



**International Union of Societies for Biomaterials Science and Engineering
(IUSBSE)**

**Request for Proposals to
Host the World Biomaterials Congress in May 2028
(WBC2028)**

To:

Presidents and Secretaries of IUSBSE Member Societies and
Members of the IUSBSE Board of Delegates

On behalf of IUSBSE, I am requesting proposals to host WBC2028. This document will provide you with the information required to submit a complete Proposal. A separate document will provide you with an explanation of our evaluation and assessment criteria. Please contact me any time if you need additional information.

1. Eligibility

Only the official member societies of IUSBSE are eligible to submit a proposal. Societies interested in submitting a proposal for WBC2028 must submit a 5-page letter of intent (LoI) no later than March 30, 2023. Submission of a LoI is mandatory. IUSBSE will review all received LoIs during a special meeting of all delegates and provide feedback that may help in preparing the full proposal. Each Society can only be part of one single proposal. The full proposal must be approved by the society council and signed by the Society President. Proposals will be accepted from single societies, or from collaborating teams of 2 individual societies. For such collaborating teams, the proposal must identify the *Leading Partner* and the *Supporting Partner*, and the councils of both Partner Societies must approve the proposal which must be signed by the Presidents of both Partner Societies.

2. Deadlines

Deadline for submission of the LoI is March 30, 2023.

Deadline for submitting to IUSBSE fully developed proposals, compliant with the Proposal Guidelines is September 30, 2023. The proposal must be sent as one single PDF file by email to the Secretary of IUSBSE, Dr Mario Barbosa (mbarbosa@i3s.up.pt) with copy to the President of

IUSBSE, Dr Joachim Kohn (joachimkohn@gmail.com). For large files, proposals can be transmitted by electronic file transfer (Instructions will be provided upon request). USBSE delegates will select the host society for WBC2028 during the Fall of 2023. IUSBSE anticipates to announce the venue for WBC2028 before the end of 2023.

3. Proposal Format

The proposal is limited to a maximum of 50 pages, each page having 1-inch margins and printed in Ariel 12 font size. Some sections and appendices are not included in this page limit as described in detail below. The file size of the complete proposal with all sections and appendices must not exceed 40 Mbyte (Images and photos should be of reduced resolution, sufficient to see a clear image on a computer screen). The complete proposal will consist of the following parts:

Part 1: Administrative section

This section is included in the limit of 50 pages. It is recommended that this section not exceed 10 pages. Use Tables for the listing of committee members. Note that specific partnering arrangements between collaborating societies are described in Part 6.

- a. A listing the proposed WBC2028 Chairperson and any proposed Co-Chairs, including their main institutional affiliation and full contact information. Include information confirming that these individuals will be available in 2028 and if needed, indicate transition plans.
- b. A listing of the proposed Local Organizing Committee, including their main institutional affiliation and full contact information, as well as the role and responsibilities of the Local Organizing Committee. Include information confirming that these individuals will be available in 2028 and if needed, indicate transition plans.
- c. A listing of the proposed National Organizing Committee, including their main institutional affiliation and full contact information. The National Organizing Committee should consist of Society Council Members and the Society President and should be responsible for oversight of all local arrangements on behalf of the hosting Society. For proposals submitted by two partnering societies, the National Organizing Committee should have representatives of both societies and be also responsible for overseeing the collaboration and partnering arrangements. If possible, list who may be Society President in 2028.
- d. The proposed “Professional Conference Organizer” (PCO). Given the size of the WBC, the hosting society is strongly encouraged to identify a PCO. Describe the experience, size, and prior interaction with the PCO. Identify why this PCO was selected. While it is premature to have a contract in place, it will be helpful if the hosting society can provide a “term sheet” that outlines the proposed structure of the PCO contract.
- e. Interactions with IUSBSE. Describe how IUSBSE will participate and oversee the organization of WBC2028 in the years leading to a successful WBC. It is mandatory to envision an active role for IUSBSE in all critical decisions relating to the organization of WBC. IUSBSE also requires an opportunity to review any contract with the PCO prior to signature by the host society. Upon selection of a host society, a contract will be established between IUSBSE and the Host Society that will codify IUSBSE’s specific oversight rights in regard to the preparation and running of WBC. It is also mandatory that the registration charged to all participants includes a

\$5 add-on per registrant. The IUSBSE fee will be collected by the Host Society as part of the registration income and will be transferred to IUSBSE after completion of WBC in support of IUSBSE's administrative expenses.

