



Bid rules for the ESB annual conferences

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Introduction

The present document aims to provide guidelines for preparing a bid for the ESB congress. The document reflects the experience gained from organizing several congresses of the society and the collaboration between the ESB Council (specifically the Chair of External Affairs and Meetings) and the local organizing committee (LOC).

Mandatory requirements

- General organization aspects
 - At the time of application, the chairperson of the organising committee must have been an ESB member in good standing for at least two years.
 - The organisers have to be supported by a Professional Conference Organiser (PCO)
 - Generally, the proposed date of the Congress must be in early July. Abstract submission deadline for Perspective Talks (PTs) is recommended to be at the end of November. Call for PT abstracts submission should be sent at least one month before the deadline. The first version of the congress website must be online before the PT call is sent out. Abstract submission deadline and date for notification of abstract acceptance should be 31st of January and 31st of March, respectively.
 - One ESB council member, designated by the ESB Council (usually the Chair of External Affairs and Meetings,), is included in the local organizing committee. This member shall act as liaison between the local organisation and the ESB Council.
- Financial aspects
 - The congress fee model should be in accordance with the procedural rules for ESB congress registration policy (Appendix 1).
 - In the case of a financial loss, ESB will not be liable.
 - 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).
 - After the conference
 - 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.



- Submissions
 - Abstracts submitted after the deadline should be rejected. A clear sentence about this should be added in the website.
 - The deadline for submission should have no extension for Perspective Talks and for regular abstracts
 - 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 (see Appendix 2).
- Program
 - The Congress comprises regular podium presentations, poster presentations and perspective talks. The number of parallel sessions should typically be from 6 to 8. The wish to have more than 8 parallel sessions must be discussed with the Council, and such a large number will only be permitted if more than 700 abstracts are received. The ratio of podium to poster presentations should be between 1.5 and 2.5.
 - The program should include the ESB General Assembly (GA). The GA time-slot needs to be discussed with the ESB Secretary General and cannot be in competition with anything else in the program.
 - The deadline for submission should have no extension for Perspective Talks and for regular submissions. Abstracts submitted after the deadline should be rejected. A clear sentence about this should be added in the website.
 - The program should include the following award keynote lectures:
 - in plenary:
 - Huiskes Medal (on odd years only),
 - Stephan M. Perren Research Award (on even years only),
 - Best doctoral thesis Award and Early Career Award (same session),
 - Student Award.
 - in parallel:
 - Clinical Biomechanics Award (on even years only).
 - Details need to be coordinated with the chairperson of the ESB Awards Committee.
 - The organisers should provide the ESB corporate members the possibility to present one paper within each yearly Congress within a dedicated parallel session “Corporate Session: Technology for Research” (only for those CMs who also have a booth at the respective congress).
 - The program should include a corporate member’s session (parallel session).
 - Upon request, 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.
- Actions for Diversity inclusion.
 - As part of the actions of the Diversity-Inclusion activities a quiet room should be available during the annual congresses for people who need to recuperate or a



private space. Where possible this room should provide access to a small fridge and have a bookable private space.

- Other indications

- A room with AV-equipment should be provided for a council meeting (10-15 people). This council meeting will typically take place in parallel to 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.
- There should be a free ESB booth, possibly next to the registration counter, to be coordinated with the chairperson of the ESB Membership Committee.



The selection process of the bids

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 centre, 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
- Description of the actions taken to maximise Diversity & Inclusion and limit Environmental impact
- Description of the organisation management according to the timeline of the congress organisation. Details about the task management of the organising committee and which ones will be supported by the PCO.
- 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 and representative of the field's diversity
 - 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 and actions related to maximise diversity and inclusion
 - 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 organ
- 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.



Time line for 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

- The budget should be given in euros.
- 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 fees (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 of membership fees.
- For every paying congress participant, the congress organizer will transfer an amount of 60 euros (for each regular attendee) or 40 euros (for each student) to the ESB Council.
- For the members of the organizing committee who did not pay the registration fees, the ESB membership fees should be included in the transfer to ESB.
- ESB senior and honorary members are excused from paying ESB membership fees and therefore will have an additional discount on the reduced congress registration fee, equal to the amount of one membership fee.
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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 centre, capacity of the rooms (plenary and parallel sessions))
 - Strategic design of the scientific program
 - Actions to ensure high scientific quality of the conference (number of parallel sessions, organization of poster presentations,...)
 - Actions to address the timeline of the congress organization, task assignment within the organizing committee; PCO to support the congress organisation.
- 2 pages:
 - Provisional budget and fee model of the meeting
 - Additional specificities of the bid



Appendix 4. Rules of Perspective Talks (PTs)

The following rules must be followed concerning PTs:

- Abstract submission deadline for PTs is recommended to be at the end of November.
- Call for PT abstracts submission should be sent one month before this deadline.
- The first version of the congress website must be online before the PT call is sent out.
- The call should be disseminated as widely as possible, but, in addition, the local organizers are free to send personal invitations to selected people. When doing so, diversity should be considered.
- Only a single PT submission per author is allowed.
- The provided template must be followed, otherwise the PT submission must be rejected in a first screening step (to be performed by the local organizers) without review. This should be clarified in the call for PT.
- PTs at consecutive ESB congresses are not allowed, submissions will be rejected without review (screening to be performed by the local organizers). This should be clarified in the call for PT.
- The author should be an experienced researcher with at least some publications as senior author or two researchers in tandem (e.g. engineer and clinician). This should be clarified in the call for PT.
- PT should be based mainly on the presenter's work but it should be put in context of the current state of the art. The following description should be included into the call for PTs and congress website:

"A Perspectives talk is a 'mini-keynote' with focus on a cutting edge, coherent body of research and should give a brief overview of results and unanswered questions, based mainly, but not exclusively on your own and your group's contribution to this field."

- Each PT must be reviewed by 3 expert reviewers, 2 assigned by the local organizers (ideally two track chairs) and 1 Council member.
- Those who submitted a PT in that year should be excluded from the review of other PTs in that year.
- The Chair of the Meetings WebPortal Committee is responsible for organizing the reviews from ESB's side.
- The acceptance criteria are suggested to be as follows:
 - Average score > 7.0 and
 - Minimum score ≥ 5.0
- Deadline for completing the PT reviews and informing authors about acceptance/rejection should be before the end of the first week of January.
- The summary of the reviews should be shared with the Chair of the Meetings WebPortal Committee, who should communicate these with the Council. The Council will provide strong recommendations on acceptance/rejection that should be followed by the local organisers. This should consider also balance for the different tracks and diversity.
- Authors of rejected perspective talks shall be invited (by the local congress organizers) to resubmit their work as regular abstract, the corresponding template guidelines and deadline must be respected.
- The list of accepted perspective talks can be added to the webpage to stimulate submissions to the tracks and hopefully registrations.