

Call for Bids for Organizing the 2018 ICAP

by
Janel Gauthier, Ph.D.
Secretary-General

The International Congress of Applied Psychology (ICAP) is held every four years, alternating every other year with the International Congress of Psychology (ICP) which is also held every four years. The ICAP is organized under the auspices of the International Association of Applied Psychology (IAAP). The ICP is organized under the auspices of the International Union of Psychological Science (IUPsyS).

It takes many years to plan and organize an ICAP. For this reason, the IAAP Board of Directors considers proposals and chooses a host for an ICAP eight years before the event is held. It is then the responsibility of the host (and its scientific community) to organize the Congress - including developing the program, issuing calls for participation, publicizing the Congress, arranging accommodation, arranging special programming, and usually arranging additional funding through grants, sponsorship, and the like.

Who may submit a bid to host an ICAP?

- Any national psychological association/society or network of psychological associations/societies in a given country may submit a proposal for organizing an ICAP.
- Any IAAP Full Member, Fellow, Honorary Member, or Student Member may submit a bid for organizing an ICAP in cooperation with a national psychological association/society or network of psychological associations/societies.
- Members of the IAAP Board of Directors may encourage a national psychological association/society or a network of psychological associations/societies to submit a bid for organizing an ICAP. However, they may not become actively involved in the submission of a proposal made by a national psychological body or network of national psychological bodies in the country where they work or reside.

How may you determine the feasibility of hosting an ICAP in your country/city?

To establish the feasibility of hosting an ICAP before submitting an application, you might begin with an overview of your country/city as a Congress venue:

- Is there a conference venue to host at least 3000 participants?
- Are there sufficient hotel rooms (approx. 1,200) close to the conference venue (or is transportation to the conference venue easy and frequent) that allow a range of rates?

How are countries/cities selected?

If you believe your country/city would be appropriate for hosting an ICAP, you may wish to submit an application. It is the IAAP Board of Directors that votes for the selection. Although it is hard to predict just what features of a proposal define the voting outcome, the Board of Directors typically takes the following items into account (the order of the items which are listed here is not necessarily in the order of importance):

- **Geographical rotation** among continents and countries for the Congress. – In an attempt to guarantee broad geographical coverage, the Board of Directors will be likely to favour applications that enable access across the major regions of the world. An additional factor is the location of large concentrations of psychologists. Therefore, some regions may be chosen more frequently than others. For your information, here follows a list of recent and forthcoming Congress venues:

1974 Canada (Montreal)
 1978 Germany (Munich)
 1982 Scotland (Edinburgh)
 1986 Israel (Jerusalem)
 1990 Japan (Kyoto)
 1994 Spain (Madrid)
 1998 U.S.A. (San Francisco)
 2002 Singapore
 2006 Greece (Athens)
 2010 Australia (Melbourne)
 2014 France (Paris)

- **The scientific community** in the Congress country. – It is responsible for the scientific program: You should provide evidence that the scientific community in your country is willing and sufficiently able to develop a strong and balanced scientific program with broad international representation.
- **Scientific exchange.** – Developing a good program also requires communication with scientists all over the world. Is there a strong tradition of efficient scientific exchange between your country and the scientific world?
- **Communication.** – There is a requirement for intensive and frequent communication between the Congress Organizers and the IAAP Officers. For example, the overall structure of the scientific program and other Congress details need to be discussed. It is therefore important that you can guarantee good communication with the IAAP Officers and particularly with the IAAP President.
- **Costs** for participating in the Congress are another factor. The IAAP Board of Directors will expect that the Congress registration fee will be reasonable, that there is a range of good hotel rates (particularly including inexpensive ones), and that travel costs can be kept as low as possible. For your information, the registration fees for IAAP 1998, 2002 and 2006 using early bird registration as reference were/are:

	IAAP Members	Non-Members	Developing Countries	Students
Singapore	515 S\$ (324 EUR / 283 US\$) ¹	600 S\$ (378 EUR / 330 US\$) ¹	n/a	130 S\$ (82 EUR / 72 US\$) ¹
Athens	365 EUR (434 US\$) ²	415 EUR (494 US\$) ²	250 EUR (298 US\$) ²	150 EUR (179 US\$) ²

¹ As an indication, 1 S\$ = 0.63 EUR or 0.55 US\$ as at February 2002.

² As an indication, 1 EUR = 1.19 US\$ as at February 2006.

