Policy Manual
for the
Planning and Preparation
of the
ISBS Annual Conference

Issue 2020

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1. Preface

The ISBS Conference with the official denomination “xx. Conference of the International Society of Biomechanics in Sports” is an annual event for the presentation of academic research in Sports Biomechanics. The primary purpose of this Policy and Guideline Manual (PGM Conferences) is (1) to assist interested members to prepare the proposal for hosting the conference, (2) to assist the Executive Committee to evaluate and select the proposal for hosting the conference, and (3) to assist the members whose proposal has been selected to prepare the conference. Therefore, the Manual contains three Sections (plus appendices).

The financial goal of the host should be to neither make a profit nor incur a financial loss. This philosophy is intended to minimize the costs to potential delegates to encourage attendance.

The Vice President of Conferences and Meetings is responsible for editing and upgrading this guidelines manual, and to maintain a current copy on the ISBS website. Amendments to this manual must be approved by the absolute majority of the voting by the Board of Directors according to the By-laws of ISBS. Groups applying for hosting the ISBS Conference should also communicate with and utilize the experience and opinions of the past chairs plus the Executive Board members. In this way the society will maintain consistency from year to year and hopefully will expand and grow through the combined experiences of its members.

Conference History

The International Society of Biomechanics in Sports (ISBS) is composed of members from all over the world with a common desire to study and understand human movement, especially in relation to applied sports biomechanics. Participants come from a wide range of backgrounds including exercise science, education, engineering, computer science, rehabilitation and medicine to name a few. The primary purposes of ISBS is (1) to provide a forum for the exchange of ideas for sports biomechanics researchers, coaches and teachers, (2) to bridge the gap between researchers and practitioners, and (3) to gather and disseminate information and materials on biomechanics in sports. The first full scale conference of ISBS was held June, 1982, in San Diego, California, with 123 participants. The annual conference has since circled the globe numerous times as it rotates between three global regions of (1) Australasia, (2) Europe and Africa, and (3) North and South America, providing an opportunity for delegates to visit and experience varying cultures, whilst proving some equality in travel demands for delegates from different regions through a three-year cycle (see Figure 1, below).

The annual conference of the ISBS family is conducted in a friendly atmosphere, which favors and encourages wide participation. This ISBS congeniality is unique and dear to its members. The quality of research presented and materials produced are at the cutting edge of knowledge and technology. In addition to oral and poster research presentations select sport science (applied) topics are covered in depth each year through special lectures and applied sessions. In addition, special features include the Geoffrey Dyson Award lecture presented by an outstanding scientist in sports biomechanics, and the Hans Gros Emerging Researcher Award lecture presented by an outstanding early career researcher (3-5 years post PhD) in sports biomechanics. A number of other awards and recognitions are given each year including the New Investigator Award. Other conference features enjoyed by all include the opening reception, industry exhibits, equipment demonstrations, organized sightseeing trips, and the closing banquet.

A map of the conference locations can be found at:
https://www.zeemaps.com/view?group=3270216&x=21.281756&y=42.936345&z=16

International Conference of Biomechanics in Sports

Figure 1: ISBS Locations https://www.zeemaps.com/view?group=3270216&x=21.281756&y=42.936345&z=16

2. Section 1: Selection of proposals to host the ISBS Conference

This document serves as an aid for ISBS Executives and Board members in their review and selection of proposals to host the ISBS conference.

2.1. Call for submission

On the 1st of October each year the VP of Conferences and Meetings will call for the submission of proposals to host the ISBS conference to occur in three years' time, and will indicate the preferred global region from (1) Australasia, (2) North and South America, and (3) Europe and Africa. The request for proposals will be made through e-mails to all members and an announcement published in the fall issue of the ISBS Newsletter. The deadline for submission will be April 30th, three years in advance of the proposed year in which the conference is to be hosted.

The proposals received by the VP of Conferences and Meetings will be formally evaluated by the Executive Committee, with a report and recommendation provided to the Board of Directors in the pre-conference meeting of that year's annual conference. In the event of two or more proposals being received by the VP of Conferences and Meetings, the full proposals will be circulated electronically to all Directors. The purpose of sending the full proposals to all Directors under these circumstances is to avoid regional bias in the voting process by having a larger representation of ISBS members involved. The Chair(s) of the Organizing Committee for each proposal will be encouraged to make a brief (approx. 5 min) presentation of their bid at the Pre-Conference Meeting and answer any questions. The final selection of the conference host will occur by a closed voting process at the pre-conference meeting of the Board of Directors that, in the case of only one proposal received, be a vote on whether to endorse the recommendations of the Executive Committee, or in the case of more than one proposal, a vote to select the conference host for three years' time.

In the event that no proposals are received, the VP of Conferences and Meetings will make a second call for submissions on the 1st of May, opening the invitation to all global regions. The request for proposals will be made through e-mails to all members. The deadline for submission of the second call will be June 1st, three years in advance of the proposed year in which the conference is to be hosted.

The member wishing to apply to host the conference must be a full member in good standing having been a continuous member of ISBS for at least two years prior to bidding to host the conference. The proposal should be submitted as an attachment by electronic mail to the VP of Conferences and Meetings. The conference planning process plus details related to the by-laws, constitution and policies, and operating guidelines are available on the ISBS website.

Key points:

(1) The VP of Conferences and Meetings will seek submissions by email as follows:

- October 1st: First call for conference host proposals, indicating the preferred global region
- March 31th: Deadline for first call submission of proposals
- April 1st: Second call for conference host proposals (if needed), open to all global regions
- June 1st: Deadline for second call (if needed) submission of proposals

(2) The Executive Board will thoroughly review all proposals received in the first instance and submit a recommendation to the board of directors at the pre-conference meeting; however, the final decision will be made by the Board of Directors at the pre-conference meeting of that year's annual conference.

