

Proposal to Host ISFNF [YEAR]

Proposed dates:

City and country:

Lead institution(s):

Primary contact person:

Introduction

Proponents are invited to submit a comprehensive proposal to host ISFNF [YEAR]. The proposal should provide as much specific and verifiable information as possible, supported, where available, by preliminary estimates, examples, institutional commitments, quotations, and relevant documentation.

The information requested below will support a transparent and consistent evaluation of all bids. Proponents should clearly distinguish between confirmed and tentative information and indicate when more definitive information is expected.

1. Local Organizing Committee

Describe the proposed Local Organizing Committee, including:

- Committee composition, roles, and institutional affiliations;
- Involvement of relevant stakeholders from across the host country or region;
- Representation of different sectors within the aquaculture nutrition community;
- Experience of committee members in organizing scientific conferences or comparable international events;
- Proposed governance, responsibilities, and decision-making structure;
- Proposed involvement of a Professional Conference Organizer (PCO), including its role and relevant experience.

2. Cross-Sector and National Engagement

Describe how the proposal will engage the wider aquaculture nutrition community, including:

- Participation of universities, research institutes, and other academic organizations;
- Engagement with industry, professional societies, government agencies, and other relevant stakeholders;
- Geographic representation across the host country or region;
- Potential partnerships with national and international organizations;
- Proposed mechanisms for involving students and early-career researchers.

3. Financial Plan and Institutional Support

Provide a preliminary financial plan, including:

- Indicative conference budget;
- Estimated registration income;
- Proposed registration fee ranges;
- Main expenditure categories;
- Expected institutional, regional, or governmental support;
- Financial guarantees, underwriting arrangements, or contingency provisions;
- Proposed approach to financial management and risk control.

Clearly identify which sources of financial or in-kind support have been confirmed and which remain prospective.

4. Sponsorship and Exhibition Potential

Describe the anticipated sponsorship and exhibition potential, including:

- Estimated sponsorship income;
- Potential national and international sponsors;
- Previous relationships with relevant companies or organizations;
- Proposed sponsorship packages;
- Exhibition, networking, and industry-engagement opportunities;
- Any confirmed expressions of interest or preliminary commitments.

5. Host City and International Accessibility

Describe the proposed host city and its suitability for an international conference, including:

- Geographic location and international accessibility;
- Distance and transport connections from the nearest international airport;
- Availability and frequency of international and domestic connections;
- Local public transport and transfer options;
- Visa requirements and other potential travel constraints.

Comment specifically on whether the destination is reasonably affordable and accessible to participants travelling from different regions of the world.

6. Conference Venue

Provide detailed information on the proposed conference venue, including:

- Name, location, and ownership or management arrangements;
- Maximum capacity and suitability for > 400 participants;
- Poster, exhibition, registration, catering, and networking areas;
- Audiovisual and internet facilities;
- Accessibility for participants with reduced mobility;
- Availability on the proposed dates;
- Preliminary rental, equipment, catering, and service costs.

Include floor plans, photographs, technical specifications, and provisional quotations where available.

7. Accommodation

Describe the accommodation available near the conference venue, including:

- Range of hotels and other accommodation categories;
- Approximate number of rooms available;
- Indicative nightly rates;
- Distance and transport connections between accommodation and the venue;
- Affordable options for students and early-career researchers;
- Possibility of negotiated conference rates or reserved room blocks.

Provide representative examples of accommodation options and estimated prices.

8. Local Transport and Venue Access

Explain how participants will travel between:

- The airport and the host city;
- Hotels and the conference venue;
- The conference venue and locations available for social or networking events.

Indicate approximate travel times, service frequency, accessibility, reliability, and expected costs.

9. Scientific Program Opportunities

Describe opportunities that could strengthen the scientific program, including:

- Relevant national and regional scientific expertise;
- Potential keynote speakers and session themes;
- Opportunities for industry participation;
- Potential technical visits;
- Nearby aquaculture facilities, research centers, feed-production facilities, or other relevant industry sites;
- Opportunities for student and early-career researcher engagement.

10. Social and Cultural Program

Describe opportunities that could enhance the participants experience, including:

- Potential locations for the welcome reception, conference dinner, and networking events;
- Cultural, historical, and natural attractions;
- Pre- and post-conference tours;
- Activities suitable for accompanying persons;

- Opportunities to showcase the host country or region.

12. Communication and Promotion

Outline the proposed communication and promotion strategy, including:

- Conference website and registration platform;
- National and international promotion;
- Use of scientific societies, universities, industry networks, and social media;
- Proposed timeline for launching the conference and opening abstract submission and registration;
- Communication support available through the host institutions or PCO.

13. Organization and Indicative Timeline

Provide an indicative planning timeline covering:

- Establishment of the Local Organizing Committee;
- Appointment of the PCO and other service providers;
- Venue contracting;
- Sponsorship and exhibition activities;
- Launch of the conference website;
- Abstract submission and review;
- Registration;
- Program development;
- Final operational planning.

14. Additional Strengths and Risks

Identify:

- The principal strengths of the bid;
- Distinctive features or innovations proposed for the conference;
- Potential organizational, financial, logistical, environmental, or travel-related risks;
- Proposed mitigation measures;
- Any assumptions or dependencies that may affect delivery of the event.

Supporting Documentation

Where available, proponents are encouraged to include:

- Letters of institutional support;
- Confirmation of financial guarantees or underwriting;
- Preliminary venue quotations;
- Indicative budgets;
- Venue plans, photographs, and technical specifications;

- Accommodation and transport information;
- Letters or expressions of interest from sponsors and partners;
- Preliminary conference timeline;
- Any additional documentation supporting the feasibility and quality of the proposal.