

Guidelines on how to prepare a Bid to host the International Symposium on Biomechanics and Medicine in Swimming

The International Symposium on Biomechanics and Medicine in Swimming is organized every four years by an International Steering Group under the auspices of the World Commission of Science and Sport (WCSS) together with a competent Conference host. The purpose of the WCSS is to promote application of science to sport. The WCSS is a working group under the umbrella of the International Council of Sports Science and Physical Education (ICSSPE).

Deadline / address

The deadline for submitting a Bid for the 2014 Conference is June 1, 2010. The Bid should be addressed by e-mail to the Chair of the Steering Group Biomechanics and Medicine in Swimming, Kari L. Keskinen (kari.keskinen@lts.fi). The letter of Institutional and financial support signed by the relevant authority should be sent in pdf-format.

The guidelines for preparing a Bid are summarized as follows:

- An endorsement of academic authorities
- A tentative budget
- A tentative organizational and scientific committee
- A tentative proposal of invited speakers and topics
- Conference date, venue information and social program.

Evaluation of the Bid:

The Steering Group Biomechanics and Medicine in Swimming intend to have the Bids evaluated at the time of the on-going BMS. Hopefully, the next BMS organizer could be announced during the closing ceremony. If not then the Steering Group will simply present the Candidates and makes the final decision by the end of the current year.

Good practices and additional information which may help the bidder be successful:

- **Statement of interest.** Outline your own motives as well as the potential benefits for both the International BMS community and local academic, aquatic and professional communities for hosting the next conference.
- **Financial commitment / statement of support.** Please provide a general outline of your proposed budget and financial sources of support. Letters of financial support should be forwarded by e-mail. You should be aware that there must be a financial commitment to host the conference and that your institution is responsible for the financial outcome of the symposium.
- **Proposed dates.** Set a tentative date plus alternate dates. The steering group will help you to decide the final dates.
- **Conference venue.** Please give a description of the region, unique aspects of the city, and cultural attractions that will make the venue appealing for international visitors. Please specify on how you

will promote interaction of the participants with those particular cultural aspects. Indicate the weather trends and general environmental conditions.

- **Facilities.** Provide a description of the facility where the conference will be held (rooms, meeting points, exhibition halls, etc.) and its relationship (transports) to the location of accommodation. Indicate how you will support the presentation of contributions using different formats i.e. podium, posters, pool-side demonstrations, exhibitions, etc.
- **Social program.** Provide a brief description of the planned social events, recreational options and possible tours. Please be aware of the tradition related to the organization of a closing banquet and a “inter-nations swimming competition”.
- **Accommodation.** Provide a range of options with different price levels including economical student accommodation.
- **Incentive for students to attend.** What attractions will you provide to enable students to attend and be involved in the program?
- **Travel and transportation.** Outline the source of major airline travel, possible ground travel arrangements and general information for international access.
- **Registration costs.** Quote registration costs in EUROS, plus any additional costs to registrants. Please consider different costs for early registration and for students.
- **Biomechanics and Medicine in Swimming** book series. Indicate how you intend to guarantee the edition of the BMS book, and how you will facilitate the submission and review of papers in order to ensure printing of the proceedings prior to the conference.
- **Refereeing.** How will you select your Scientific Committee in order to provide quality scientific papers? Please note that the Steering Group BMS is dedicated to help you in the review process and all matters related the Conference.
- **Promotions.** Indicate your plan to promote the conference during the preceding 4 years to ensure maximum attendance.
- **Major features.** What will be the major feature of your conference and how might you provide a unique and original approach compared to alternative sites?
- **Accompanying persons program.** What activities will you provide in a program to support persons accompanying delegates?
- **Technical Exhibition.** Outline the companies you propose to approach to provide biomechanical product exhibits and/or sponsorship.
- **Pool-side demonstration.** How you will organize the pool-side demonstration of products, equipments, and procedures?
- **Evaluation.** Each four years, during the days before each Symposium, the SGS will evaluate the submitted bids and decide which one will best fit to the BMS movement interests. The final

decision will be published during the Symposium at the closing banquet. If not then the decision will be made before the end of the current year.

- **Awards.** The symposium promotes swimming and aquatics research in general, but particularly in the fields more closely related to biomechanics and medicine. This promotion is searched through the periodical discussion of the state of the art, its publication and world-wide spreading, but also through the direct motivation of researchers to reach new achievements. **Archimedes Award** is a prestigious and traditional Award to be given to the Young Scientist. Please observe that a sum of money is required. In Oslo 2010 Conference a price of 500 euro will be given. Other Awards like the **Best Oral** presentation and the **Best Poster** has been given. Please consider continuing these traditions.

- **The Steering Group BMS.** Please note that the Steering Group is dedicated to help you in the review process as well as in all matters related the Conference planning and execution. The Steering Group together with the previous BMS Conference organizers has a great potential to help you make the Conference most successful.