(3) Only full members in good standing (having been a member for a minimum of the two previous years) of ISBS may submit a proposal to host the annual conference.

2.2. Special circumstances

Occasionally an ISBS member may have special circumstances where he or she may want to bid for the annual conference in a specific year e.g. to coincide with an institution's significant anniversary or a major regional event. Under those circumstances the ISBS member should write to the VP of Conferences four years in advance of the proposed year seeking permission to submit a bid the following year, outside of the normal geographical rotation. The Board of Directors will consider the member's special circumstances request at the pre-conference meeting of that year's annual conference, and vote whether to approve the request or not.

If an ISBS member has been approved to submit a bid under special circumstances, the VP of Conferences will communicate that information when making a call for proposals the following year. Even under special circumstances, the outcome of subsequent bids in the following year is not guaranteed to be successful and will undergo the standard process of evaluation alongside any other bids received. If a regular bid and a bid with special circumstances are judged to both be of a sufficient standard to accept, the Board of Directors may elect to accept both bids. The President will negotiate with the standard bidder to host in four years' time, instead of three. The purpose of this strategy is to ensure that whilst showing flexibility towards special circumstances that the geographical rotation of the annual conferences is maintained.

2.3. Proposal evaluation

The selection process is based on an evaluation of a written proposal to host the conference and will be based on the rotation among three geographical regions of the world. Where possible the conference will rotate from 1) Australasia to 2) North and South America to 3) Europe and Africa. This rotation may vary depending on the interest demonstrated.

The evaluation and voting on the proposals is based on the consideration regarding the following factors:

- Statement of interest
- Scientific program
- Applied program
- Social program
- Financial commitment/statement of support
- Proposed date
- Conference venue description
- Facilities
- Accommodation
- Incentive for students to attend
- Travel and transportation including local transportation
- Registration costs
- Proceedings
- Refereeing of the papers
- Promotions for the conference
- Spouse and accompanying persons program
- Company exhibitions
- Other major features

2.4. Integrity of the evaluation and selection process

To maintain integrity in the evaluation and selection process, members of the ISBS Executive and Board of Directors are not permitted to accept gifts or any methods of procurement such as keynote or invited presenter arrangements during the conference bidding process. If a bidder is revealed to breach this condition, via strong evidence provided to the President, then the bid will be removed from consideration for that year.

3. Section 2: Preparation of a proposal for hosting the ISBS Conference

The aim of this document is to provide a consistent set of guidelines to assist each new conference chairperson to prepare a proposal for hosting the ISBS conference.

Each conference will have its own unique differences due to the nature of the country and its culture, including the site and the philosophy of the Chair and Organizing Committee. These qualities make each conference memorable and significant. These guidelines are not intended to standardize all aspects of the conference, but rather to control the academic standards and quality provided. It is therefore critical that the Chairperson maintains a close link with the Vice President of Conferences and Meetings, President and the Executive Council. It is important that academic and organizational standards be met in accordance with the guidelines as they are presented in this document.

The evaluation and voting process is described in Part 1 of this manual.

3.1. Requirements of proposal

The applicants should provide the following information under the headings provided. Only materials that can be distributed by email should be submitted to the VP of Conferences and Meetings. In addition to the name, address, position and institutional affiliation the proposals should contain the following items:

- Statement of interest
- Scientific program
- Applied program
- Social program
- Financial commitment/statement of support
- Proposed date
- Conference venue description
- Facilities
- Accommodation
- Incentive for students to attend
- Travel and transportation including local transportation
- Registration costs
- Proceedings
- Scientific Committee/Refereeing of papers
- Conference Promotions
- Spouse and accompanying persons program
- Company Exhibits
- Major features

Statement of interest: Outline, in brief, your past affiliation to ISBS and your reasons for hosting the conference. Indicate the benefits gained by ISBS plus the local academic, sport and professional communities.

Scientific program: Outline the key issues and the format of the scientific program (Keynotes, oral presentation, poster presentation).

Applied program: Based on the mandate of the Society, having an emphasis on the application of scientific research, the symposium must include an Applied Program, distinct from the oral and poster presentations. Indicate your commitment to an Applied Program and how you propose to maximize interaction between theoretical and applied research, also provide written proceedings for the content of the program. Indicate in writing what your plan is to implement the program, which is oriented toward providing a service for practitioners in the field, i.e. coaches, teachers and related professionals.

Social program: Provide a brief description of the planned social events, recreational options and possible tours.

Financial commitment/statement of support: Please provide a general outline of your proposed budget and financial sources of support. Letters of financial support should be included in the application or should be forwarded by email to the VP of Conferences and Meetings. You should be aware that there must be a financial commitment to host the conference and that your institution is responsible for the financial outcome of the conference. It is therefore important that you indicate in writing that you have financial backing from your institution or external sponsorship.

Proposed date: Set a tentative date plus alternate dates that will be finalized by the ISBS Executive so there is no conflict with other major conferences at that time of the year.

Conference venue description: Please give a description of the region, the unique aspects of the city, and cultural attractions that will make the venue appealing for international visitors. Indicate the weather trends and general environmental conditions.

Facilities: Provide a description of the facility where the conference will be held and its relationship to the location of accommodation. Indicate how you will support the presentation of papers using different formats (computer slides, posters etc.).

Accommodation: Provide a range of options with different price levels including economical student accommodation.

Incentive for students to attend: Describe the attractions you will provide to enable students to attend and be involved in the program (reduced registration fees, cheaper accommodation, perhaps through graduate student contacts and university dormitory housing).

