

**International Mycological Congress (IMC) of the  
International Mycological Association (IMA)**

**September 2017**

**Bidding Rules & Processes**

1. The IMA encourages national, sustaining and regional Member Mycological Organisations (MMOs) to submit proposals to host IMCs to the Executive Committee at intervals to be determined by the Executive Committee; currently, this interval is four years. Members interested in bidding for the 12th IMC to be convened in 2022, should submit documents presenting their bids according to these guidelines.
2. The Executive Committee shall entertain and solicit pre-proposals for the next, future IMC from MMOs not later than 18 months before the date of the current IMC (July 2018) with a deadline for receipt of the pre-proposals of not later than 12 months (15 July 2017) before the date of the current IMC. The Executive Committee shall review the pre-proposals and vote to solicit full proposals from not fewer than two MMOs submitting pre-proposals, not later than 10 months (15 Sept. 2017) before the date of the current IMC.
3. Full proposals to host the next, future IMC must be received by the Secretary-General for distribution to the Executive Committee not later than six months (15 Jan. 2018) before the current IMC.
4. The venues and dates for the next, future IMC will be proposed by vote of the Executive Committee not later than three months before (15 April 2018) the current IMC. The President and Secretary-General will visit the proposed venue selected by the Executive Committee before final ratification by the Executive Committee. The decision will be announced to the General Assembly of the IMA, to be held at the upcoming IMC. To avoid conflict of interest, travel costs will be covered by the IMA.
5. The IMA Executive Committee will appoint a minimum of one and a maximum of three representatives to the Organizing Committee established for each IMC by the proposing MMOs.
6. The Organizing Committee will:
  - (a) invite suggestions for symposia and workshops from all MMOs;
  - (b) submit an outline programme to the Secretary-General for circulation and comment not fewer than 18 months prior to their planned IMC;
  - (c) include an IMA levy in the Registration Fee as advised by the Executive Committee and stipulated in the statutes;
  - (d) be responsible for all aspects of the organization and conduct of the IMC;
  - (e) be eligible for "seed money" to be used to initiate the IMC, which must be refunded to the IMA at the conclusion of the IMC;
  - (f) submit to the IMA Treasurer, no later than 90 days following the conclusion of the IMC, a full accounting of the income and expenditures of the meeting and transfer to the IMA Treasurer any funds remaining after expenses have been deducted from income. The IMA depends upon return of the "seed money" described in 6 (e) and receipt of the IMC registration levy.

(g) submit to the IMA Secretary-General, no later than 90 days following the conclusion of the IMC, a listing of the names of all IMC delegates and their email addresses.

## **Congress Bidding Rules and Call for Proposals**

### **1. Foreword**

The mission of the IMA, as a non-profit organization, is the promotion and encouragement of global mycology. The IMA supports International Mycological Congresses (IMCs) and provides support for regional mycological meetings. The IMA serves to facilitate access to Member Mycological Organizations (MMOs) and their resources, as well as other mycological resources.

This document describes IMC objectives, policies, and criteria for evaluation and selection of host MMO, country, city, congress venue and excursions; the selection process; and, proposal guidelines. These bidding rules and guidelines will be reviewed and revised as needed by the EC before a new selection process is initiated.

Annex 1 provides historical information on past Congress requirements that might be helpful in proposal preparations.

### **2. Background**

#### IMC Congress Objectives

The Congress is the general assembly of the members of the Association, and is concerned with:

- \* scientific, technical and policy questions, addressed through fora, special presentations and poster displays
- \* publication of Congress results and resolutions

In addition to these aims, general topics related to mycology are increasingly addressed at these Congresses. Satellite meetings are used to feature special topics and to promote dialogue between the IMA and other organisations. Events and excursions strengthen the IMA community through more informal and interactive exchanges.

The IMA Congress is currently held every 4 years. This is an apolitical, international forum open to all nations, for conduct of the IMA's business, and for exchange of scientific, professional and technical information on mycology and related subjects. The Congress is extended by pre- and post-Congress excursions, workshops and symposia. The news media is welcomed to attend. There is documentation, perhaps by Internet, of Congress papers, posters and resolutions.

MMO selection will rotate among geographic regions, thereby reflecting over time the distribution and interests of IMA membership.

To be eligible for selection, MMO applicants must adhere to the announced proposal regarding guidelines and due dates.