- Despite efforts to keep costs low, travel is expensive for **young psychologists**, and for psychologists from the **developing world and transition countries** (e.g., India, Namibia, Yemen). It is therefore important to provide a plan that will guarantee special fees, housing, and support for those colleagues. This plan should be clearly outlined in the budget.
- A **balanced budget** needs to be provided in outline. According to the IAAP Rules of Procedure, the local Organising Committee is entirely responsible for covering costs (in case of surplus, the IAAP Rules of Procedure provide information about the procedure to be followed). Thus, it is important to show realistically how the income (registration fees and other) will cover your costs. It may be helpful to consult the preceding organisers of Congresses in drafting the budget.
- Remember the budget needs to **cover the travel expenses** of IAAP Officers Congress site visits. There are three types of site visits. The aim of the first type is to evaluate the appropriateness of holding an ICAP in the country/city selected by the IAAP Board of Directors and includes all the IAAP Officers. It consists of one visit that is typically scheduled within one year from the time the Board has selected the winner's bid. The aim of the second type is to monitor progress of the Congress Organizing Committee and includes up to three visits by one of the Officers. The aim of the third type is to review progress of the Congress Organizing Committee and includes all the IAAP Officers. That visit is typically held some 12 to 18 months ahead of the actual Congress.
- The International Congresses of Applied Psychology adhere strictly to the **International Council for Science (ICSU) principle of "free circulation of scientists" (ICSU Statute 5)**. Provide evidence that any scientist, from whatever country, will be allowed to enter your country without special requirements (except for the regular passport and visa). Based on former bids, it is a good idea to include an official letter from your country's government (possibly, the Ministry/Department of Foreign Affairs), stating explicitly that your country adheres to the ICSU principle of free circulation of scientists.

So, you have decided to submit a bid: What do you need to do and when?

Bids for organizing the 2018 ICAP will be considered by the IAAP Board of Directors during a meeting to be held in Melbourne on July 10-11, 2010. The following describes the procedure to follow for submitting a bid for the 2018 ICAP.

WHAT TO DO	WHEN
<p>1. Send a formal letter of intent to the President of IAAP, Professor Michael Knowles, expressing the willingness to organize an ICAP for year 2018: <i>Prof. Michael Knowles, President of IAAP Monash University Faculty of Business and Economics Department of Management P.O. Box 197 Caulfield East Victoria 3145, Australia</i></p> <p>This letter should be signed by the President or the Secretary-</p>	<p>Before January 1, 2010</p>

General of the national psychological society/association or network of national psychological societies/associations proposing to organize the 2018 ICAP.	
2. Fill out the Application Form for Submitting a Bid for an International Congress of Applied Psychology and send it to the Secretary-General of IAAP. The form is available on the IAAP website (http://www.iaapsy.org) and on request from the Secretary-General of IAAP (janel.gauthier@psy.ulaval.ca).	Before February 1, 2010
3. Submit six hard copies of the complete congress bid pack to the Secretary-General of IAAP: Prof. Janel Gauthier, IAAP Secretary-General, École de psychologie, Pavillon Félix-Antoine-Savard, 2325 rue des Bibliothèques, Université Laval, Québec (Québec) G1V 0A6, CANADA.	Before May 1, 2010
4. Construct a temporary web page to provide Members of the Board of Directors with on-line access to the full application file and forward the URL address to access the web page to the Secretary-General (janel.gauthier@psy.ulaval.ca) who will pass it on to Board Members.	Before June 1, 2010
5. Prepare a brief audio-visual presentation to highlight your proposal and be ready to answer questions from Board Members. As a proposer, you will be invited to make a presentation to the Board of Directors on July 10, 2010. Following your presentation, you will be invited to answer questions from the Board. Typically, proposers get 10 minutes to make their presentation and Board Members get 5 minutes to ask questions about the proposal.	Before July 10, 2010
6. Prepare at least 10 printed copies of the full proposal and 45 printed copies of a handout summarising your proposal. You will be required to make those documents available to the Board of Directors when you make your presentation in Melbourne on July 10, 2010.	Before July 10, 2010
7. Come to the meeting of the IAAP Board of Directors in Melbourne and bring copies of your bid and handout along with you. The Secretary-General will let you know about the time and place of the meeting in June 2010.	July 10, 2010

How will your application be processed?

Bids for hosting the 2018 ICAP will be carefully reviewed by the IAAP Officers and the Board of Directors as follows:

1. The Secretary-General will send a copy of your application file to each IAAP Officer for review.	May 2010
---	----------

2. IAAP Officers will review your application and have preliminary discussions before it goes to the Board.	June 2010
3. Board Members will be invited to visit the web page you have constructed to provide on-line access to your application file.	June 2010
4. Board Members will listen to your presentation and ask you questions.	July 10, 2010
5. Board Members will discuss the merits of your proposal.	July 10-11, 2010
6. The voting, which is final, will follow. If there are many proposals, the Board will vote in two steps: a first vote to reduce the number of applicants to two, followed by a second vote to determine the conference venue outcome.	July 11, 2010
7. At least four of the current IAAP Officers, at the expense of the applicant, will visit the site where the ICAP is to be held to determine if it is suitable: <ul style="list-style-type: none"> • If they find that it is, they will provide preliminary advice to the organizers concerning the preparations needed for a successful organization of a Congress. • If the selected site proves unsuitable, the applicant will be invited to propose an alternate site. • If no suitable site is found, the bid acceptance will be withdrawn. In that case, the applicant with the next highest number of votes may be selected. 	As soon as possible after the 2010 ICAP and no later than one year after the Congress held in Melbourne.

For further information, please see the *Manual for organizing an International Congress of Applied Psychology (ICAP) under the sponsorship of the International Association of Applied Psychology (IAAP)*, which is available online at the IAAP website: <http://www.iaapsy.org>.