Travel and transportation including local transportation: Outline the source of major airline travel, possible ground travel arrangements and general information for international access. Also provide information about local transportation options.

Registration costs: Quote registration costs in the local currency with current conversion, at the time of the bid, to $ (US) or € (Euro). Any additional costs to registrants should also be quoted. Please note the ISBS policy:

(1) All social events (including closing banquet) are included in the registration fee
(2) Additional registration fee for 'Non ISBS members': currently set at € 100*
(3) An electronic version of the Conference Proceedings (online, CD or USB storage device) is mandatory and is included in the registration fee, a hardcopy version of the Proceedings is optional and might be charged extra
(4) Differentiation between 'early bird registration' and 'regular registration' is optional
(5) Fellows elected before 2006 receive registration paid for by the Society

6) Consider a cancellation policy (e.g. 8 weeks prior to conference 100% refund, 4 weeks prior 40% and then none. Possibly link it with the finishing of the proceedings)

* Note: The BoD may change these amounts from time to time in recognition of changes to the annual membership fees and other relevant factors.

With respect to the disestablishment of the New-Membership Status by the Post-Conference Meeting 2018, ISBS will provide the host organization with a €2000 lump sum, plus €10 per full or student attendee.

Proceedings: The provision of an electronic version of the Congress Proceedings is mandatory, a hardcopy version is optional. In case of providing a hardcopy version please indicate how you will facilitate the

submission and review of papers in order to ensure printing of the proceedings prior to the conference. Indicate the additional costs, if any, for the printed version of the Proceedings. When the NMU paper submission & reviewing system will be used, the Proceedings should be electronically available via the ISBS archive at the beginning of the conference.

Scientific Committee/Refereeing of papers: Outline the selection process for the members of the Scientific Committee and the paper reviewing process in order to provide quality scientific papers.

Conference Promotions: The proposed conference is generally promoted at the preceding conference held the year before. Indicate your plan to promote the conference during the preceding year to ensure maximum attendance. The host of the upcoming conference has the opportunity (about 10 min) to promote the next year conference with a speech including video clips or pictures during the Closing Banquet.

Spouse and accompanying persons program: Outline the program to support registrants accompanying delegates.

Company Exhibits: Outline the companies you propose to approach to provide biomechanical product exhibits and/or sponsorship.

Major features: Outline the major feature of your conference and how you might provide a unique and original approach compared to alternative sites.

4. Section 3: Conference hosting guidelines

The aim of this section of the 'PGM Conferences' is to provide a consistent set of procedures to assist each new conference chairperson for hosting the ISBS conference. This document provides the chairperson with the following:

1. A written set of procedures, which might affect the conference format.
2. A time based step-by-step approach for preparation.
3. Guidelines for academic standards and refereeing procedures for published proceedings and papers.
4. An organizational approach that reflects the "Mission" of the Society and which includes an emphasis on both a SCIENTIFIC and an APPLIED program.

Each conference will have its own unique differences due to the nature of the country and its culture, including the site and the philosophy of the Chair and organizing committee. These qualities make each conference memorable and significant. These guidelines are not intended to standardize all aspects of the conference, but rather to maintain the academic standards and quality provided. It is therefore critical that the Chairperson maintains a close link with the Vice President of Conferences and Meetings, the President and the Executives of ISBS. It is important that academic and organizational standards be met in accordance with the guidelines as they are presented in this document.

4.1. Conference Committees and Student Representative

ISBS Conference Committee: The members of the ISBS Conference Committee (CC) are the VP Conferences, President, President Elect/Past President, Treasurer, Secretary General, VP Awards, VP Publications, VP Public Relations and VP Research and Projects. The CC shall be chaired by the VP Conferences. The CC supports the host regarding the Scientific and Applied Program and ensures the scientific quality of the conference.

Conference Organizing Committee: The Conference Organizing Committee shall be chaired by the on-site Conference Chairperson(s), who shall appoint committee members as required. The Committee shall be responsible for organizing and carrying out the Annual Conference.

Conference student representative: The Organizing Committee should include one member of the host institute's graduate student community. This person should assist in the organization of the student-specific activities at the conference (e.g. student night, student mentoring program, or other activities they feel may enhance the student experience at the conference and maximize student engagement with the society). The student member of the organizing committee will also liaise with the Student Representative on the Board of Directors in relation to student-specific issues they think may need to be addressed. This representative will be appointed by the Chair of the Organizing Committee.

4.2. Promoting the Conference

Conference Logo:

Each conference is encouraged to develop and use its own unique logo. However wherever possible the ISBS logo should also be incorporated into all promotional materials (print, web, and electronic mediums). The ISBS major sponsors must also be acknowledged on the conference website. The conference organizer should contact the VP of Public Relations for advice to identify the ongoing major sponsors of ISBS. The conference logo should be launched at the ISBS conference of the year previous to the hosted conference (to coincide with flyers, webpage etc.).

Conference Website:

Establish your conference web site 12 months before the conference date and update the web site throughout the year with relevant information (in as much detail as possible at that time: schedule, social and scientific programs, keynote speakers, applied sessions…). ISBS and Conference Sponsors should be included on the website and additional promotion material. A link allowing the download of the ISBS and the Conference Logos should be provided (http://bit.ly/ISBSLogo-zip).

Pre-Conference Promotion:

Each conference should be promoted at the previous year's conference, where a display stand and informational literature is provided. A booth for the following year's Conference will be provided for by the Organizers of each Conference in the Exhibition Hall. A visual display on video or computer plus brochures to describe the conference site should be available to attendees. The first call for submission of papers should also be made at this time. The host of the upcoming conference is invited to promote the next year's conference with a speech including video clips or pictures during the Closing ceremony or closing Banquet (about 10 min).

