunities of online conferences](#) developed by the ISIE's Conference Committee.

Please describe how the suggested conference format and location can contribute to these goals.

7) Potential sponsorships and in-kind support

To make it affordable for attendees, while also providing a quality conference, conference hosts are highly encouraged to find sponsors and additional support for the event.

8) Accessibility and Lodging

Please describe transportation and lodging options and ease of access to the conference site.

9) Attendance and Social Inclusion

Please describe the target audience of the conference and how the proposed location can ensure access to the industrial ecology community to a wide variety of groups. Hosts must highlight how strong the industrial ecology community is in this area and whether there is a high potential for outreach to related communities. Please describe how attendance from various groups will be encouraged, including industries, civil society and other academic disciplines with an interest in industrial ecology topics.

Hosts must also describe how they plan to increase attendance of young and senior researchers from underrepresented world regions such as Africa, where interest in the community is growing slowly.

In terms of social inclusion and safety, please mention how the conference venue and formats will ensure that all participants have access to safe amenities regardless of gender, religion, and country of origin and that participants with special needs (e.g., reduced mobility, hearing impairment, etc.) can follow the full program.

10) Estimate Cost and Revenues for Conference

Please use the [linked budget template](#) to prepare and provide a rough estimate of the potential costs and revenues from the conference.

11) Proposed Dates (past conferences typically held during the 3rd or 4th week of June)

12) Willingness to Partner in subsequent years if not chosen