

Outline to Submit Interest to Host the International DIOXIN Symposium in 20XX

1 BACKGROUND

1.1 History and General Information

The International Dioxin Symposia have been held annually since 1980, except in 1983 when there was no conference. With increasing numbers of participants, oral and poster presentations, exhibitors, and topics present at the Dioxin Symposia, the conferences have become a relative large event and this requires more lead time for preparation by future organizers. Therefore, the International Advisory Board (IAB) decided that the location of a symposium (including the symposium chair, the host country and organization) will be selected four years in advance of the date of the meeting and be decision based on a review of applications received. Decisions on future symposia take place at IAB meetings that occur during the annual Dioxin Symposia. Past Dioxin Symposia were held as can be seen in the Table below:

Symposium No.	Year	Venue (City and Country)
1	1980	Rome (Italy)
2	1981	Washington DC (USA)
3	1982	Salzburg (Austria)
4	1984	Ottawa (Canada)
5	1985	Bayreuth (Germany)
6	1986	Fukuoka (Japan)
7	1987	Las Vegas (USA)
8	1988	Umeå (Sweden)
9	1989	Toronto (Canada)
10	1990	Bayreuth (Germany)
11	1991	Research Triangle Park (USA)
12	1992	Tampere (Finland)
13	1993	Vienna (Austria)
14	1994	Kyoto (Japan)
15	1995	Edmonton (Canada)
16	1996	Amsterdam (The Netherlands)
17	1997	Indianapolis (USA)
18	1998	Stockholm (Sweden)
19	1999	Venice (Italy)
20	2000	Monterey (USA)
21	2001	Gyengju (Korea)
22	2002	Barcelona (Spain)
23	2003	Boston (USA)
24	2004	Berlin (Germany)
25	2005	Toronto (Canada)
26	2006	Oslo (Norway)
27	2007	Tokyo (Japan)
28	2008	Birmingham (United Kingdom)
29	2009	Beijing (China)

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Symposium No.	Year	Venue (City and Country)
30	2010	San Antonio, TX (USA)
31	2011	Brussels (Belgium)

Future Dioxin Symposia that have been awarded will be held according to Table below:

Symposium No.	Year	Venue (City and Country)
32	2012	Cairns (Australia)
33	2013	Daegu (Rep. of Korea)
34	2014	Madrid (Spain)
35	2015	Sao Paulo (Brazil)

1.2 General Information about the Symposia and Its Organization

The International Dioxin Symposia are independent conferences with no institutional arrangements or societal memberships and they do not have a financial support mechanism in place. The symposia series was initiated by Dr. Otto Hutzinger in 1980 and for more than a decade, the conferences have now been coordinated by the International Advisory Board (IAB). The members of the International Board are organizers of past symposia and/or experts in persistent organic pollutants and related scientific disciplines. Presently, the two IAB chairs are: Dr. Heidelore Fiedler and Dr. Michael S. Denison (contact information below). The IAB assists the Chair of an annual Dioxin Symposium in administrative, programmatic, and technical, scientific issues.

Over the past fifteen years attendance has steadily increased with peaks during the last two years of ~1200 attendees at DIOXIN2005 (Toronto) and ~1100 at DIOXIN2004 (Berlin). While earlier conferences typically had 600-800 people, given recent attendance, it seems to be fair to assume that a future organizer may count on 1000 or more participants when considering an appropriate venue for the Symposium.

From a meeting logistics perspective, typically, each morning session has started with a plenary presentation from an invited keynote speaker (a room for 600 or more people is required). After a coffee break that follows the keynote presentation, participants split into topical platform sessions (there are typically 3-6 concurrent sessions that will require lecture rooms that accommodate 80-300 people, depending on the expected attendance for a specific topic). The venue should also have sufficient space available for ~300 or more posters. It is preferred that all posters will be on display during the entire meeting (at least until Thursday evening). However, if space is limited, it is suggested that posters be displayed for at least two full days with an exchange of posters on Wednesday.

Typically, no scientific sessions are scheduled for Wednesday afternoon and organizers have generally made arrangements for local sightseeing tours for all participants (the cost of which is included in the registration fees). However, the organizer may also include special sessions for Wednesday afternoon if they desire. Finally, an informal "get-together" is typically held on Sunday prior to the meeting, an official welcome reception on Monday evening and a meeting banquet on Thursday evening.

Financial support for the Symposia is primarily from registration fee of the participants and from corporate sponsors through exhibitors or coverage of direct costs such as printing. A

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large share of income is typically from governmental (primarily the host country) institutions or grants. Major expenses for meeting organizers include: personnel to assist in the organization, registration, and running of the Dioxin Symposium, rental of the venue and audio visual equipment and support, printing of the program and other brochures, CD ROM/USB stick containing the short papers of the meeting, lunches (possibly breakfasts-see comment below) and coffee breaks, tour and transportation, and food and venue costs for social events (*i.e.*, informal and official welcome receptions). A table of registration and banquet costs for participants of three meetings (DIOXIN2004-2006) are included in a table below.