Call for Papers:

A minimum of three (3) calls for papers should be circulated to all members. Suggested approximate time intervals are:

First call

12 months before the conference. Provide conference information a year in advance. It is suggested that this call include the following:

- Internet link to the conference website
- Objective of the conference
- Accepted topics of research within sports biomechanics for the conference
- Announcement of the New Investigator Awards
- Paper due date: 4-5 months before the conference
- Acceptance replies: 2-3 months before the conference
- Early registration: 2 months before the conference
- Author instructions for manuscripts
- Preliminary registration/accommodation fees

Second call

10 months before the conference

Final call

6 months before the conference. The final call for papers should contain the following:

- Internet link to the conference website
- A list of the ISBS Organizing Committee
- A list of the Invited Speakers
- Information about the venue and conference site including climate and culture
- Procedures for registration, accommodation options and the appropriate internet links
- Details relating to oral and poster presentations
- Cultural opportunities, tours and sight-seeing plus recreational options
- Due dates for paper submissions
- Conference/accommodation fees

4.3. Acceptance and presentation of papers

All papers should be presented by a member of the author-team, ideally the first author. From an organizational perspective, the host can ask for the proposed presenting author at paper submission. The presenting author must register for the conference as a condition of paper acceptance. The host may restrict the number of papers presented by one author if required, but the procedure for accepting a paper should be indicated at the webpage prior to the paper submission deadline.

4.4. Incentives for all Conference Delegates

The organizers should provide a conference that is attractive to all ISBS members and delegates. When designing the scientific and applied program, as well as promoting the conference, consideration should be given to the varied interests of those attending the conference. For example, wherever possible the keynote and invited speakers should include both **male and female** speakers.

Student registration shall include all benefits offered to Full Registrations. Additional suitable incentives to attract young researchers and students should be offered through reduced registration fees and cheaper accommodation, perhaps through graduate student contacts and/or university dormitory housing.
Please note the ISBS policy for Registration Cost as indicated in 3.1 “Registration Cost”:

4.5. Scientific Program

The Scientific Program, including the keynote and invited speakers, as well as the schedule of the program must be discussed with the ISBS Conference Committee (CC) before optional keynote and invited speakers are approached by the host.

Program Design:

The academic aspect of the program will be organized into keynote presentations, oral presentations, poster sessions, and applied sessions. The nature of the applied sessions will depend on the preference of the chair, what has been offered in the preceding years and the available space/ equipment. The design of the program will vary depending on the number of presenters, the nature of the presentations and the facility available. The Oral sessions usually consist of four to six, fifteen-minute presentations often with a central theme or focus. Each session will be chaired by at least one ISBS member who will announce speakers, keep time and chair questions. Keynote speakers or Invited speakers will start some of the sessions. It may be necessary to provide parallel sessions where delegates choose which presentations to attend. Each session should be followed by a break, either coffee or lunch, and each session must start on time according to the schedule. Session chairs must be allocated with a backup person also listed in the program. Poster sessions are allocated into two or three different sessions and judging for poster awards should take place before posters are removed for the next session.

Invited Speakers:

The Organizing Committee must approach recognized speakers to give Keynote presentations in specific areas of research. In addition, other speakers can be invited to give special presentations in different areas of research concentration. The conference organizing committee should review past conferences to prevent repetition in the selection of keynote and invited presenters.

The Chair should also consider inviting community or international delegates who are able to contribute to the applied program. These might include clinicians and therapists, coaches, teachers of Biomechanics related disciplines, ergonomists, technicians and engineers that are connected to human movement applications. An effort should be made to move beyond purely academics to include practitioners. The design of the program

should be organized to enable delegates to attend applied sessions based on their interest area and also enable open discussion and feedback sessions.

When selecting invited speakers for Keynote Presentations and for the Applied Program, the organizers should consider diversity of the presenters whenever possible. Specifically, the organizers should attempt to provide speakers that represent both genders (males and females), age groups (excluding students), and different nationalities. Organizers are encouraged to also promote their regional strengths when developing their scientific program. These considerations, however, should not preclude selection based on recognized merit.

The chair must negotiate with each invited speaker regarding financial support. It is suggested that the minimum amount of support is as follows:

Geoffrey Dyson Keynote	Registration Fee
Keynote Presenters	Registration Fee and Accommodation (up to 6 nights)
Invited Presenters	Registration Fee

Oral and Poster Presentations:

Delegates may apply to present their paper in either oral or poster format. Wherever possible the conference chair will try to accommodate the delegate's preferences. However due to timetabling reasons, scientific quality (recommendation of the reviewers to be presented as a poster), or due to the topic, the conference chair may change the format of the presentation. For this reason it is recommended that the papers are communicated as accepted with the specific format stated.

Oral and poster presentations will have equal weighting for publication in the proceedings. It is recommended that oral presentations are limited to **10 minutes, with an additional 5 minutes** for questions, and the time should be strictly adhered to. All presenters will use computers provided by the Conference Organizers to avoid technical delays. Information on the platform/system that will be available for presentation of papers at the Conference should be provided to presenters at time of notification of the paper's acceptance. This information should also be posted on the website.

Poster presentations should be presented in an appropriate viewing area away from general traffic, but within easy access from the area where delegates circulate during breaks. The size of the space should be stipulated so that the author can plan the format of the presentation. It is strongly recommended that the posters be in the same area as the exhibits to facilitate delegates attending both. Authors should be scheduled to be on site for questions during specified periods.

