

CALL FOR BIDS TO HOST ISA CONFERENCES 2011, 2012 and beyond

ISA is currently calling for bids to host the 2011, 2012 ISA conferences and any year thereafter.

It is envisaged that the 2011 conference will be a smaller meeting that will be held in conjunction with another conference. However, 2012 will be a full scale ISA conference (400+ delegates). The scale of all conferences thereafter is open to negotiation.

Please send your submissions or requests for more information to info@stillbirthalliance.org. ISA looks forward to receiving your submission. Final decisions are subject to general assembly approval at least 2 years prior to the conference hosting.

Overview of the ISA conference protocol

In August 2009, ISA implemented a new protocol for conference hosting bids.

The principles of this protocol are as follows:

- I. The process should be open and transparent (i.e. available on the web and notified to member organizations)
- II. A call for bids should be made 3 years prior to the planned conference (using October as a baseline)
- III. A decision about host organization should be made by the ISA Board at least 2 years prior to the conference
- IV. Non-member organizations and global partners of ISA are eligible to submit a bid
- V. Aim to hold a conference in a developing country at least every 2 to 4 years
- VI. Aim for a wide geographic coverage
- VII. Ensure the program accommodates the needs of parents, health practitioners and researchers
- VIII. Ensure conferences address the Strategic Direction of ISA including having a program with a substantial focus on stillbirth including: prevention, awareness, education and bereavement

Role of the host organisation

Successful bids for hosting ISA Conferences are contingent on a signed agreement by ISA and the host organisations that the Conferences will be held in accordance with this policy. All bids for future conferences are reviewed by the ISA Board who makes the final decision by consensus.

A memorandum of understanding (MOU) about the working relationship between ISA and the member organization/other external agencies as required should be developed by the Conference Committee Chair as soon as possible after establishment of the Committee. This MOU requires approval by the ISA Board.

Responsibility of the conference committee

ISA Conferences are overseen by a Conference Committee. Membership of the Committee is approved by the ISA Board and consists of host organisation members as well as representatives of the ISA Board and Scientific and Parent Committees.

The Conference Committee has overall responsibility for the Conference including:

- Planning the program;
- Identifying and inviting speakers;
- Fundraising;
- Marketing including announcements and website;
- Evaluations;
- Managing a budget.

Fundraising and financial management

All fundraising is the responsibility of the Conference Committee. The fundraising budget will be managed by the Conference Committee. The Conference Committee is responsible for the management of the Conference budget ensuring that all expenses incurred as a result of the Conference are met.

Submission guidelines

When composing your submission, you may like to consider the following:

- Bids should be about 5 to 10 pages in length
- Include a cover letter (identifying the proposed host organisation, a location and potential venues and signed off by the contact person/s)
- Proposed meeting venues (space for sessions, workshops, posters, small meetings and registrations)
- Proposed dates (considering other important meetings around stillbirth)
- Proposed organising committee (including people with particular expertise)
- Proposed involvement of volunteers
- Location, transport and delegate accommodation requirements and options
- Local sponsorship opportunities
- Social program and entertainment

Please email your submissions to the ISA secretariat at info@stillbirthalliance.org

Submissions for 2011 close Friday 27 November 2009.
Submissions for 2012 close Friday 25 September 2010.