



International Union for Physical & Engineering Sciences in Medicine (IUPESM)

Approved 1990, Amended 1997, 2002, 2011, 2014, 2017, 2020

IUPESM World Congress for Medical Physics and Biomedical Engineering Application Form 2027

(Submit electronically in PDF format by 1 December 2020)

GENERAL INFORMATION:

1. Names and addresses of host organizations (Must include an IFMBE member society and an IOMP member society from the same nation with both societies in good standing at this time).

IFMBE member society

Name:

Address:

Contact Person:

Position held in the society:

Email address:

IOMP member society:

Name:

Address:

Contact Person:

Position held in the society:

Email address:

2. Proposed site and dates of the IUPESM World Congress 2027 (please show dates of possible conflicting conferences (e.g. IEEE/EMBS, BMES, ICMP, ASTRO etc) and any significant religious or national holidays).

Proposed Venue:

Proposed dates:

3. Other national group(s) collaborating

Name:

Address:

4. Has a submission for this meeting been made to any other international organization? If so, identify organization¹ and date of submission. Please state:

5. What aspects of the World Congress (WC) are to be handled by commercial conference organizers? Please state:

7. Members and affiliations of the provisional Congress Organizing Committee.

FINANCIAL:

(please give all estimates in US dollars)

1. A budget must be presented to the CCC and the Treasurers of the IUPESM, IOMP and IFMBE two years, one year and six-months before the WC. The CCC must approve the budget one year before the WC based on the recommendations of the IUPESM, IOMP and IFMBE Treasurers.

Estimated total cost of WC:	\$ _____
Proposed registration fee: <i>(provide info on fee structure)</i>	\$ _____
Estimate of registration revenues:	\$ _____
Other sources of revenue:	\$ _____
Estimated revenues of WC:	\$ _____
Estimated net profit from WC:	\$ _____
Total:	\$ _____

Estimate of delegate numbers	
Full registrants:	_____
Students:	_____
Developing country delegates:	_____
Retirees:	_____

Estimate of geographic distribution of delegates:
National:
International (by region):

- 2. Who will assume responsibility for a deficit?
- 3. Will an advance be required beforehand?
- 4. What kind of insurance (liability, personal, third party) will you have?

WC FACILITIES

- 1. Proposed location:
(Show proposed site plan, room sizes for scientific sessions, poster sessions, exhibition hall & for social events etc)
- 2. Number of parallel sessions that can be accommodated.

3. Identify rooms (size and capacity) that can accommodate the opening and closing ceremonies and the General Assemblies for IUPESM, IOMP and IFMBE.
4. Identify office space for IUPESM, IOMP and IFMBE with equipment for word processing, photocopying, email, internet and telephone.
5. Provide a list of meetings, similar in size to the WC, together with names of organizations that have used the facility in the previous 2 years.
6. Does the proposed WC location have access for disabled attendees?
7. Distance of the WC site to nearest major airport and mode and cost of transportation between airport and the WC site.

EXHIBITION PLANS:

1. Who will manage commercial exhibition sales and management?
2. What is the estimated size (area) of the commercial exhibit and how many booths (size of booths)?
3. What area is provided for scientific (including poster) exhibitions?
4. Show proposed site plan, giving location of commercial exhibit
5. Are the exhibition requirements compatible between your two national groups?

VISA REQUIREMENTS:

1. Please advise if there will be any potential visa limitations for any WC attendees?
2. What type of assistance will you give for obtaining visas if required?

ACCOMMODATION AND SERVICES:

1. Hotels:
 - Number of rooms:
 - Distance from site:
 - Range of costs per person:

Note: (1) provide range of 5-star to budget hotels (2) 78 double room nights are to be provided for designated persons (IUPESM, IFMBE, IOMP Officers), the two IUPESM Merit Award winners, plus the 3 IOMP and 3 IFMBE award winners.

2. Hostels:

Number of rooms:

Distance from site:

Range of costs per person:

3. Transportation facilities between accommodation and meeting site:

4. Meal service facilities at:

WC site:

Hostels:

5. On-site provisions for currency exchange, travel agent, message center, photocopy and internet access

6. Disabled accessibility

CONFERENCE PLANNING:

1. Language:

English is the official language of the World Congress.

Will it be necessary to provide translation services for local attendees?
(simultaneous or post hoc script)

2. Scientific Sessions:

a. How you intend to schedule both biomedical engineering and medical physics sessions?

b. Will you have separate or combined program committees?

c. Comments on management of a combined meeting (with other entities)?

d. How many simultaneous (parallel) sessions?

e. How many sessions in total?

f. Will there be any special sessions, tutorials, workshops, etc.?

g. What amount has been budgeted for support of keynote speakers?

h. How many session rooms are available?

To seat 100:

To seat 300:

To seat 200:

To seat 500:

i. Outline the Companion Program (*this is an important component of the WC*):

j. Will tours of hospitals, laboratories, etc. be offered?

k. Will you schedule separate or combined professional tour programs?

l. Do you have adequate staff for all the required services?

m. Describe your plans for peer review and paper selection.

CONFERENCE PUBLICATIONS:

1. Preliminary mailings should include the title of the WC together with the appropriate number in the IFMBE and IOMP conference series.
2. You are expected to produce the following publications in English:
 - 1st Announcement
 - 2nd Announcement and Call for Papers
 - Author's Kit
 - Registration Bulletin
 - Preliminary Program
 - Final Program
 - Exhibits catalogue
 - List of delegates with affiliations and email addresses
 - How is personal data protection managed?
3. The Conference Book of Abstracts must be available at the meeting
 - Will the Abstracts be distributed in hardcopy, electronic media, apps?
 - Will the Abstracts include any full-length tutorials or plenary lectures?
 - Will it be free to registrants?
4. Will tutorials/workshops be published?

ONE PAGE INFORMATION SUMMARY

Please complete this summary page and submit it with the application.