Part 2: Description of Host City, Travel Arrangements and Conference Facilities

This section is counted as part of the overall 50-page limit. Proposals that exceed this page limit or proposals that do not adhere to the page margins and font size may be excluded from further consideration.

a. Proposed Conference Location: Country and Place

Describe the proposed host city, focusing on the potential attraction this city has for visiting participants. Insert links to specific attractions and features if necessary

b. Participant accommodations and local costs

For planning purposes, it is recommended to assume 5,000 WBC participants including students, accompanying persons, industry, government, and academic scientists. Give examples of rates of 3-star, 4-star, and 5-star hotels and associated budget options in US\$ per person/night. Specify if these rates include or exclude breakfast. Provide realistic rates for food, inter-city transportation and other costs (taxes, tips, etc). What are local hotel rules for multiple people sharing rooms. Are private (short-term rentals such as AB&B) available. Indicate the distance of major hotels from the conference center and local transportation options. The proposal must be sufficiently detailed to allow IUSBSE to evaluate the quality and cost, attractions and possible issues of the proposed venue for WBC2028.

c. Travel to and from the WBC Location

Describe in detail how participants from North America, South America, Europe, Asia and Australia/New Zealand can travel to the proposed WBC location. Provide approximate but realistic travel costs for economy fares. Provide approximate travel times and number of layovers. Indicate if direct flights are available and indicate the most prominent airlines serving the proposed WBC location.

Indicate if international participants will need train or bus connections to reach the WBC location. What is the distance between the WBC host city and major international arrival airports. What is the distance from the local host city airport to the WBC conference venue and its hotels. The proposal must be sufficiently detailed to allow IUSBSE to evaluate the ease of travel to and from the WBC location for international participants. It is recommended to provide actual itineraries for travel from major cities to the WBC host city. If these itineraries are collected in [Appendix 1](#) they do not count towards the page limit. Comment on necessary visa arrangements or travel restrictions for international visitors.

d. Conference Venue/s:

Describe location of conference center (venue) where the WBC will take place. The proposal must provide a detailed description of the WBC venue. Provide the location relative to city center and distance to the major hotels, number and size of meeting rooms, restaurants,

representative images of the facilities. Describe the status of maintenance and cleanliness of the venue. When was it built, when was it last renovated, what other major events took place in this venue during the last 2 years, what reviews are available about the venue, its management, and responsiveness to special requests. Provide detailed information that will facilitate a thorough evaluation of the venue by IUSBSE. Photos and layout plans should be collected in [Appendix 2](#) and do not count towards the page limit.

As part of this section, describe how the conference venue will accommodate up to 5000 participants. What is the largest room for the opening ceremony and the key plenary lectures. How many rooms are available that can hold more than 1000 participants. It is essential that the proposal describes in detail how the conference venue can accommodate a WBC program that requires very large rooms, exhibition space, space for lunch and dinner, and many smaller rooms for break-out sessions and parallel sessions. The conference venue should have free wifi facilities for all participants. How will posters be exhibited? Are facilities available for electronic poster presentations that eliminate the traditional poster format.

e. Dates Proposed:

Please ensure that the dates proposed do not coincide with any other major meetings (to the extend known). Note also the number of days customary for WBC events. WBCs should be held in the month of May

f. Marketing Plan:

Describe how this WBC will be announced and how information about WBC will be distributed to all biomaterial scientists globally. Provide some details about marketing and advertisement arrangements.

Part 3: Economic and Political Considerations

This section is counted as part of the overall 50-page limit. Proposals that exceed this page limit or proposals that do not adhere to the page margins and font size may be excluded from further consideration.

a. Importance of WBC for the host country and/or host city

Why are you interested in hosting WBC2028 in your country/city? Do you have government (national, local) support? What are your expectations of the impact WBC2028 will have on the hosting society, the local biomaterials community, and the local economy?

b. Industry participation and sponsorship

Is there a vibrant community of medical device, drug, or regenerative medicine companies in or around the host city or in the host country. Describe the level of excitement generated among possible industrial partners and exhibitors and their anticipated willingness to sponsor part of the cost. How many local exhibitors do you expect to participate. Please make sure to provide the rational and background data for your predictions. Provide a list of potential sponsors. Letters of support from national government, the tourist ministry (if applicable), local government, and potential sponsors are very helpful and should be provided in [Appendix 3](#).

