

Procedure to Prepare a Bid to Host the International Abalone Symposium 2021 (IAS2021)

The first step is to submit an “expression of interest” in the form of a letter to the president of the International Abalone Society (IAS) expressing the intent to submit a bid for IAS2021. The letter should outline the main features of the proposed bid and indicate what support is potentially available.

Upon receipt of an “expression of interest” by the IAS committee, the organization submitting the bid is invited to prepare a full proposal with details of how they intend to organize the event. In the tradition of previous IAS Symposia, the bidding country will make a presentation of the bid to conference delegates at the IAS2018 Xiamen Symposium.

The IAS Executive Committee will then select the host for the next IAS Symposium, based on the merits of the respective bids. Once a Symposium bid proposal is accepted, the symposium host is invited to convene the Local Organizing Committee (LOC), with the conference host chairperson assuming the role or the chairperson of the LOC and the participation of at least three other members. Initially, they can be institutional names with individuals to be appointed later. The LOC will have the collaboration of an International Steering Committee, which shall include the President of the International Abalone Society (IAS) and at least two members of the IAS.

The IAS Executive Committee will provide the LOC guidelines to be followed in the organization of the symposium, as well as assistance and support in terms of the conference themes, academic program, advertising, promotion and networking through the IAS membership and email list, organizing publication of papers from the event and whatever additional support is required. The primary responsibility for the symposium finance, logistics, and conference organization is however borne by the host.

The Symposium bid proposal should include:

- The proposed host institution and supporting organizations. Include letters of support from the respective organizations and indicating that they have the capacity and commitment to host an event such as the International Abalone Symposium.
- The proposed conference Chairperson and local organizing committee.
- The venue and features of the location that make it an attractive Symposium proposition.
- Financial, human resource and other in-kind support offered by the bidder.
- A proposed Symposium theme and motivation of special Symposium features envisaged.
- Options of Symposium tours which will provide insight into the abalone industry and national culture.

- Student support.
- Translation facilities (the IAS has successfully hosted bi-lingual Symposia in English/Chinese and Spanish).
- A proposed date sometime in 2021.

In terms of financial arrangements, the Symposium host bears the full responsibility for all aspects of the event. Thus all contracts and liabilities in respect of the Symposium are entered into between the host organization and the respective service providers. The IAS uses the Symposium event to collect membership dues and pay for the publication of the Symposium proceedings, so these aspects need to be included in the Symposium budget. The organization of an IAS symposium is understood to be a not-for-profit enterprise, and any financial surplus accruing after all symposium costs are settled will be transferred to the IAS. This provides the IAS with working capital to organize future events and promote the mission of the IAS.