World Seabird Union

Request for Proposals to Host the 3rd World Seabird Conference (WSC3)

The World Seabird Union (WSU) is seeking proposals to host the Third World Seabird Conference (WSC3). The WSU is comprised of representatives from 19 seabird organizations around the world, and drawing upon the strength and diversity of these organizations, seeks to facilitate the development of WSC3. Please see www.seabirds.net for a complete description of WSU and links to previous conferences.

The WSU seeks a Local Host for WSC3. The WSU is committed to facilitating WSC3 and we believe that the best approach to developing a successful conference is to allow the Local Committee substantial flexibility in the planning and management of the conference. The WSU Board will be available to provide support, advice, and assistance in all phases of the conference as needed or requested but does not intend to micromanage the Local Committee. We believe it is imperative that the Local Committee has the opportunity to craft WSC3 to best meet the needs of the delegates. We do not require that WSC3 replicate the structure or design of the previous conferences. WSU will provide seed money to assist the local committee in fundraising and in making advance down payments to secure booking of facilities.

We are requesting that interested parties deliver a proposal no later than 20 January 2017. The proposal should include a review of the host organizations capacity to develop and manage WSC3. In particular please reference the anticipated time-frame of the meeting, a host city considering ease of access via international flights, types of meeting facilities available in the host city, types of accommodations available in the host city, and opportunities for excursions or field-trips in/near the host city. Please also include names of individuals who may serve as the chair and vice-chair of the Local Committee and a brief list of potential planning committee members. Lastly, please provide an overview of *potential* funding sources from government, tourism, research or other organizations and institutions in the host city and/or country. Results from the WSC2 post-conference survey will be available for guidance.

Here we provide guidance on planning structure and conference specifications that may aide the applicant in considering the resources needed. The following committees supported WSC1 and WSC2:

1. **Conference Executive Committee (EXCO)** – the EXCO oversees all aspects of the conference and will include the chairs of each committee as described below and the Conference Secretariat. The Chair of the WSU or a representative appointed by the Chair of the WSU will serve as Chair of the EXCO.
2. **Scientific Program Committee (SPC)** – the SPC will develop the scientific program for the conference. Key responsibilities may include: identify conference themes; establish a calendar for calls for submissions (oral presentations, posters presentations, special paper sessions, symposia); review all submissions and confirm submissions that have been accepted;

identify session chairs. Chair of the SPC will be nominated by the Local Host and voted upon by the WSU Board. The WSU reserves the right to appoint a Co-Chair of its choosing to the SPC. The WSU also requires that, prior to finalization, the WSU Board approve a draft of the Scientific Program.

3. **Travel Awards Committee (TAC)** – the TAC has full responsibility for allocating travel awards to qualifying candidates. Key responsibilities may include: development and communication of the travel award qualifications; vetting of travel award qualifications; allocation of available travel funds to maximize participation in the conference. Chair of the TAC will be at the discretion of the Local Host although we strongly encourage Host to seek a co-chair with prior experience in this role.
4. **Student Paper Awards Committee (SPAC)** – the SPAC has full responsibility to recognize and distribute awards to appropriate student submissions. Key responsibilities may include development and communication of the Student Paper Award qualifications; the accumulation of appropriate awards for distribution; the review of all applications (oral presentations, posters) during the conference; the presentation of all awards. This committee comprised 3 – 4 members. Chair of the SPAC will be at the discretion of the Local Host although we strongly encourage Host to seek a co-chair with prior experience in this role.
5. **Local Organization Committee (LOCO)** – the LOCO has full responsibility to enhance the conference with local "colour" and presence. Key responsibilities may include the development of appropriate field trips, workshops and excursions; the development and offering for sale of appropriate conference merchandise; the securing and training of an appropriate team of volunteers for required conference activities; the identification of appropriate local entertainment for social functions (e.g. banquet) as needed. Chair of the LOCO will be nominated by the Local Host and voted upon by the WSU Board. The WSU reserves the right to appoint a Co-Chair of its choosing to the LOCO.
6. **International Fundraising Committee (IFC)** – IFC is currently a standing committee of WSU with a Chair. However, successful fundraising for WSC3 will require participation by the host organization of the IFC. Therefore, committee membership on IFC is expected to be enhanced by local participants once the host is identified. During previous WSC the IFC had full responsibility to raise funds through sponsorships, grants and partner agreements to meet the conference fund-raising goals. Key responsibilities may include: development of appropriate prospectus's for fund-raising approaches; development, management and monitoring of a fund-raising prospects database; development and delivery of fund-raising requests appropriate to each individual prospect; issuing of fund-raising agreements with, and collection of committed funds from, confirmed funders.
7. **Communications Committee (CC)** - CC is a standing committee of WSU with a Chair. However, successful communications activities during WSC3 will require participation by the host organization. Therefore, committee membership on CC can be expanded by local participants once the host is identified. During WSC2 the CC was responsible for any communications

including e-mails and social media campaigns advertising the conference. The CC also played a role in securing an introductory address, curating the "faces of the world seabird union" video, and managing social media during the conference.

8. **Early Career Scientist Committee (ECSC)** – ECSC is now a standing committee of WSU with a Chair. However, activities for ECS during WSC3 would benefit from participation by the host organization. Therefore, committee membership on ECSC will be expanded by local participants once the host is identified. During WSC2 the ESCS had responsibility for hosting pre-conference events (e.g. Meet the Masters online) and conference events (e.g. Engaging ECS and mentoring workshops). The ECSC has an important role given the large number of students and ECS that attended both WSC1 and 2.
9. **Conference Secretariat** – during previous WSC the Conference Secretariat had full responsibility for promoting the conference, managing the conference logistics and delivering the conference. Key responsibilities may include: conference website management, distribution of e-communications and promotional messages; provision of abstract submission, conference registration ems and payment processing facilities; review and approval of all conference contracts (e.g. hotels, conference facilities, supplier services); delivery of funder benefits; preparation of all signs, print materials and programs; oversight of onsite registration and volunteers; onsite delivery and coordination of the conference; post conference reviews and surveys. DeArmond Management acted in this capacity for WSC1 and 2 for a fee and this option can be explored for WSC3 as well.

Conference Specifications

The successful delivery of the conference requires appropriate facilities and services to meet the conference goals. We suggest the following be considered:

1. **Conference Dates** – WSC3 will ideally take place in 2020. Preferred conference dates are in September or October although alternative months will be considered. Dates should not fall on religious or major local national holidays.
2. **Meeting Facilities** – must be sufficient in size and orientation to accommodate the full conference. Meeting facilities can be self-contained in an appropriate conference hotel, or in a stand-alone conference centre. WSC1 and WSC2 hosted 600-800 delegates each.
3. **Accommodations** – accommodation choices should be within easy walking distance of the meeting facilities. Accommodation choices should provide bedroom rate options for conference delegates travelling on a variety of budgets including: economy, moderate and business class.
4. **Suppliers** – the conference destination should include local access to quality conference service suppliers for catering, exhibit show services, audio-visual services and transportation providers for trips and excursions.
5. **Access** – the conference location should be located within easy access of a major international airport.

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6. **Local Activities** – it is preferred that the conference location offer options for exploring the natural habitats or scientific work/field locations for the study of seabirds.

All correspondence regarding proposals can be directed to Patrick Jodice, Chair WSU, at the email address worldseabird@gmail.com