Preliminary Program Distribution:

Copies of the preliminary program shall be provided to all presenters prior to the conference so that the schedule of events and presentation times are available before travel to the conference. This can be provided through the web page or e-mail based on the registration information received.

Paper Submission:

All papers shall be submitted electronically to the Chair of the Conference. Poster or oral presentations will require a manuscript of up to 4 pages**.** Keynote papers should have a minimum of 4 pages. For details please see the General Instructions for Authors and the Sample Paper in the ISBS home page and conference web site.

Paper Submission & Review Process:

Currently the NMU-paper submission and review system is provided by ISBS. Using this system has the advantage that the proceedings are directly available on ISBS archives.

The Chair of the Conference is responsible for managing the paper review process. He/she will send each paper to two (2) members of the ISBS Scientific Review Committee and will indicate the authors preferred

presentation format. The review process is double blinded so that authors' and reviewers' identities are not disclosed. At least one of the two reviewers must be fluent in reading/writing English. The ISBS Scientific Review Committee will consist of members of the ISBS Executive Committee, ISBS Board of Directors, ISBS Fellows, Invited Speakers and any co-opted members as deemed necessary by the Chair of the Conference. The reviewers will return all paper reports to the Conference Chair.

If the paper is accepted: the Chair of the Conference will submit the title and relevant "section" of the paper for the conference program. The paper will begin the final editorial process (see below).

If the paper is accepted pending minor/major revisions: it will be returned to the authors, modified and then returned to the Chair. If the modifications are appropriate the Chair of the Conference will submit the title and relevant "section" of the paper for the final editorial process (see below). If the paper is not modified, it will be rejected.

If the paper is rejected: the authors will be notified.

The Chair of the Conference has the discretion at this time to change the presentation format for the paper. The authors must be notified if their paper presentation format is not what they requested.

Editorial Process of the Proceedings:

The editorial process can be found in the PM of the VP of Publication.

The Editors of the proceedings will be the Chair of the Conference Organizing Committee and any other person of the Conference Organizing Committee deemed appropriate by the Chair. All other people involved in the review/editorial process must be acknowledged in the preamble to the papers.

4.6. ISBS Awards

ISBS Geoffrey Dyson Award (GD):

The Geoffrey Dyson Award is presented annually and is the most prestigious ISBS award. The recipient of this award is decided one year in advance following a nomination process and review by the VP Awards and the Awards Committee. The award, travel and accommodation costs are covered by ISBS, while registration is covered by the conference host. Usually the GD lecture is presented as the opening lecture on the first day of the conference as part of the opening ceremony.

ISBS Hans Gros Emerging Researcher Award (HG-ERA):

The Hans Gros Emerging Researcher Award recognizes excellence in early career research. This prestigious award is given annually to an individual who has excelled in the early research career (2-5 years post PhD) and has embodied the ISBS philosophy of applied science and 'bridging the gap' between research and application in practice. The winner is invited to present a lecture on his/her research at that year's ISBS conference.

New Investigator Award (NIA):

The winners of the NIA are decided by the Awards Committee using a Paper Evaluation Form and a Presentation Evaluation Form for each young researcher nomination in categories 'Oral Presentations' and 'Poster Presentations'. The award process is monitored by the VP of Awards and the Awards Committee during the conference. The procedure is published in the NIA guidelines.
Oral Presentations: In accordance with the VP Awards the local organizers provides specifically indicated NIA oral sessions during the first half of the conference. These sessions shall be chaired by members of

the Awards Committee. The three best pre-selected candidates present again prior to the closing ceremony in the afternoon of the last conference day.

Poster Presentations: In accordance with the VP of Awards the local organizers provides specifically indicated NIA poster sessions during the first half of the conference. These sessions should be chaired by members of the Awards Committee.

Fellows (FISBS):

Fellows of ISBS (FISBS) are selected by the Awards Committee.

Life Members:

Life Members of ISBS are selected by the Life Membership Committee of ISBS.

Presentation of Awards:

All awards are presented at the Closing Banquet or closing ceremony: New Investigator Awards (Orals and Posters), Fellows (FISBS), Life Members and the Geoffrey Dyson Lecturer for the next year.

Detailed information on all awards is presented in the 'Policy Manual of VP of Awards'.

4.7. ISBS Grants:

ISBS Student Travel Grant (STG)

The ISBS Student Travel Grant financially supports students in attending the Annual Conference. The requirements for application are:

- ISBS Student Member in good standing or New ISBS Student Member
- Acceptance of at least one paper for oral or poster presentation
- Submission of the STG Application Form not later than April 30 to the conference host

Currently, 6.000 Euro are provided for the STG from ISBS. Up to 500 Euros are provided for each individual. The ISBS host is encouraged to also contribute towards the STG. This grant does not take into consideration scientific excellence (other than that the paper was of accepted for the conference), but should aid students with the travel cost. As the housing and transport from and to the airport are approximately the same for each student, airfare is the main criteria. The distribution of the grant is discussed and decided by the STG-Team, consisting of the VP Conferences (chair), the local host and three ISBS Directors covering the geographical regions Europe/Africa, Australasia and the Americas. Usually each year one of the directors is substituted by another director from the same region. This guaranties both consistency and fluctuation of the STG Team. The STG Team is adopted by the BoD at the Post-Conference Meeting every year. The conference host is encouraged to provide additional STGs according to the Students Incentive Programs. The distribution of additional STGs has to be arranged with the STG Team. Incentives for developing countries (World Bank List) should be considered. The STG and the procedure have to be announced accordingly on the conference web site.

The operational business of the STG (applications, communication etc.) is conducted by the conference host in close accordance with the VP Conferences. Note: The host will provide the STG-money to the students in cash at the conference or via electronic transfer. ISBS will reimburse the ISBS percentage with the final bill.

