

## **Preparation for Proposal to host ISEM Conference**

**Conference Chairs** should have a good overview of current research ecological modelling. The ideal number of chair persons is 2 to 4.

**Scientific Quality:** A plan to ensure the scientific quality of the conference.

**Approximate conference dates:** The established time for the conference is in the middle of September to middle of October.

**Location and Venue:** Accessibility with an international airport. Number and size of conference rooms, audio-visual equipment, internet connectivity, facilities for poster sessions and demonstrations.

**Accommodation and Infrastructure:** Number of hotel rooms, expected prices, and distance from the venue. Is there low-cost, quality housing available for attendees (especially graduate students)? How far from the meeting rooms? Where will attendees eat? **Estimated costs for meals.**

**Conference Format:** Typically, sessions from Tuesday till Thursday, workshops and tutorials on Monday and Friday (free for conference participants), discovery challenge, invited speakers poster sessions with buffet, coffee breaks, conference banquet social events (e.g. guided tours)

**Conference Program:** Invited lectures, oral presentations, poster sessions, software demonstrations.

**Budget:** We expect a first rough estimate of the registration fees. We prefer well-organized events, but also low registration fees. Typically, conferences take place in universities because they provide an ideal infrastructure at a low price. If you want to organize the event in a conference center or hotel, then additional costs should be justified and their impact on the registration fees should be taken into account. Similarly, justify if you intend to employ the service of a professional conference organizer. In order to keep registrations fees low, it is also a good idea to attract sponsors. Can you already name (realistic) potential sponsors?

**How do you plan to advertise the conference?**

**Publication:** Publication of best papers in Ecological Modelling Journal. How do you plan to organize reviewing process? Printed proceedings abstracts.

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