



Invitation to Bid to Host the 24th International Conference on Medical Physics in 2019-2020

1. Introduction

The International Conferences on Medical Physics is an addition to the World Congresses on Medical Physics and Biomedical Engineering (WCs) and take place approximately midway between WCs. The objectives of these additional conferences include the development of medical physics, strengthening of links amongst regional medical physicists and the promotion of the medical physics profession in regions or countries where a large World Congress is not feasible. It also hoped that some will generate additional income for IOMP to enable it to expand its work, particularly in developing countries. The intention is that the conferences will rotate around the world. IOMP does not wish to be unduly restrictive in laying down conditions and innovative proposals are welcome. Conferences should reflect the priorities and needs, in relation to medical physics, of the region in which they are located.

2. Invitation to Bid

Any adhering national body (national member organization of IOMP) in good standing, or Regional Organization of IOMP (normally in association with one or more national organisations) or any combination of these organisations, are invited to bid to host the 24th International Conference on Medical Physics (ICMP) to be held in 2019-2020.

3. Selection Criteria

The following are in no specific order and the relative weight placed on each will be a matter for those participating in the selection procedure.

- Scientific standard. Must be of international standard, which includes experience of organizing national and international events and the scientific committee having international stature.
- Promotion of the development of medical physics in the region and how it meets the needs and priorities of the region.
- Balance between science, educational, training and professional matters. There is no pre-judgement as to the relative balance of these items.
- Exhibition size, standard and scope.
- Rotation of conference. How the location fits the aim that these conferences should rotate around the world.
- Plans for regional and international promotion of the conference.
- Finance and risk. Viability, risk, level of registration fees and likely profit to IOMP.
- Support for developing country participation- discounted registration fee.
- Date. To maximize attendance, avoid clashes with other relevant international meetings and impact on the following World Congress.
- Location, accommodation (conference and hotel) and organizational arrangements.

There is no minimum size but overall the conference must be of a size and standard to warrant its designation as an IOMP International Conference.

4. Timetable and Selection Procedure

4.1 Invitation sent to national organisations and regional organisations: 31st July 2017.

4.2 Deadline for receipt of bids by Secretary-General: 3rd October 2017.

4.3 Summary of each bid and recommendations of Review Group sent to Council members: 31st October 2017.

4.4 Presentation by bidders: Online in second half of November 2017.

4.5 e-vote by Council: 4-10 December 2017.

4.6 Contract signed: Within 3 months (latest by March 2018).

Council may reject recommendations made by Review group.

A single transferable vote system (see note at end) will be used where more than two bids are received and voted on.

5. Review Group

The membership of the Review Group will be the IOMP Officers and the chairs of the Scientific, Education and Training, and Professional Committees. The review Group may request additional information from a bidder or suggest alterations. Alterations may be incorporated into the bid prior to submission to Council at the discretion of the Review Group.

The Review Group will make a written report to Council that will include a risk/benefit analysis and recommendations, with reasons.

6. Bid Documentation

Prospective hosts of the 24th ICMP must submit a bid in **electronic form to the Secretary-General, Dr Virginia Tsapaki (sg.iomp@gmail.com)** by 3rd Oct 2017.

The bid must in the following format:

- 1-2 page summary (this will be distributed to Council).
- Full bid. The length is not specified but should not exceed 10 pages.
- Supporting Documents. Optional and not encouraged. These may be in paper format at the discretion of the Secretary-General.

A format for the bid is not specified but it should include the following information, although some of the information may be provisional or limited at the time of submission of the bid:

- Title. Any title or sub-title apart from the 24th International Conference of Medical Physics.
- Organisation making Bid. Lead partner (if more than one organization involved) and other partners and the basis of that partnership. Contact name and brief CV (maximum half page) of lead person. Also other organisations that may be potential sponsors or participants.
- Date and Duration.
- Location and Venue. Access and facilities.

- Organisational Arrangements. Conference arrangements, resources available, use of commercial organisation (if so, give brief details). Also include proposed involvement of IOMP officers and nominees in the organisation.
- Aim of Conference and Outline Programme. Initial proposals for scientific, educational, training and professional aspects. In addition, any linked meetings or special events.
- Exhibition. Expected size, nature and facilities.
- Accommodation for Participants. Hotels and other accommodation available, with typical price range (low cost accommodation essential).
- Publication of abstracts.
- Finance
 - ✓ *Preliminary draft budget.*
 - ✓ *Proposed registration fees scheme, including any special arrangements for grants.*
 - ✓ *Proposed arrangements for profit share and loss responsibility. IOMP will accept no liability for any loss and will normally expect to receive a minimum of one third of the surplus accruing after settlement of all debts arising from the conference and exhibition.*
 - ✓ *Loan. Loan requested from IOMP. Up to 15,000USD available.*
- Criteria for Selection. Brief statements on each of the selection criteria if not covered elsewhere in the bid.

7. Contract

The IOMP will enter into a contract with the successful bidder.

8. Appeal

The only grounds for appeal are alleged errors in procedure. Appeals will be considered by Council who may take any action it so decides.

9. Enquires

All enquires about requirements and procedure should be sent to the Secretary-General: Dr. Virginia Tsapaki, Secretary-General, IOMP, email: sg.iomp@gmail.com

Note: Voting

Each voting Council member will record on the voting paper his / her order of preference (1, 2, 3 etc.). An outright majority (more than 50% of votes cast) is required to identify the winner. If 'first preference' votes do not identify a winner then the bid with the least votes is eliminated and the 'second preference' votes, of those whose 'first preference' were for the eliminated bid, are distributed between the remaining bids. This procedure is repeated until an outright majority is achieved. In the event of an equal number of votes the President has a casting vote.