Student Mini Research Grant, Internship Grant, Mobility Grants : Information on ongoing ISBS Grants such as those named above can be found at the ISBS Society homepage (https://isbs.org/grants). The host should provide a link on the current conference webpage to these Grants.

4.8. Venue, Facility and Social Program

Speaker Ready Room: An appropriate area adjacent to the main presentation area should be provided so that presenters can access technical assistance and equipment. Support staff must be available for direction and problem solving at all times during the operating hours.

Presentation room: Support staff and back-up equipment in case of failure should be provided at all times in the presentation area.

Commercial exhibits: A variety of commercial exhibitors should be approached to demonstrate their products, which are usually exhibited adjacent to the poster and coffee break area where delegates circulate.

Communication facilities: Computer facilities with internet connection should be available.

Registration: The host is required to use the OpenWire conference tool (provided by ISBS) for registration, as it is linked to the current member registration system (ISBS.org). The host will be provided with an individual "registration shop" where conference specific items (such as registration, participation at events, purchases of Conference items (e.g. T-shirt) etc.) can be set-up. It is recommended, that the host provides a local ISBS Conference bank account for the registration shop. For easy registration-process of the delegates a paypal option is recommended. Initial registration shop set-up cost is provided by ISBS up to € 750. Changes to the registration cost exceeding this limit have to be paid by the local host. Registration fees are based on ISBS membership, student status, an accompanying person or a non-member and time of registration. An option to pay by credit card is recommended. Additional payment procedures are optional, but administrative costs should be minimized. Delegates' registration details may not be released to any third party. Contacts from exhibitors, sponsors, or other entities must go through the Conference Organizers and the Society.

Transportation: Ground transportation for airport arrivals and departures should be scheduled and organized based on the local options available.

Conference Meetings: In cooperation with the President/President Elect and the Secretary General three major meetings have to be scheduled at the conference: (1) *Pre Conference Meeting:* generally in the early afternoon (2½ hours) of the first conference day (prior to the Opening Ceremony), (2) *Annual General Meeting (AGM):* generally during lunch time (1½ hours) in the second half of the conference, (3) *Post Conference Meeting*: generally in the afternoon (3 hours) of the last conference day. When necessary, food and refreshments have to be provided by the local organizers. Provision of food and refreshments by the local organizers is recommended. Cost of the refreshments will be covered by the Society.

Social Program: During the conference a variety of optional recreational and free time activities should be scheduled. The chairperson will decide on the appropriate options and schedule in order to balance the academic, social and cultural activities. Each conference site will offer unique cultural differences and these features provide an important balance to the academic program. For delegates with family members an optional program of events should be organized for those not attending the formal aspects of the conference program. Registration of these persons should be included on the registration form so that numbers are available for planning purposes.

Additionally, the host should organize an event to express their gratitude to internal and external supporters of the conference (reviewers, BoD, sponsors, exhibitors etc.).

Opening reception: This event is scheduled on the evening of the opening ceremony and serves as an informal welcome for incoming delegates to mingle and socialize prior to the start of the conference.

Closing banquet: The banquet is held on the last evening of the conference and involves a meal, often with local traditional entertainment. The awards and STG are presented as part of the program and gifts are usually presented to the invited speakers, the committee members and selected staff members. The host of the upcoming conference should have the opportunity (about 10 min) to promote the next year conference with a speech including video clips or pictures.

Conference package: On arrival and upon payment of the registration fee, the delegate will receive the conference package. The materials might include binder or bag with ISBS and conference logo, writing material/pen, Congress Program, electronic version of the Proceedings, name tag, event tickets, meal tickets, T-shirt, cap.

4.9. ISBS Sponsors

The conference host has to fulfill the commitments between ISBS and the ISBS sponsors with respect to the contract (see below). More specifically, conflicts between ISBS sponsors and conference sponsors have to be avoided. Details are presented in the 'PGM Public Relations'. The corresponding issues have to be coordinated between the host conference chair and the VP Public Relations.

Local organizer

- Inclusion of the Society Sponsors' company logos on the flyer of the Annual ISBS Conference
- Society Sponsors' company logos in the printed program of the Annual ISBS Conference
- Society Sponsors' company logos on front page of the Annual ISBS Conference website
- Society Sponsors' company logos in the NIA guidelines on the Annual ISBS Conference website
- Society Sponsors' company logos on the NIA winner certificates
- Society Sponsors' company logo on the ISBS sponsor banner (presented at the Annual ISBS conferences)

4.10. Conference Reporting

Written Conference Reports should be provided on a 6 weeks interval in the final preparation year. The VP of Conference will discuss with the host the report deadlines. A report template is included in the appendix. After the conference, a written report (template in appendix) should be submitted to the VP of Conferences and Meetings within three months and used for revision of these guidelines. The final invoice between ISBS and host will be paid after the submission of the final report.

5. Appendix I: Time-based check list for upcoming host

The Appendix provides a suggested time-line to assist each new conference chairperson in their preparations for hosting the ISBS conference. The categories are based on administrative and academic areas. It is strongly advised that the new conference Chair communicate with the VP of Conferences and Meetings and meet with former chairs to discuss new approaches and potential problem areas.