**The host country should be politically and economically stable, and able to support an apolitical forum, consistent with the principles of the International**

## **Council for Science (ICSU).**

### **3. Criteria for Selection**

#### **3.1 Criteria for Selection of the MMO to host an IMC**

- \* Significant within-MMO mycological activities and mycological community available.
- \* Location preferably features a different geographic region from the previous Congresses.
- \* Host MMO financial commitment is demonstrated by:
  - a) A letter of invitation from the government guaranteeing national and, where applicable, sub-national financial support; and,
  - b) Letters of invitation from national and, where applicable, sub-national sponsors.
- \* Good infrastructure exists within the country for communications (availability of phones, faxes, and Internet) and transportation (international airports, railways and other ground transportation).
- \* Environmental factors within the host country cause no undue concern relative to health and safety.
- \* Organizational plans for congress management, including financial management, are sound.

#### **3.2 Criteria for Selection of the Host City**

- \* Location of the city is convenient to an international airport, railways, bus and/or boat connections.
- \* Local hotels provide attractive accommodations for the numbers of attendees anticipated.
- \* Hotel room rates range from high-standard to low-priced accommodations; prices are appropriate for advertised quality of the hotel. Provision of discount rates for students or representatives from developing countries.
- \* Host city offers amenities for a comfortable and pleasant visit.

#### **3.3 Criteria for Selection of the Congress Venue**

- \* Congress venue accommodates meeting/exhibit space and equipment needs.
- \* Congress venue accommodates hosting functions and special events.
- \* Congress centre conveniently located relative to local transportation hubs and designated hotels for the Congress.
- \* Congress venue with reliable WiFi access to fast internet for the full complement of delegates.

#### **3.4 Criteria for Finances**

- \* Congress fee
- \* Host MMO contribution

#### **3.5 Criteria for Excursions**

- \* Congress excursions feature a diversity of fungi.
- \* Location of excursions is described, and projected hotel/transportation costs are reasonable.

- \* Sightseeing options offer a range of activities for participants and accompanying persons.
- \* Participation fees for tours are estimated, and range in affordability.

## **5. Proposal Format**

Proposals will be presented on paper and electronically and should not exceed 20 pages. Photos and tourist materials may be attached to a reasonable extent.

### 5.1 Host MMO Information

#### 5.1.1 Name of the Host MMO and contact information

#### 5.1.2 Submission date

#### 5.1.3 Letters of Invitation to the IMA President from governmental and national and, where applicable, sub-national sponsors.

#### 5.1.4 Host Country Introduction - Brief narrative on the host country's geography, history, system of governance, time zoning, economy, culture, traditions, forest sector, and environment. Aspects of the infrastructure relevant to the Sub-Plenary sessions of a Congress should be described, such as communications and transportation.

#### 5.1.5. Organizational Plan - Narrative that describes the organizational structure, staff and resources of the lead member organization for Congress management and coordination. The IMA Executive Committee should be involved in the final compilation of the local organising committee and scientific program committee.

### 5.2. Financial Information

#### 5.2.1 A general financial plan for this event should be described in this section, including the percentage of anticipated costs to be covered by proposed Congress participants' registration fees, the host country, donors and sponsors.

#### 5.2.2 A summary of the details concerning finances as stated in the letter of invitation and other governmental commitments.

#### 5.2.3 Governmental support for the national Congress host should be quoted to keep Congress fees at a level that participants from developing countries and countries with economies in transition can afford to attend the Congress.

### 5.3 Host City Information

#### 5.3.1 Location:

Narrative should describe city's location relative to international airports, railways, bus and boat connections, and cultural and other features unique to the city, e.g. linkages with forest related issues.

#### 5.3.2 Accommodations:

Narrative should provide information on:

Number of hotels, beds per hotel and room rates per night

Location of hotels relative to the Congress Centre

Any special accommodations offered by Congress hotels, including facilities for disabled persons

Low cost student accommodations and hostels should be stipulated

### 5.3.3 Local amenities for a comfortable visit:

Narrative should describe:

Local restaurants; and, number of restaurants convenient to Congress area

Shops

Banking services

Public transportation

Is local public transportation available from airports and train stations to lodging and from lodging to the IMC venue?

What type of local transportation is available (e.g., bus, tram, subway, taxi)?

How frequently does it run?

What would be the daily cost for an IMC delegate? Are multiple-day passes available at a discount?

Entertainment and cultural attractions, apart from IMC Congress itinerary

General language capabilities of local area merchants and business people

## 5.4 Congress Venue(s)

5.4.1 Narrative that describes specific location of the Congress Centre, and distance of the centre from major transportation hubs (airport and ground transportation).

