



ESB annual conferences

Bid rules approved in ESBiomech Council meeting in December, 2012

Mandatory requirements

- The congress fee model should be in accordance with the procedural rules for ESB congress registration policy (App-1).
- Discount for students.
- The proposed date of the Congress must be early July of the year. Abstract submission deadline and date for notification of abstract acceptance must be 1st of December and 28th February respectively.
- Space and time for two council meetings and the ESB General Assembly (GA). First council meeting can be during the pre-course. Second council meeting can be during a lunch break before the banquet. GA needs to be early and not in competition with anything else.
- Space and time for the five award keynote lectures (Huiskes Medal, Perren Research Award (on even years), Clinical Biomechanics Award, Best doctoral thesis, and Student Awards). Details need to be coordinated with the chairperson of the ESBiomech Awards Committee.
- Free ESB booth, possibly next to the registration counter, to be coordinated with the chairperson of the ESBiomech Membership Committee.
- Services to publishers of affiliated journals (as stipulated by agreement between ESBiomech and publisher).
- To make sure that the corporate members of the ESB are to receive the benefits that arise from their corporate membership status (such as agreements concerning booth price).
- The organisers to provide a special session for the affiliated societies (i.e. ESBiomat, TERMIS...) to the ESB, as needed, after consultation with the chair of the Meetings committee.
- Inclusion in the organizing committee of the ESBiomech Chairperson of the Meeting Committee. This person shall act as liaison between the local organisation and the ESBiomech Council. All ESB council members should be considered for inclusion in the scientific committee.
- Signed declaration in which the organiser accepts to present to the ESBiomech Council a detailed final financial statement after the meeting. ESBiomech is entitled to a flat rate of 50 euros per each regular delegate and 30 euros per each student. This flat rate already includes the ESB membership fee. In the case of a financial loss, ESBiomech will not be liable.
- At the application time the chairperson of the organising committee must be a ESBiomech member in good standing for at least 2 years.



- The organisers are obliged to use the online services (congress web portal) for the abstract submission, registration and reviewing process provided by ESB.

- Submission of the following documents:

- Meeting provisional budget and fee model
- Composition of the Scientific and Organising committees
- Strategic layout of the scientific program
- Mobility and accommodation
- Description of the venue and of the location
- A declaration in which the organiser agrees that any modification to what is described in the above documents must be approved by the ESBiomech Council
- A formal presentation of the bid in front of the council prior to an annual meeting

Evaluation Criteria

- Full compliance with previous rules
- Reduction on fees for students
- International scientific board, with a minority of locals
- Clear and detailed meeting budget and fee structure
- Effective mobility and accommodation plan
- Strategic layout of the scientific program
- Specific actions aimed to broaden the membership base
- Attention to all branches of biomechanics.
- Satellite events such as round tables, workshops, etc. in collaboration with institutions such as the European Commission, the European Science Foundation, COST programs, and in general aiming to improve the institutional visibility of ESBiomech at the European level.



Services to the organisers

- Use of the ESBiomech brand name, logo, etc.
- ESBiomech will advertise the meeting to all of its members and in all of its public organs including Journal of Biomechanics and Clinical Biomechanics
- Authorisation to post all call-for-papers and service communications on ESB web site and Newsletter
- Advisory service on the organisation of the congress and on the balanced composition of the scientific program
- The ESB society will be providing the required online services (congress web portal) for the abstract submission, registration and reviewing process.

Time frame of progress of the process

- A... Full bids and proposals to be put to the Chair of the Meetings Committee at least 3 ½ years (42 months) before the actual event (conference held at Day 0).
- B... The Council discusses the bid in its winter session and feeds back to the organisers the first verdict, which is either a NO, or an invitation for a presentation in person by the organisers in the form of a PPT file containing documented information on the required submission documents (deadline Day 0 -40 months) in the July council meeting prior the ESB congress.
- C... Day 0 – 36 months: The organisers present their case before the council in the meeting held during the ESB summer conference. If there is a strong bid, the winning bid is announced to the bidders. If not, the shortlisted bids are invited to present a stronger bid.
- D... Day 0 –24 months: The winning bid is announced to the members attending the ESB congress.
- E... Day 0 – 18 months: the council visits the place of the chosen conference for an insitu inspection and elaborates/suggests on the various issues to do with the conference.

	Jan	July	July	Jan	July	Jan	July
	day 0 – 42mo	day 0 – 36 mo	day 0 – 24 mo	day 0 – 18 mo			day-0
A	B	C	D	E			



Appendix 1

ESB congress fee model

1. The Congress registration fee includes a one-year ESB membership until the end of the following calendar year for all ESB member participants. Non-members registering for the congress will automatically (as part of the congress web portal) be invited to apply for ESB membership. In case the application is approved by the ESB Council, the new membership runs until the end of following calendar year as well.
2. Only (active or student) ESB members who have paid their ESB membership fee for the year of the congress ('members in good standing') can benefit of the reduced congress fee. ESB members who are not in good standing must first pay their membership for the year of the congress in order to benefit of the reduced congress fee.
3. ESB senior and honorary members are excused from paying their ESB membership fee and therefore will have an additional discount on the reduced congress registration fee, equal to the amount of one membership fee.
4. The difference between the reduced congress fee and the fee for non-members must be at least two years of ESB membership (for students as well as active members; for early as well as late registration). The congress fees listed on the congress website must always be 'total fees', i.e. including one year of ESB membership.
5. For every congress participant, the congress organizer will transfer to the ESB Council an amount of 50 euros (for regular attendee) or 30 euros (for student). This flat rate includes the ESB membership for ESB member participants and for non-member participants whose membership application is approved.
6. Congress participants registering as a student must present a proof of their student status to the congress organisers.

Potential congress organisers must be informed of these rules at the time of the congress bidding. Congress organisers must follow these rules, (this information will be listed on the congress registration site) by implementing these rules in the congress fee structure.