

International Association for Travel Behaviour Research
16th International Conference (IATBR 2021)

Announcement and Invitation for tendering
to host IATBR 2021



Submission Deadline: July 1, 2018

The International Conference is the premier event of the International Association for Travel Behaviour Research (IATBR) and is held every three years. It is traditionally hosted by a leading transport research institution and moves around the world.

The International Conference requires considerable advance planning and organisational capabilities on the part of the host institution to ensure that the high quality level that characterises it is maintained. The organisers should be prepared to keep the traditions of the IATBR, but they have the freedom to make the conference an event showing the uniqueness of the host site.

IATBR now invites bids from academic/research institutions or their representatives who wish to be considered as prospective organisers for the IATBR 2021.

Proposals should be submitted to the Chair of the IATBR, Elisabetta Cherchi (Elisabetta.Cherchi@newcastle.ac.uk), **no later than July 1, 2018.**

During the forthcoming IATBR conference in Santa Barbara (July 2018), the IATBR Executive Board will evaluate the proposals and select the location where the next conference will be held in 2021. Proposals will be evaluated on the basis of a set of criteria that are listed below as minimum requirements.

Please note that IATBR wishes to maintain its international character by wide geographic diversity of the conference locations over time. Please consult the website (<http://iatbr.org/>) for previous conference locations; preferential consideration will be given to locations that support the goal of geographic diversity.

IATBR's financial expectations of the conference organisers

Agreement to host the conference signifies acceptance of a set of financial obligations and expectations as follows:

The conference organisers are expected to collect the IATBR membership dues for the three-year cycle between conferences (currently set at \$25/year → \$75) from each conference attendee at the time of registration, except as specified below.

IATBR does not expect to receive any revenues accruing beyond the break-even point (i.e., "profits"), *except for* the membership dues and eventual revenues from the conference book and/or other such publications.

By the same token, IATBR does not expect to supply any deficits accrued by the organisers; conference organisers are expected to bear the financial risk of the conference. IATBR may be able to assist in some ways with unforeseeable shortfalls that occur, but this should not be counted on, and will be at the discretion of the Board.

After the conference, organisers are expected to provide a summary budget to the IATBR Board, outlining the actual revenues and expenses associated with the event.

Organisers are expected to bear (or not bear, as indicated) the following expenses:

For the *current-cycle winner of the Lifetime Achievement Award*:

- Registration and accommodations are to be paid by the organisers. We encourage the organisers also to pay for the travel, but this is currently left to their discretion.
- IATBR pays for (and is responsible for producing) the plaque and cash prize, and will grant free three-year membership.
- In cycles where there are two winners, IATBR will help with the second set of expenses if necessary.
- NO expenses are expected to be paid for past-cycle LAA winners (i.e. it's not like the TRB emeritus system where you get a lifetime discount on registration).

For all *Eric Pas Prize First Place winners (normally three, but there could be a tie or no winner in any given year of the three-year cycle)*:

- Registration and accommodations are to be waived/paid by the organisers.
- Travel is not expected to be paid.
- IATBR pays for and produces the plaque and cash prize, and will grant free three-year membership.

For all *Pas Prize Honorable Mention recipients*:

- Registration can OPTIONALLY be paid/waived by the organisers, at their discretion.
- If registration is NOT paid/waived by the organisers, Honorable Mention recipients should receive the student rate, even if they are already working.
- IATBR pays for and produces the certificate (there is no cash prize), and will grant free three-year membership.

The proposal

The proposal should be 2-3 pages long plus a draft summary budget. The budget needs to include only major categories of estimated expenses and revenue, and should include one or more plausible scenarios (e.g. for attendance counts x registration [+dues] income for each type of participant; for venue and food expenses) for each location option presented (see item #2 under “The venue” below). The narrative proposal should contain, as **minimum requirements**, the following information:

Hosting organisation:

1. Host institution and conference chair: names and some basic information regarding scientific reputation and main researchers in transport behaviour.
2. Names and affiliations of organisers, with an indication of previous experience organising conferences or workshops (please indicate type of conference and number of participants).
3. Cooperating organisations, sponsors and level (estimated monetary amount) of sponsorships that the host can generate.

The venue:

1. Description of the city and its attractiveness (an indication of the weather conditions during the period of the congress will be appreciated).
2. Description of the location and its main characteristics. It is desirable to indicate 2-3 (at maximum) feasible options, with a brief description of their main characteristics, especially if these locations are substantially different (such as a hotel in the downtown area versus a university campus outside the city).
3. Description of the possible venues (hotel/university/conference centre), with an indication of capacity in terms of total number of delegates that can be accommodated and number of rooms to run parallel sessions.
4. An indication of the accessibility of the city (international connections) and of the intended locations.
5. An indication of the hotels available, in terms of distance from the venue, categories and average costs (as expected in the period of the congress).

Preliminary information about the conference design:

1. Alternative months when the conference can be held.
2. Format of the conference with an indication of its length and structure (parallel sections, workshops, and plenary sessions) as well as typical social activities such as opening reception, social dinner, and potential leisure activity.
3. Expected registration fee amounts for delegates and students.
4. Plans for publication of selected papers from the conference.