



Bid rules for the ESB annual conferences

Approved by the ESB Council in July, 2019.

Mandatory requirements

- The congress fee model should be in accordance with the procedural rules for ESB congress registration policy (Appendix 1) and should be aligned with those of previous congresses.
- The organisers are obliged to use the congress website and the Conftool abstract submission system for reviewing and programming as defined in the ESB congress web portal policy (Appendix 2).
- The deadline for submission should have no extension.
- The Congress comprises regular podium presentations, poster presentations and perspective talks. The number of parallel sessions should typically be from 6 to 8. More than 8 must be discussed with the Council, and only if more than 700 abstracts are received. The ratio of oral/poster should be between 1.5 and 2.5.
- Generally, the proposed date of the Congress must be early July. Abstract submission deadline and date for notification of abstract acceptance should be 31st of January and 31st of March, respectively.
- The program should include the ESB General Assembly (GA, up to 200 people). The GA time-slot needs to be discussed with the ESB Secretary General and not be in competition with anything else in the program.
- A room with AV-equipment should be provided for a council meeting (10-15 people). This council meeting will typically take place during the pre-course. In years when an ESB Council election has taken place (even years) a room for a second council meeting should be provided. The second council meeting will typically take place during a lunch break. The specific timing for both council meetings needs to be discussed with the ESB Secretary General.
- The program should include the following award keynote lectures:
 - in plenary:
 - Hiskes Medal (on odd years only),
 - Perren Research Award (on even years only),
 - Best doctoral thesis Award,
 - Student Awards.
 - in parallel session:
 - Clinical Biomechanics Award (on even years only),

Details need to be coordinated with the chairperson of the ESB Awards Committee.



- An early submission deadline should be proposed for the Perspectives talks.
- The organisers should ensure that the ESB corporate members receive the benefits that arise from their corporate membership status (20% discount on the booth price and corporate members session).
- The program should include a corporate member's session (parallel session).
- There should be a free ESB booth, possibly next to the registration counter, to be coordinated with the chairperson of the ESB Membership Committee.
- Services to publishers of affiliated journals must be provided, as stipulated by agreement between the ESB and the publisher.
- The program should include a special session for affiliated societies to the ESB (i.e. ESBiomat, TERMIS...), after consultation with the chair of the ESB Meetings committee.
- One ESB council member, designated by the ESB Council, is included in the local organizing committee. This member shall act as liaison between the local organisation and the ESB Council.
- In the case of a financial loss, ESB will not be liable.
- Within three months after the meeting, the organisers must present the ESB Council with a list of the no-shows, i.e., a list of authors on oral and poster presentations that were included in the program but that were not presented.
- Within six months after the meeting, the organisers must present the ESB Council with a report on the meeting, including:
 - number of submitted abstracts;
 - final layout of the program including the number of oral presentations, poster presentation, perspective talks and keynote lectures;
 - number of attendees, organized by category (regular members, student members, etc.);
 - financial overview, including a detailed overview of incomes and expenses.
- At the application time the chairperson of the organising committee must be an ESB member in good standing for at least 2 years.



The selection process of the bids is organized in 2 steps:

Step 1: the organizers should submit in their bid the following items, according the dedicated template (see appendix 3):

- Composition of the Organising committee
- Location (Name of the city, University or Congress center, capacity of the rooms (plenary and parallel sessions))
- Strategic layout of the scientific program
- Actions to ensure high scientific quality of the conference (number of parallel sessions, organization of the poster presentations, ...)
- Provisional budget and fee model of the meeting
- Additional specificities of the bid

Step 2:

Based on step 1, one or two bids will be selected to prepare a full bid including the following documents:

- Provisional budget and fee model of the meeting
- Composition of the Organising and Scientific committees
- Strategic layout of the scientific program
- Actions to ensure high scientific quality of the conference (reviewing process for the abstracts, number of parallel sessions, organization of the poster presentations, ratio between podium and poster presentations,...)
- Mobility and accommodation
- Description of the venue (capacity of the rooms (plenary and parallel sessions)) 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 ESB Council

If required by the council, the organisers should be available for a formal presentation of the bid in front of the council in the July council meeting according to the time frame presented below.