5.4.2 Narrative that describes facilities for hospitality at the Congress Centre, such as message and information services, on-site registration centre, excursion information centre, hotel information centre and media room, office space for the EC, medical and health facilities, including facilities for disabled persons.

5.4.3 Narrative that describes facilities (number of seats, room arrangement, AV equipment and simultaneous interpretation equipment/service) for the following sessions:

Theatre seating up to 3,000 for opening ceremony

Plenary Sessions

Parallel Sessions

Satellite meetings

5.4.4 Narrative that describes facilities for exhibits (size of room(s), number of poster boards and tables accommodated).

5.4.5 Narrative that describes facilities for special events, such as receptions and International Council meetings.

## 5.5 Congress Excursions

### 5.5.1 Social Programme and Tours

Non-professional Excursions - Narrative should describe options for sightseeing, day excursions and pre-Congress and post-Congress tours. In particular, include information on location, transportation and estimated costs.

Professional Excursions - Narrative should describe options for professional excursions, including anticipated locations, transportation and costs.

## **6. Proposal Submission**

Please find this document at: <http://www.ima-mycology.org>

Proposals to be submitted as PDFs to:

IMA President  
Dr. Keith A. Seifert  
[\*\*keith.seifert@agr.gc.ca\*\*](mailto:keith.seifert@agr.gc.ca)

IMA Vice-President  
Dr. Jennifer Luangsa-ard  
[\*\*jajen@biotec.or.th\*\*](mailto:jajen@biotec.or.th)

## Annex 1

### Past Congress History and Requirements

#### 1. Past Congress Locations

IMC1 - Exeter, UK – 1971

IMC2 - Tampa, USA – 1977

IMC3 - Tokyo, Japan – 1983

IMC4 - Regensburg, Germany – 1990

IMC5 - Vancouver, Canada – 1994

IMC6 - Jerusalem, Israel – 1998

IMC7 - Oslo, Norway – 2002

IMC8 - Cairns, Australia – 2006

IMC9 - Edinburgh, Scotland – 2010

IMC10 - Bangkok, Thailand – 2014

IMC11 – San Juan, Puerto Rico – 2018

## IMC Proposal Evaluation Form

### 2.1 Evaluation of the Host Country

	Excellent		Good		Poor	
Different climatic and/or geographic regions from the previous Congresses	4	3	2	1	0	
Mycological activities & community available to support Congress	4	3	2	1	0	
Financial commitment demonstrated	4	3	2	1	0	
Political & economic stability	4	3	2	1	0	
Apolitical forum	4	3	2	1	0	
Environment supports health & safety	4	3	2	1	0	
Organizational plan for Congress management	4	3	2	1	0	
Infrastructure for communications & transportation	4	3	2	1	0	
Subtotal	—	—	—	—	—	

### 2.2 Evaluation of the Financial Commitment Demonstrated

	Excellent		Good		Poor	
Financial soundness of the proposal	4	3	2	1	0	
Financial support guaranteed	4	3	2	1	0	
Amount of registration fee	4	3	2	1	0	
Scientist Assistance Programme	4	3	2	1	0	
Subtotal	—	—	—	—	—	

### 2.3 Evaluation of the Host City

	Excellent		Good		Poor	
Convenience of city to international airport, railways, bus &/or boat connections.		4	3	2	1	0
Hotel accommodations	4	3	2	1	0	
Quality of rooms for price						
Number of rooms available						

Range in room prices  
(economical to high-standard)  
Proximity to Congress Centre

City amenities for a comfortable visit	4	3	2	1	0
Shops, Banks, Restaurants					
Public transportation					
Cultural & other attractions					
Language					
Subtotal	—	—	—	—	—

#### 2.4 Evaluation of Congress Venue

	Excellent	Good	Poor		
Location	4	3	2	1	0
Facilities & equipment for hospitality, sessions, exhibits, and interpretation services	4	3	2	1	0
Food services	4	3	2	1	0
Facilities for special events	4	3	2	1	0
Subtotal	—	—	—	—	—

#### 2.5 Evaluation of Excursions

	Excellent	Good	Poor		
Congress excursions feature a variety of forests, forest land management systems and forest industries	4	3	2	1	0
Logistics of professional excursions (locations, transportation, costs)	4	3	2	1	0
Logistics of non-professional excursions (locations, transportation, costs)	4	3	2	1	0
Sightseeing options	4	3	2	1	0
Subtotal	—	—	—	—	—
TOTAL	—	—	—	—	—