

Call for bids to host the 8th World Congress of Herpetology in 2016

Herpetological Societies and Academic Institutions are invited to submit a bid to host the 8th World Congress of Herpetology in 2016.

Submissions should be presented to the WCH Executive.

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Closing Date: Friday the 4th of May 2012

Bids should include information on the proposed WCH including detailed information on the following items:

- 1) Conference Director & Organising committee members
- 2) Chair and members of the scientific program committee
- 3) Host institutions
- 4) Supporting organisations and institutions
- 5) Proposed dates – preferably August 2016
- 6) Local Organizing Committee (LCO) and responsibilities of its members
Give contact addresses (email, tel. number, both at work, cellular) of all relevant persons
- 7) Professional congress agency and its experience
- 8) Scientific Programme suggestions (only very general, there will be a– SPC)
- 9) Proposed programme for accompanying persons
- 10) Venue
 - Location and accessibility (e.g. distance from nearest airport, hotels etc.)
 - Information on auditory halls for plenary lectures and concurrent sessions (their capacity and distance from each other)
 - Facilities (digital projectors, parallel projection on two screens, overhead projectors
 - Videos, panels for poster exhibitions, practice rooms for slide preparation, small rooms for meetings of committees, etc.
 - brief of tourist information (history and other relevant aspects)
- 11) Social Programme (various categories and prices)
- 12) Schedule for preparation activities (dates)
 - Distribution of 1st Announcement and Preliminary Registration Forms
 - Distribution of Call for Papers and Registration Forms
 - Last Date for receipt of Abstracts
- 12) Preliminary Budget including estimates for:
 - registration fees of full participants, students, accompanying persons (regular, late),
 - total income (including sponsors)

 - total expenses, this should contain:



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- Venue rental
- Web page design costs
- wages for manning registration desk, lecture theatres, security etc,
- costs for secretary work before and during meeting
- costs for preparing and printing program and abstract book (CD?)
- costs for participants bags and badges
- mailing costs
- costs for fundraising (should be by far outweighed by incoming money from sponsors)
- costs for one in-congress excursion
- costs for welcome reception
- costs for closing dinner/barbecue (including entertainment)
- management fee for professional organizer (if needed)

Please give budget calculations for a range of participants and accompanying persons
e.g. 600, 800, 1000 and 1,200 participants.

- 13) Items included in the congress fee (e.g., programme and abstract booklets, professional field excursion, light lunch etc.)
- 14) Security of participants (including health hazards)
- 15) Post-congress tours
- 16) Electronic information
- 17) Any other activities that may be associated with the WCH (e.g. exhibitions, publications, sale of scientific books)

IMPORTANT: Proposals should include capacity for independent accounting on the total income and expenses to be presented by an official accounting agency.

Note:

- bids from the "Asia-Pacific" region would be especially encouraged
- an example of the bid for WCH 2012 is available, contact: m.hero@griffith.edu.au

For further information on the WCH please visit our website:

<http://www.worldcongressofherpetology.org/>

or contact the WCH Executive.

Secretary General, Aaron Bauer: aaron.bauer@villanova.edu
Secretary General Elect, Jean-Marc Hero: m.hero@griffith.edu.au
Treasurer, Alan Savitsky: asavitzk@odu.edu
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