



IADMS International Association
for Dance Medicine & Science

**ANNUAL CONFERENCE
PROPOSAL GUIDELINES**

INTERNATIONAL ASSOCIATION FOR DANCE MEDICINE & SCIENCE

conference@iadms.org
www.iadms.org

PROPOSAL DEADLINE

CONFERENCE PROPOSAL DEADLINE

The IADMS Annual Conference rotates where it is held, with North America on the odd years and another continent/country on even years. Proposals are accepted on a rolling basis. It is suggested that your bid be submitted a minimum of 2-3 years in advance of the proposed conference year. Please check with the IADMS staff before submitting your bid to determine which future years are available for submissions (conference@iadms.org).

Submission of your proposal packet serves as the first step in the process and is a means to ensuring your proposed local host committee understand the requirements and obligations.

PROPOSAL REQUIREMENTS

PROPOSAL PACKET

One of the main requirements for showcasing your local host committee's ability to host the IADMS Annual Conference exists in the form of your proposal packet, the details of which are outlined on the following pages. This digital proposal packet must be turned in via email to conference@iadms.org. The proposal must be in PDF format and no larger than 25 MB. To verify bids, the IADMS staff will review the packet and follow up with any questions, requests for clarification, or edits within 90 days of submission.

PROPOSAL REQUIREMENTS

Overview: What makes your location unique? Who is on your local host committee? What is your city's allure? Please provide a brief overview of your proposed host city, your school/professional community, and relevant local dance and/or medicine and research efforts to help give a feel of why you are most suited to host the international conference.

Venue Requirements: It is recommended to offer 2-3 venue options in your bid. The IADMS Annual Conference usually attracts between 400-500 delegates but can go up to 600. The program starts and ends with a plenary session for all delegates, while the bulk of the program is split into 2 lecture rooms (150-200 seats) and 2 spaces for movement sessions (50 delegates). Space is also required for exhibitors, roundtable and networking lunch sessions, registration, refreshments, and posters presentations.

On the day prior to the start of the conference, the following space is required: exhibitor hall for set-up; a meeting room for Board, staff, and Committee Chairs (20-25 people); an office for staff preparations; and an easily accessible area for conference attendees to pre-register.

Priority will be given to locations with easily accessible international airports and a variety of good quality local amenities (shops, restaurants, transport, and arts/attractions).

Proposed Dates: Bids should include viable options for the conference to take place over a 4-day

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(Thursday-Sunday, preferred) period in October. Be sure to take your university's schedule into account, as well as national events/festivals that may inflate hotel and airline prices.

Proposed Chair: Who will be steering the planning process? Select a local host committee chair and provide a short bio, a resumé, and contact information (phone and email).

Transportation: How will attendees arrive to your city? How will they get around? Provide a brief description of transportation options within your city, such as bus, rail, and taxi.

Estimated Expenses: How much will the conference cost? What are the known/estimated expenses for the proposed facilities rental fee, audio-visual, catering, reception hall rental fee, dance performance theatre rental and dancer salary, and on-site entertainment (DJ, dancer demonstrations, etc.). Complete the following on the attached the *IADMS AC Planning Budget* to submit with proposal packet.

Support: Who in the local community would support the conference by way of monetary or in-kind donation? Provide a list of secured and/or potential supporters, including local dance companies, tourism agencies, individual and company donors, and local grantors.

ADDITIONAL NEEDS

Simultaneous Translation: The official language of IADMS is English, and the IADMS Annual Conference is conducted in English. If the local language is not English, and the hosts feel simultaneous translation is necessary to ensure sufficient attendance, the hosts will hire, contract, manage, and pay for translation.

Volunteers: During conference planning, volunteers are invaluable. During the 2-3 days immediately preceding the conference volunteers are needed for unloading all the flyer boxes and stuffing the delegate bags, setting up for registration, etc. During the conference itself, volunteers are needed to assist in a variety of tasks. IADMS is willing to exchange volunteer services with local college students who are interested in the subject of dance science for reduced registration. IADMS asks the local host committee to assist with securing local volunteers for these services. IADMS staff will be responsible for coordinating the tasks and schedule of volunteers before and during the conference.

LEADERSHIP

Host Responsibilities: The IADMS Board and staff retain final authority on all decisions regarding the design and delivery of the conference. Any disputes that arise may be appealed to the Board. If necessary, the IADMS Executive Committee can be called upon to arbitrate any disagreements. Ultimately, final authority of all conference decisions and business resides with the IADMS Board.

The local host committee is made up of IADMS members who live in the locale of the conference. The role of the local host committee is to provide local hospitality, ancillary events, local attendance promotion, and exhibit space sales necessary to the success of the IADMS Annual Conference.

Agenda: The IADMS Program Committee assume responsibility for review of all abstract submissions and development of the conference schedule. The local host committee may be asked to assist in identifying local experts in the field, but IADMS shall maintain all control of guest speaker invitations and negotiations.

Accreditation: IADMS is responsible for submitting the application(s) to the accrediting bodies that provide continuing education credits for physicians and allied healthcare professionals.

Financial Management: The IADMS staff and Finance Committee manages the conference funds.

Registration: IADMS registers delegates for the conference using its own on-line registration system which directs all receipts to the banking account established by IADMS. The on-line registration will include the ancillary events offered by the local host committee.

Marketing and Public Relations: IADMS staff and Promotion Committee are responsible for coordinating the “Call for Presentations” one year prior to the conference, and responsible for the design and distribution of all advertising for the conference in the year(s) leading up to the conference, including all print and email announcements to the IADMS constituency, social media posts, and creating and maintaining the IADMS website’s Annual Conference webpage. The local host committee is welcome to provide additional support with marketing efforts, including providing images for promotional materials, and distributing and sharing all conference announcements at the local level and on social media platforms once approved by IADMS.

IADMS AC PLANNING BUDGET

Item	\$
EXPENDITURE	
Venue	
Facility 4-day Rental Fee <i>Hotel/School/Theatre</i>	
Studio Rental Fee (if applicable)	
AV Equipment Rental	
AV Technician	
Entertainment	
Opening Reception Site Fee	
Dance Performance–Theatre Rental	
Dance Performance– Dancer/Technician	
Dance Party-DJ	
Dance Party-Entertainment	
Catering	
Teas/coffees/snacks (per head)	
Lunches (per boxed lunch)	
Travel	
Accommodation (per night)	
Flight (roundtrip from NYC)	
Shuttles (if applicable for planned excursions)	
Total	\$
POTENTIAL INCOME	
Exhibitors/supporters	
Name and amount	
Name and amount	
Name and amount	
Name and amount	
Total	\$