Evaluation Criteria

- Step 1:
 - Strategic layout of the scientific program
 - Actions to ensure high scientific quality of the conference
 - Clear and detailed meeting budget and fee structure

- Step 2:
 - Full compliance with the aforementioned rules, as well as with the rules specified in the Appendices 1 to 3.
 - Strategic layout of the scientific program
 - Actions to ensure high scientific quality of the conference
 - Attention to all branches of biomechanics.
 - International scientific board, with a minority of locals
 - Clear and detailed meeting budget and fee structure
 - 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 ESB at the European level.
 - Effective mobility and accommodation plan
 - Specific actions aimed to broaden the membership base
 - Specific actions to limit environmental impact



Services to the organisers

- Use of the ESB brand name, logo, etc.
- ESB 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 the ESB web site and in the ESB Newsletter.
- Advisory service on the organisation of the congress and on the balanced composition of the scientific program.
- ESB will provide Congress webpages integrated to the ESB society website. Support will be provided in applying ESB-specific settings to a commercial system (Conftool) for the abstract submission, registration and reviewing process.
- ESB will provide a mechanism to check ESB membership status. Information about membership status is directly available when using Paypal as method of payment. An alternative mechanism will be made available to check membership status of people registering using other methods of payment.
- The list of ESB affiliated societies is available at the following webpage:
<https://esbiomech.org/affiliated-societies/>



Time frame of progress of the process

- A... 1 October (45 months before the annual conference), the Chair of the Meetings Committee sends a call for bids to all active members.
- B... 15 December (At least 43 months before the annual conference), Interested members send their bid (stage 1) to the Chair of the Meetings Committee.
- C... 30 January (T_0 minus 42 months): One or two bids (step 1) are selected by the ESB Council.
- D... 30 April (T_0 minus 39 months): Members whose bids were selected after step 1 send their Full bid to the Chair of the Meetings Committee.
- E... T_0 minus 38 months: The Council discusses the bids and will send the verdict to the applicants. The verdict can be either a no, or an invitation for a presentation in person by the applicants at the next ESB congress (or World Congress of Biomechanics).
- F... T_0 minus 36 months: The applicants present their case before the council in the meeting held during the ESB 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.
- G... T_0 minus 24 months: The winning bid is announced to the members attending the ESB congress.
- H... T_0 minus 18 months: the council visits the place of the selected conference venue for an inspection and makes suggestions on the various issues related to the conference.

$T_0 - 45$ mo	$T_0 - 43$ mo	$T_0 - 42$ mo	$T_0 - 39$ mo	$T_0 - 38$ mo	$T_0 - 36$ mo	$T_0 - 24$ mo	$T_0 - 18$ mo	T_0
Oct	Dec	Jan	Apr	May	July	July	Jan	July
A	B	C	D	E	F	G	H	



Appendix 1

ESB congress fee model

- ESB members (active or student) in good standing (i.e. who have paid the ESB membership fee for the year of the congress) benefit from a reduced congress fee.
- 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).
- ESB senior and honorary members will have an additional discount on the reduced congress registration fee, equal to the amount of one year membership fee.
- For every paying congress participant, the congress organizer will transfer to the ESB Council an amount of 60 euros (for each regular attendee) or 40 euros (for each student). This flat rate allows getting the yearly membership paid.



Appendix 2

Webportal

1. The ESB will provide Congress webpages (Wordpress) with a similar “look and feel” to the ESB society website.
2. The Webportal committee requires the local organizer use a commercial provider, Conftool, in support of the congress management.
3. Conftool provides an abstract submission and review system, together with tools for creating and presenting the conference programme.
4. A separate conference app provided by Conference4me enables mobile phone access to the Conftool programme data
5. Conftool provides registration tools also, however it may be more convenient for a local PCO to handle this separately.
6. The Webportal committee will support the local organizers in copying ESB-specific settings for Conftool from the installation of the previous ESB conference.
7. The providers of Conftool offer comprehensive and rapid support. Additionally organizers have the support of the ESB system manager and the Chairperson of the ESB webportal committee.
8. The organisers must include budget items for web-based management of abstract submission and review and Conftool and Conference4me.
9. Following the conference and the end of the Conftool installation the ESB will archive the abstracts presented at the conference on our Wordpress site.
10. The organisers will contribute to support the cost of the Wordpress system with the amount of 500 euros.



Appendix 3

Bid step 1 (4 pages maximum)

- 2 pages:
 - Composition of the Organising committee
 - Location (Name of the city, University or Congress center, capacity of the rooms (plenary and parallel sessions))
 - Strategic layout of the scientific program
 - Actions to ensure high scientific quality of the conference (number of parallel sessions, organization of the poster presentations,...)
- 2 pages:
 - Provisional budget and fee model of the meeting
 - Additional specificities of the bid