Typically, the conference package for full and student registration includes: access to all scientific sessions, exhibition, CD ROM/USB stick with presentations, informal get-together on Sunday, official welcome reception on Monday, coffee breaks (eight total: two on Monday, Tuesday, and Thursday, and one on Wednesday and Friday mornings), 3 or 4 lunches (described in the paragraph below), and a sightseeing tour on Wednesday afternoon (if planned). The conference package for accompanying persons typically includes access to the informal get-together on Sunday, the official welcome reception on Monday, lunches, an additional sightseeing tour or event for accompanying persons has often been included and the sightseeing tour on Wednesday (if planned). The costs for the Symposium banquet are not included in the registration fees and participants pay for this as a separate cost. Lunches should be included for all participants on Monday, Tuesday and Thursday and possibly Wednesday depending on the program events. If Wednesday afternoon is social program (*i.e.* a sightseeing tour either included in registration fee or an open afternoon with no organized tours) then lunch may not be provided. However, if special sessions are planned, the organizers are strongly encouraged to provide sandwiches or boxed lunches for meeting attendees. However, this level of detail is not needed when submitting the first application proposal.

One additional consideration with regards to meeting costs occurs when Symposia are in the United States (or countries with similar provisions) and breakfast is not commonly included in the room rates at hotels and accommodations for the meeting participants. In this instance, organizer should provide a continental breakfast at the venue for all participants prior to the keynote address each morning and this should be included as part of the registration fee. For European-type arrangements, participants will have breakfast in their hotels and not at the venue.

For general reference, approximate registration fees for participant for the past three year in US dollars and Euros are shown below.

Registration Fees	DIOXIN2012		DIOXIN2011		DIOXIN2010	
	AUD early*	AUD late*	EUR early**	EUR late**	USD early***	UDS late***
Full	1,000	1,200	750	910	895	1,095
Student	600	650	400	400	450	500
Accompanying Person	290	290	180	180	250	300
Banquet Ticket	50	50	60	75	80	90

* early or late refers to registration before or after 26 July 2012, *resp.*

** early or late refers to registration before or after 22 June 2011, *resp.*

*** early or late refers to registration before or after 22 June 2010, *resp.*

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There is no fixed policy as to payment of participation fees, however, it is recommended to waive the participation of IAB members. They are expected to serve as session chairs or carry out other substantial work, such as committee for student awards. During the last several years it has become common practice that registration fees are waived or reduced for session chairs (provided they review papers submitted for their session and decide on those for oral or poster presentation). Also, invited keynote speakers for each of the four morning sessions have their Symposium registration fee waived. In order to facilitate participation of scientists coming from developing countries for which meeting costs are prohibitively expensive, meeting organizers are encouraged to provide significantly reduced registration fees for such participants. In return, participants from developing countries must submit at least one short paper that is accepted as an oral or poster presentation. Travel assistance is only paid for a very few people and is at the discretion of the Symposium organizer. Using the above information, an organizer should be able to estimate income from registration fees counting for full participants and a share of students (or others that will have a reduced registration fee).

1.3 Application

If you are interested in hosting one of the future Dioxin Symposia, please provide the meeting proposal application information indicated below.

Please send your application to the chairs of the International Advisory Board, preferentially by e-mail:

Dr. Heidelore Fiedler
c/o UNEP/DTIE Chemicals Branch
International Environment House 1
11-13, chemin des Anémones
CH-1219 Châtelaine (GE)
Switzerland
Tel.: +41 (22) 917-8187
Fax: +41 (22) 7973460
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E-mail: msdenison@ucdavis.edu

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2 INFORMATION FROM APPLICANT

Application for: *[Year, Country, City]*

1 Organizer and Venue

- Chair of the symposium
[Name, Affiliation]
- Venue for the Dioxin Symposium
[City; indication if in university, conference center, hotel]

2 Institutional support and infrastructure of the Symposium chair

- *[Please provide indicative information]*

3 Indication of composition of local, national boards

- Local organizing committee
[those responsible for technical arrangements and coordinating the science/program]
- National Committee
Members [Institutions, names] [highlighting expertise; note: although the Symposium may have an emphasis on certain areas, there should be good coverage of all the traditional topics]

4 Potential local/national sponsors

- In-kind
[from your own institution but also from research networks, etc.]
- Cash
[from your own institution but also national governmental support, research networks, etc.] [you will receive a list with our long-term sponsors and exhibitors]

5 Date, location and venue

- Information on infrastructure at the venue
[e.g., capacity, meeting rooms, restaurant facilities]
- Accessibility and capacities
[Accessibility from abroad – flight, train connections, overview on hotels, their capacities and prices for participants to stay (please also look into cheap options for students, etc.)]
- Timing
[Please look into potential conflicts with other relevant meetings and your institution's schedule]

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6 Financial arrangements

- Estimated income and expenses

[proposal on costing of the conference and financing arrangements; e.g., if your institution can pre-pay some of the early expenses]

7 Main topics/Indicative program

- *[Special topics of interest to your own activity, the national research interest, geographical topics, etc.]; [if you have something that would be outside of the usual scope; like the ISPAC combination in 2005 or a special symposium in the Symposium as was associated with the FLUOROS or Brominated Flame Retardants]*

8 Additional information

- *[Whatever you consider the IAB should know]*