5.1. 24 to 12 months in advance

Scientific Program

- Develop a list of potential Invited Speakers
- Provide the Institution or Conference Center with dates and details relating to the academic nature of the conference
- Reserve the necessary rooms, equipment and staff with required technical expertise for the dates and time of year
- Provide details of electronic Printing and Publishing costs
- Meet with the President, VP of Conferences and Host of the conference one year before at the ISBS conference
- Meet with the VP of Publications to discuss paper submission and review process
- Submit a list of potential members for the Scientific Committee to the VP Conferences and Meeting
- Plan potential content for presentation and materials to promote the conference at the next ISBS symposium (e.g. video, slides, literature etc.)
- Consider community groups and organizations, which might benefit through the applied program and approach them for their involvement
- Approach commercial companies for exhibits in related products and services
- Draw up a tentative program including both APPLIED and SCIENTIFIC aspects
- Make a note of potential costs, which you perhaps did not predict on your original budget and which might affect your overall budget
- Make a list of potential fund-raising sources and sponsors to support your budget
- Consider the regulations regarding the ISBS sponsors commitments and regulations

Administrative Planning

- Organize and plan the membership of your Conference Organizing Committee
- Allocate responsibilities to organizing committee members and meet to discuss the planning process
- Set up a budget and financing system for registration payments (local ISBS bank account in accordance with University guidelines) which must include a Credit Card payment option for delegate registration payment via the OpenWire system.
- Develop the promotional details for conference logo website, e-mail and other communication tools with potential participants
- Provide details to the VP of Publications and the ISBS Newsletter Editor so that the conference can be promoted through the ISBS web site
- Reserve Hotel and other Accommodation facilities, Banquet Facilities and Recreational Venues
- Enquire with major airline carriers regarding sponsorship and cost saving agreements to minimize travel costs for conference delegates
- Approach Sponsors for potential financial support

- Enquire regarding possible need for Travel Documentation and/or Visa, Vaccination and Health Insurance that may be required for visitors
- Contact local Tourist Agencies for support and promotional brochures for the Conference Package
- Develop a list of Biomechanics Equipment Suppliers for potential commercial displays; discuss with previous conference hosts possible contact list
- Enquire regarding the necessary Audio Visual and Technical Equipment Suppliers. This is a critical area and it may be necessary to contract out to maximize quality and technical expertise
- Use the ISBS Logo (http://bit.ly/ISBSLOGO) to reproduce and use on all stationary and promotions
- Develop Letterhead and Envelopes using the appropriate logo
- Establish the ISBS website link address and provide details to enable readers to plan (http://www.isbs.org/)
- Update the content of the home page with details of the conference. Once the conference is concluded for the year before, the web should be updated for promotion, information, registration and submission of papers.
- Establish a current e-mail list for all registrants. Members of the Society can be emailed via the Secretary General
- Communicate with the VP of Publications and VP of Public Relations regarding promoting the conference
- Utilize Biomech-L and other list servers to promote the conference

5.2. 12 months in advance

The twelve-month period before the conference is a busy time for the Organizing Committee as there are many critical steps required to maintain the organizational sequence of events. The following steps will help plan the process:

- Prepare the Call for Papers and Conference Brochures.
- Submit an article to the VP of Publications for publication in the ISBS spring Newsletter promoting the conference; submission dates are February 1 of each year
- Discuss with the VP of Awards the procedures for Awards to be given at the Conference.
- Set up the paper submission and reviewing system in collaboration with the VP of Publications
- Finalize Invited Speakers and travel arrangement agreements for each person.
- Re-check all bookings for conference site rooms.
- Discuss the arrangements (session times/ room requirements) for the student mentor programme with the VP of Research and Projects
- Finalize bookings and arrangements for accommodation, food and banquet arrangements.
- Plan the program and book all facilities for recreational and social activities.
- Draw up a tentative program for each day of the conference.
- Follow up on external sources of financial support.
- Plan for media support in the university and local community.
- Design the package for each conference delegate and order the required items.
- Finalize Audio Visual requirements and make sure there is an adequate plan for technical support and backup in case of failure.
- Plan out the physical aspects of the conference area so that it is aesthetically pleasing and that there is adequate lighting, seating, poster display areas and an appropriate area for coffee breaks.
- Provide space for commercial displays including a power supply, furniture and display area as required. Correspond with the Exhibitors as to their needs in the Exhibit Hall.
- Provide telephone, fax, internet facilities plus a secure area to use as office space and storage.

- Arrange computers and staff with expertise for the Speaker Ready Room.
- Finalize your support staff and organizing committee. Plan the instruction and training of the support staff, particularly audio visual/computer support.
- Plan and provide the necessary ground transportation to enable delegates to access social and recreational facilities.
- Draw up a list of restaurants, recreational facilities and optional cultural sites for free time activities.
- Plan out recreational aspects of the program and allocate your support staff to assist you in the planning.
- Standardize computer presentation format in all information brochures and provide for top quality visual display equipment.
- Plan your necessary support staff for the conference and what their duties will include: process registrations, nametags, receipts, package allocation, accommodation, food services payments, membership payments and all other support services required on site. You will need a team of support staff scheduled over the first two days.
- Set up a communication network on site using cell phones, walkie-talkies or other methods of communication.
- Finalize the work areas and presentation areas to provide for copying facilities, slide preparation, computer presentation editing and support staff.
- Plan out the decoration and signage for the conference area.
- The conference logo should be displayed on the podium with appropriate labeling.