These letters are not included in the page limit. How do you plan to use this meeting to benefit your stakeholders?

c. Matching funding and other contributions

Describe the possibility of receiving grants or other support to reduce the overall cost of the WBC that needs to be paid for by registration fees. What are the potential sources of these funds?

Part 4: Potential risks to WBC

This section is counted as part of the overall 50-page limit. Proposals that exceed this page limit or proposals that do not adhere to the page margins and font size may be excluded from further consideration

a. Describe all factors that can reasonably be expected to impact WBC2028 in a negative way. What risk factors are specific to your location, such as (for example only) likelihood of earth quakes, tsunamis, severe weather events, military activity in neighboring countries impacting WBC2028. How do you plan to address these risk factors? What contingency plans do you have in case travel to your location is severely impacted at the time of the proposed WBC2028. Comment on plans to organize an “in-person” meeting only, or a “hybrid” meeting providing some parts of WBC on-line.

b. Describe the current political situation in your country. Is your government stable? Are there any concerns about violence, war, arbitrary arrests, political unrest, corruption, crime, and general safety of all participants, including women traveling alone, and members of various minority groups?

c. Please provide “contingency plans” in case any of the identified risk factors prevents or limits WBC from taking place as planned.

Part 5: Scientific Value of WBC2028

This section is counted as part of the overall 50-page limit. Proposals that exceed this page limit or proposals that do not adhere to the page margins and font size may be excluded from further consideration

While it is premature to provide a detailed program for WBC2028 at this time, it is important to describe your scientific vision for WBC2028. What are the key themes/topics that will be highlighted in the program? How can you make sure that the program addresses the needs of a large proportion of the global biomaterials community. How can you distinguish WBC2028 from the World TERMIS conference? What innovative features do you contemplate to make WBC2028 noteworthy and different from other meetings in the past? Provide as much prospective information about the scientific content of WBC2028 as is reasonably possible at this time. Describe your anticipated procedures for selecting key speakers (no need to mention any specific names). Describe your anticipated procedures for abstract review. How many

abstracts do you expect? How will you select oral presentations and posters? How will you incorporate the global biomaterials community, especially the International College of Fellows of Biomaterials Science and Engineering, in the formation of the final WBC program.

Part 6: Partnering Arrangements for collaborating societies

This section is not included in the page limit and is only needed for proposals that include 2 partnering societies. Single society proposal will skip this section.

Describe the reason, rationale and arrangements between the leading partner and the supporting partner for WBC2028. It is important that the partnering arrangement are described in significant detail.

Part 7: Activities for Accompanying Persons

This section is counted as part of the overall 50-page limit. Proposals that exceed this page limit or proposals that do not adhere to the page margins and font size may be excluded from further consideration

Describe proposed touristic activities for accompanying persons and attractions

Part 8: Proposed approximate budget for WBC2028

This section is not included in the limit of 50 pages

Provide an estimate of key expenses and key income categories for WBC2028 in US \$. Use professional standards to construct a draft budget, based on an assumption of 5000 participants (not all of whom will be paying full registration). Provide an estimate for potential profit. How will the profit be used? What happens in case of a loss? Include a \$5 add-on to the registration fee of each participant. Be prepared to collect this “add-on” and pass it to IUSBSE upon final accounting of the WBC.

In constructing the budget, please list the following categories of expenses:

- 1 Venue and Technical Requirements
2. Catering (lunch and coffee breaks)
2. Printing/Promotion/Marketing
3. Program elements (invited speakers, keynotes)
4. Social Events (Opening reception, Gala,)
5. Delegate Requirements
6. Administration
7. Security, Insurance, PCO fees

EXPENDITURE TOTAL

INCOME

1. Members Registration Fees
2. Non-Member Registration Fees
3. Student Registration Fees/Developing Country - discounted rate
5. Government Funding

- 6. Sponsorship/Exhibition income
 - 7. Any other anticipated income?
- INCOME TOTAL

Budget Notes:

Please check the registration fees of previous WBC conferences.

Registration fees must be inclusive of lunch, coffee breaks and Opening Ceremony.

Costs given inclusive of taxes if applicable.

Note the need to accommodate sessions for the member societies of IUSBSE

You will need to provide rooms for council meetings, IUSBSE meetings and ICF Fellows meetings. This needs to be included in the budget.

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