



# Guidelines for your BID to host the International Seaweed Symposium (ISS)

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- Bidding for ISS nº?, year ?
- Executive Summary of the BID
- Invitation letter (e.g. by officials)
- Proposed theme/title for the ISS
  
- The National Organizing Committee (NOC):
  - Main Hosting Organization (University/Research Center/Company/Association)
  - Who are you, and what your roles will be (Chairman, Secretary, Scientific Committee, Treasurer, Supporter(s); include CV's and links for professional webpages)
  
- Why this country and city for ISS?
  - Characterize the Seaweed Research and Industry in the area, country
  - How many years since the last ISS was organized in your continent
  - Cultural/Unique aspects of the city/region/country
  - Convenience for travelling into/around the conference area
  - Include support letters from local/regional/national organizations
  
- Proposed dates:
  - Please consider that the ISS attracts delegates from all over the world, so avoid conflicts with major national/regional holidays or important dates.
  - Please consider any event that may be of interest to ISS delegates happening before/post-conference
  
- Propose venue(s) that can accommodate 400-600 delegates
  - For the conference: plenary room + multiple rooms for parallel sessions + 1-1 meetings, coffee-break areas, lunch area
  - For the Welcome Cocktail (Sunday); Conference banquet (Tuesday)
  
- Conference Program:
  - Applied Seaweed Research
  - No microalgae
  - If possible, indicate potential Keynote speakers (include demonstration of interest on their side, if possible).
  
- Propose evening get-together activities for the delegates
- Propose specific student activities
  
- Suggestions for Mid Symposium Tours (Wednesday):



- preferably include 1-2 options that are seaweed related
  - should have scientific/industrial/cultural interest
- Suggestions for spouse agenda during the conference week
- Suggestions for pre-and post-symposium tours
- Estimated budget for 2 scenarios (400 or 600 delegates):
  - Include details on Sponsorship Packages
  - Declaration of already secured sponsorships is highly valued
  - Demonstration
- Lodging and Meals
  - Include lodging options for all budgets
  - Cost estimation for dining in the conference area
  - If available, include discounts already pre-negotiated with hotels and/or restaurants
- Travelling to the ISS:
  - Visa rules and timings needed for Congress delegates
  - Options for travelling (flying, train, car), including details for each option
  - Include, if available, any discount pre-negotiated with transportation companies
- Because the ISA is committed to better contribute to economic, social and environmental improvements within the seaweed research and industry, please describe on how your ISS organization will meet the SDGs, namely (but not exclusively) the 4, 5, 6, 12, 13 and 14.