6. APPENDIX II: Overview of cost responsibilities

Item		Paid by ISBS	Paid by HOST	Notes
Keynote/Invited/Fellows/Live Members				
	Key-Note Speakers invited by host	--	registration accommodation travel	minimum, host must negotiate with each invited speaker regarding financial support
	Invited Speakers	--	registration	minimum, host must negotiate with each invited speaker regarding financial support
	Geoffrey Dyson	travel accommodation	registration	
	Hans Gros Emerging Researcher	€ 1000 to be used for travel/accomm.	registration	please indicate when transferred to the recipient, that this is intended for travel/registration, and that ISBS will not reimburse any other cost
	Fellows elected prior to 2006	registration	--	John Cooper, Juris Terauds, Bruce Elliot, Doris Miller, Roger Bartlett, Joe Hamill, Benno Nigg
	Applied Speakers	--	to be negotiated with host	
	NIA monetary award	ISBS	--	
Student Travel Grant		€ 6000	according to ISBS application	
Student Mentor Breakfast		x	--	please check back with VP of Projects and Research on the estimated costs
Snacks & Drinks for Pre- and Post-Conference Meeting		x	--	
Promotion Booth for upcoming ISBS Conference			x	

7. APPENDIX III: Conference contract and report templates for host

7.1. Conference Authorization Contract

7.2. Conference Progression Report

7.3. Conference Final Report

XXth ISBS Conference, location, 20XX

ISBS CONFERENCE AUTHORISATION: ISBS 20XX

Date: XX.XX.20XX

<table>
<tr><td>Project Start Event</td><td colspan="2">Project Start Date</td></tr>
<tr><td>ISBS Planning Meeting 20XX,</td><td colspan="2">XX.XX.20XX</td></tr>
<tr><td>Project End Event</td><td colspan="2">Project End Date</td></tr>
<tr><td>Final Report</td><td colspan="2">3 months after ISBS</td></tr>
<tr><td>Project Goal (SMART)</td><td colspan="2">Non-Project Goal</td></tr>
<tr><td>• Planning, Organization and Conduction of the XXth ISBS Conference in Miami, OH</td><td colspan="2">• Financial Loss & Financial Win for Host & ISBS</td></tr>
<tr><td>Main Tasks (Project-Phases)</td><td colspan="2">Project Resources & Costs</td></tr>
<tr><td rowspan="6">• Planning
• Organization
o Scientific Programme
o Social Programme
o Registration
o Paper submission & review & program planning
o Recruitment of Sponsors & Exhibitors
o Promotion & IT & Communication
o …
• Conduction
• Post-processing of ISBS 20XX</td><td>Estimated Participants:</td><td>XXX Full Members
XXX Student Members
XX Accompanying Persons</td></tr>
<tr><td>Estimated Sponsors</td><td>X Gold
X Silver
X Bronze</td></tr>
<tr><td>Estimated Cost in €</td><td>€</td></tr>
<tr><td>Estimated Revenues in €</td><td>€</td></tr>
<tr><td>Estimated Balance in €</td><td>€</td></tr>
<tr><td colspan="2">Budgeting from: Registration (Full € XXX, Student € XXX)
Exhibitors (€ XXX), Sponsors (€XXX)</td></tr>
<tr><td colspan="3">Project Organisation</td></tr>
<tr><td>Project Role</td><td>Tasks/Responsibilities</td><td>Organisation Units, Individuals</td></tr>
</table>

XXth ISBS Conference, location, 20XX

Project-Initiator	ISBS	*President of ISBS*
Project-Lead:	Conference host	
Project-team-members (PTM)	• ISBS Conference Committee (VP Conference, President, Elect/Past President, Treasurer, Secretary General VPs of Awards, Public Relations, Research and Projects, Publications,) • Host:	*ISBS* VPs, Conference Committee *Host*

Declaration of the Host:

I herewith declare to plan, organize and conduct the 37th ISBS Conference in Miami according to the bid accepted by the ISBS Board of Directors on XX.XX.20XX at the ISBS 20XX Pre-Conference Meeting in "Place of Meeting".

Changes to the bid can only be made in accordance with the ISBS Conference Committee.

Declaration of the ISBS:

The society herewith declares to support the Host in planning, organization and conducting the XXth ISBS Conference in "Location" by actions defined in the Policy Manuals of the VPs. The financial win & loss remains with the host.

.....	.....
Given- & Family Name (ISBS)	*Given- & Family Name* (Conference Host)

Report X: Progression of ISBS 20XX

Date:

Topic	Status:	Actions (Responsibilities)
1. Status Overall • •	◯	• •
2. Status Resources/Finances • •	◯	• •
3. Status Scientific Programme (Paper submission/review/Programme, keynote & invited speakers) • •	◯	• •
4. Status Social Programme & Catering • •	◯	• •
5. Status Conference Office • •	◯	• •
6. Status IT & Communication • •	◯	• •
7. Status Scheduling • •	◯	• •
8. Status Sponsors & Exhibitors • •	◯	• •
9. Status Awards & Grants • •	◯	• •

10. Status Student Incentives • •	◯	 • •
11. Status Travel and Transportation • •	◯	 • •
12. Status Others • •	◯	 • •
13. Signature ..... *Given- & Family Name (Host)*		

XXth ISBS Conference, location, 20XX

Final Report: ISBS 20XX

Date:

---

1. Overall Impression

2. Statistics: Participants

Full Members:

Student Members:

Keynote Speakers:

Invited Speakers (Applied Sessions):

Sponsors:

- Gold:
- Silver:
- Bronze:
- …other options

3. Statistic: Finances (€)

Overall Cost:

Overall Revenues:

- Registration:
- Sponsors & Exhibitors:

Balance:

4. Statistic: Papers

Submitted:	Accepted:

5. Statistic Presentations

Oral:	Keynotes:
Poster:	Applied:

6. Statistics: Participants: by country

7. Reflexion: Positive new ideas that worked well

8. Reflection: Problem areas for future chairs

9. Lessons learned (recommendations for the future)

10. Remaining Tasks

To-Do's	Responsibility	Date
…		
Final invoice: Host -ISBS	ISBS	

11. Project Closing

…….. ……

Given- & Family Name (ISBS) *Family & Given Name* (Host)