

Guidelines for Proposals to Organize ECMTB Meetings

Prospective ECMTB organizers should first inform the President of the Society and the Society's Secretary of their intentions and then prepare a written proposal. The deadline of submission of the bid material is May 1, at least two years before the planned meeting. The proposal should be submitted by email, to the Society's president and secretary. Applicants will receive a feedback on their application well ahead the preceding ECMTB, and the new conference venue should be announced during the last day of the preceding ECMTB as well as in the yearly Society communications.

The ECMTB Conference is a bi-annual event. Every 4 years the conference is co-organized with the US Society for Mathematical Biology (SMB) when a larger number of participants is to be expected. For reference, the ECMTB-SMB in 2016 counted around 900 participants whereas the ECMTB 2018 had more than 700 attendees. ECMTB 2024 will again be an ESMTB event alone. The Conference should last 5 days with a free afternoon for social activities. The scientific program should include "plenary talks" and parallel sessions with "contributed talks" and "minisymposia". A book of abstracts, preferable with ISBN or DOI, should be prepared and available for download from the conference website. A conference dinner should also be part of the conference programme.

A memorandum of understanding must be signed between the ESMTB and the Organizers.

ECMTB meetings are self-funded. Conference fees, commercial exhibitions and other sources and sponsorships should be enough to cover all conference expenses without compromising the quality of the event, as well as prudentially produce a small surplus. Once all expenses have been fully paid for, the remaining funds in the conference account will be transferred as subsidy to ESMTB (non profit Association Loi 1901 under French Law) for the pursuance of its statutory goals.

The written proposal should contain the following information:

1. The location and proposed dates:
 - a) The Conference should take place within a time window between June 15 and September 30. Exceptions are possible but must be agreed with the Society well in advance.
 - b) The Conference Venue should have good connections with an international airport to facilitate world wide participation.
2. A written declaration from the local organizing committee with the name of the person responsible for the proposal and the prospective composition of the Organizing and Scientific Committees. (N.B: At least 2 members of ESMTB should be part of the scientific committee, to be appointed by the ESMTB Board; the Conference Organizer should be scientifically active in one of the areas represented

by the Society and should have experience in organizing scientific events).

3. A full description of the Conference Venue, including the spaces designed to accommodate the scientific and social activities proposed by the conference organizers. These conference facilities should include at least:
 - a) One main conference room (capacity of more than 500 seats). When the number of delegates exceeds 550, organizers should be able to prepare parallel rooms with TV-screens transmitting the plenary talks to delegates that eventually can not access the main conference room.
 - b) 12 parallel conference rooms (6 room with capacity of 50 seats each; 6 rooms with capacity 100 sitting places each).
 - c) 2 service rooms (for secretarial work, board meetings and the like).
 - d) A main hall for poster sessions, poster boards and commercial exhibition spaces for potential sponsors and publishers.
 - e) External spaces for coffee breaks (and lunch) for the conference participants.
4. A declaration by the proposed Conference Organizers detailing how the host Institution will carry out the following tasks under its own responsibility:
 - a) Setting up a conference account, for the reception of registration fees and other sources of conference income, the issuing of the corresponding invoices and/or receipts, and for the payment of the expenses related to the Conference.
 - b) Preparing and hosting the webpage of the conference. The conference website should host all necessary information about the scientific program as well as the logistic information for participants to attend the event such as i) travel access to the venue and transportation facilities (e.g. taxi, shuttle, metro); ii) hotels; iii) information about visa application and iv) weather conditions at the time of the conference, etc.
 - c) Designing and printing the conference logo and poster.
 - d) Organizing lunch and coffee breaks for the conference participants, with a format and at a cost to be agreed upon with the Organizing Committee, with cost to be paid for from the conference account.
 - e) Obtaining special agreements with hotels and student accommodation as well as pre-booked rooms to guarantee accommodation to all foreign participants (a travel agency is often required to help the organizers with accommodation, excursion and conference dinner) and organizing catering services (coffee breaks, welcome reception and eventually lunch box).
 - f) Providing a final conference report and budget after the conference accounts

are settled, not later than one year after the closing ceremony of the event,
to be presented to the ESMTB-board.