



IEEE International Instrumentation & Measurement Technology Conference (I²MTC)

Bid Package Guidelines and Requirements^{*}

^{*} Updated October 2016.

This document is intended to provide relevant information and guidelines for those interested in proposing and hosting a future IEEE International Instrumentation and Measurement Technology Conference (I²MTC). The respondents must effectively and comprehensively address all of the requirements listed in this “bid package”. The I²MTC Board of Directors will review the submissions and respond to proposals. Our goal is to select conference venues four years in advance.

Before submitting a bid, it is highly suggested to CAREFULLY read the [I²MTC Handbook found on the I&M Society website](#).

Letters of Intent (LoI) for bids year X+4 bids will open on or about **October 1** of year X, and accepted until **December 31**. Those selected to submit formal bids will be contacted and will have until **March 1** of year X+1 to submit a full bid package. The bids may be reviewed by an assigned venue selection committee and the finalist will be selected to present their bids at the Spring Board Meeting held during the I²MTC meeting. Awards will then be made at that meeting.

Letters of Intent, and subsequent Full Bid Packages, should be submitted to Ms. Judy Scharmann, j.scharmann@conferencecatalysts.com, with CC to Reza Zoughi, zoughi@mst.edu.

1. Proposed Conference Venue

The venue should be able to handle up to 400 participants in plenary sessions, up to 500 for banquets, and 5 parallel sessions (each room seating at least 75). There should also be 2 additional rooms for ancillary meetings with the ability to seat 35 U-Shaped. Near the sessions, exhibit space should be in a common area to accommodate morning and afternoon breaks, up to 25 company booths, and up to 160 poster presentations (20 double-sided display boards to accommodate 4 posters each). The bid must provide:

- estimated costs for meeting and banquet space,
- available audio/visual specifications and rates,
- list any applicable and required government permits/restrictions and taxes,
- proposed conference dates that schedule tutorials on Monday and the conference sessions Tuesday, Wednesday, and Thursday, and
- details of any security needs and arrangements. Note that the personal safety of participants is an important consideration in the venue selection process. What should participants be told about security precautions?

2. International Air Access & Local Transportation

Convenient access for international travelers is an important factor in venue selection. Therefore, the bid must provide information about:

- list of international air carriers that service nearby airports,
- estimated cost of round-trip airfares from representative international destinations where the attendees may be coming from (e.g., London, Frankfurt, New York, Chicago, Los Angeles, Tokyo, Sydney, etc.)
- detailed information about entry visa requirements, and
- an informative summary of the local public transportation facilities and schedules.

3. Expected Weather Conditions

I²MTC Conference dates are commonly in early to late May. Therefore, the bid should provide:

- historical weather summaries for the proposed conference dates.

4. Accommodations for Professionals and Students

Conference Catalysts, is the company that assists with the management of the I²MTC conference series, negotiates hotel contracts and discounted rates for professional and student participants. Estimates of expected hotel expenses are needed early in our venue selection process. Bidders, please do not negotiate anything with any hotels or venues. This will only hurt the process later when Conference Catalysts begins negotiations. The bid must provide:

- a list of hotels, the number of available rooms for each, their distance and accessibility from the conference venue (if different than the hotel) and from restaurants and shopping districts,
- estimated reduced room rates for professionals and students.
- List estimated reduced room rates for early arrivals and late departures,
- details regarding available transportation modes and schedules between the conference venue and recommended hotels, and
- verification that the hotel can provide high-speed WiFi service in all quest rooms, and the cost (if any).

5. Support from Local Volunteers

I²MTC meetings are led by a General Chair or Co-Chairs. Local volunteers are needed to assist with registration, session A/V, venue guidance, etc. Therefore, it is essential that the bid identifies, highlights and lists:

- a recommended Conference General Chair or Co-Chairs and provide a supporting CV and list of any and all experiences they may have had in organizing similar conferences,
- any local IEEE or other professional society volunteers that will be involved, and
- any other local organizations that will provide volunteer support.

6. Summary of Past IEEE Technical Conferences at the Venue

The Society usually prefers to locate I²MTC Conferences at venues that have hosted other successful IEEE technical conferences. Thus, the bid must provide a list of any recent IEEE conferences held at the proposed venue and must indicate their financial sponsors with contact information.

7. Local Industrial Interests in Instrumentation & Measurement (I&M) Fields

The Society strives to host I²MTC meetings at sites near industries that are engaged in the I&M fields. Therefore, the bid should:

- provide a list of such local companies with contact information, and
- indicate which of these companies are potential patrons and exhibitors.

8. Potential Financial Support from Government and Industry

The success of I²MTC meetings often hinges on its ability to attract financial support from governments and industry. In such instances the bid must provide:

- a list of any expected support from government grants, and
- prospects for support from industrial sources.

9. Options for Technical Tours

Local organizations can publicize their activities/operations by offering technical tours for I²MTC participants. If applicable, the bid should provide a list of potential technical tours near the venue site.

10. Social Program Possibilities and Nearby Tourist Attractions

Every I²MTC meeting offers at least two social programs for conference participants and their guests, namely; a welcome reception (on Tuesday afternoon) and a conference banquet (on Wednesday evening). The bid must include a list of:

- potential banquet venues and options,
- potential local tours, including any specially-arranged tours for participant spouses and guests, and
- pre- and post-conference full-day tours of nearby attractions.

11. Proposed Preliminary Budget

The Budget template will be sent to bidders upon request. Send requests to Casey Henshaw, chenshaw@conferencecatalysts.com. Bidders are to use the budget template to project revenue and expenses for the conference. Conference rates that have been included in the revenue section cannot be changed without the permission of the I²MTC Board of Directors. The fees for Conference Catalysts, the Professional Conference Organizer (PCO), are also

negotiated by the Board and cannot be changed. Other values included are for guidance and may be adjusted, but **consultation with Casey Henshaw at (chenshaw@conferencecatalysts.com) is strongly recommended.** Please pay particular attention to the financial role of the local organizers. The local chapter or section may be included on a sponsoring partnership basis or as a service provider. Make clear the proportion or amount of proceeds expected to be retained by the local organizing organization (if any). A Memorandum of Understanding (MoU) will be created between the Board and the local organization if the bid is successful.

For all details of this bid, it is strongly recommended to consult with Casey Henshaw at chenshaw@conferencecatalysts.com.