

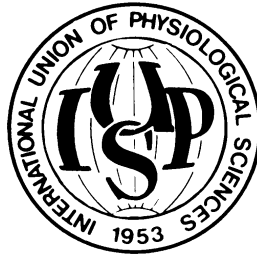
INTERNATIONAL UNION OF PHYSIOLOGICAL SCIENCES

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EXPECTATIONS OF IUPS FROM A COUNTRY OFFERING TO HOST AN INTERNATIONAL CONGRESS FOR THE IUPS

IUPS is a union of national adhering bodies of physiological sciences, and is a member of the International Council of Scientific Unions (ICSU). The objectives of IUPS are to promote the physiological sciences by fostering research and knowledge dissemination in the field, and sponsoring the International Congresses of Physiological Sciences (hereafter referred to as "The Congresses") every four years, as well as other meetings, for the advancement of the field.

Selection of the location for an international congress shall be determined by the General Assembly of the Union. Eight years before an international congress, from among the bids received, up to three invitations to host the congress shall be selected by Council, on the basis of careful examination of the proposals by the Executive Committee, for presentation to the General Assembly which will determine by majority vote the preferred host society and location. Consideration should be given to the rotation of the congress to different geographical regions. Four years later, a report by Council will be presented to the next General Assembly for confirmation of the location.

In order to achieve this goal those societies wishing to submit an invitation must submit to the Executive Committee a well documented invitation six months prior to the General Assembly. This will be used in preparation for the Council meeting that immediately precedes the General Assembly. Such invitations should include the following information.

SCIENTIFIC INFRASTRUCTURE

The congress will provide significant research and educational activities in physiological sciences in the host country with a vision for the congress capable of attracting scientists worldwide.

A professional and academic infrastructure capable of organizing an International Congress of Physiological Sciences of between 3000 and 5000 active participants will be named.

The congress will take place in a suitable meeting venue.

SCIENTIFIC PROGRAM COMMITTEE

There shall be a Local Scientific Program Committee (LSPC), as part of the Organizing Committee of the host organization, and an International Scientific Program Committee (ISPC) of the IUPS.

The LSPC is appointed by the host organization which defines its mandate. The LSPC works out the general concept for the scientific program which is communicated to the IUPS Council for discussion four years prior to the meeting. The ultimate responsibility for the structure of the scientific program lies with the host organization.

The mandate of the ISPC, defined by the IUPS, is to ensure that the scientific program agrees with the goal of the IUPS Congresses to be a platform for scientific discourse of high standard at the international level and covering all fields of physiology. In collaboration with the LSPC, the ISPC shall select the topics, chairpersons, speakers, discussion leaders etc. required to fill the predetermined program structure with scientific content by recruiting the active participants on the basis of scientific qualification and with an effort to ensure the participation of scientists from all parts of the world. To this end, the ISPC shall seek proposals from the IUPS Commissions. The mandate of the ISPC includes providing advice on collateral scientific activities such as satellite symposia.

The ISPC consists 18 persons, six representatives of the LSPC and twelve international members appointed by the IUPS Council, to be chaired by a member of the LSPC with a vice chair selected by the IUPS Council. In addition, the IUPS President and the Vice-President for Commissions are ex officio members.

The Executive of IUPS seeks nominations for the international members of the ISPC from Adhering Bodies, Council and Commissions. A slate prepared by the Executive to show fair representation of the international scientific community as well as a balanced representation of all fields of physiology is submitted to Council for vote. No one person shall be appointed to serve on the ISPC for more than two congresses in succession.

CONGRESS ORGANIZATION

1) Role of the IUPS: IUPS grants to the Hosting Institution rights, title, and authority to organize and hold The Congress. IUPS also grants to the Hosting Institution the right to approve Official Satellite meetings in conjunction with The Congress on terms and conditions agreed with IUPS. IUPS grants to the Hosting Institution the right to use its logo and name in conjunction with all correspondence relating to The Congress and Official Satellite meetings. IUPS will use its reasonable means to assist in promoting The Congress and Official Satellite meetings, including the distribution of information and assistance in obtaining sponsorship for The Congress. IUPS will use its reasonable means to ensure that the IUPS Commissions become fully involved in the preparation of the program by the ISPC. IUPS will not sanction, authorize, permit, or lend its name to any other major international scientific meeting for a period of six months before and six months after the date of The Congress.

2) Role of the Hosting Institution: The Hosting Institution, having been granted the right to

run The Congress, will on behalf of IUPS plan, develop, and manage The Congress and coordinate Official Satellite Meetings. The Hosting Institution will provide a quarterly report to the Executive Committee of IUPS on the progress of the planning, development, and management of The Congress. These reports will be provided from the date of signing of a contractual agreement until the full auditing of the accounts following The Congress.

3) Interaction between the IUPS and the Hosting Institution: The dates of The Congress (within the calendar year in which it is to be held) and its location in the Hosting Nation will be proposed by the Hosting Institution and determined following consultation and authorization by IUPS. The conditions of any sponsorship arrangement made by the Hosting Institution require approval by the IUPS. Where there is an obligation to consult under the agreement, the Hosting Institution will consult with the President, Treasurer, and Secretary General of the IUPS, through its Executive Secretary. Such consultation may take place by means of telecommunication or electronic media and shall not require the attendance of officers of the IUPS at meetings of any organizing committee in the Hosting Institution.

SCIENTIFIC FREEDOM

There will be strict adherence to the principle of free exchange of scientific information without commercial or political influences.

Free access for all bona fide scientists will be granted in accordance with the ICSU policy statement on free circulation of scientists. *

Similar free access to any official Satellite symposia will be available.

*Further clarification of this can be found in the ICSU publication *Universality of Science, Handbook of ICSU's Standing Committee on Freedom in the Conduct of Science* (with advice to Organizers of International Scientific Meetings) from their Executive Secretary, Dr. Peter Schindler, Swiss Academy of Sciences, Bärenplatz 2, 3011 Bern, Switzerland)

FINANCIAL ARRANGEMENTS

The local hosting institution will enter into a contractual agreement with the IUPS that will define obligations of both parties, including:

The hosting body has total fiscal responsibility for the congress.

There will be provision by the IUPS of an interest-free loan (amount to be negotiated) to the host country.

Assistance will be provided by the IUPS in fund-raising and publicizing the congress.

There will be allocation of 5% of the registration fee to the IUPS primarily for the purpose of sponsoring international physiological scientists, particularly in Third World and Eastern European countries.

In the event that the Congress realizes a net profit, there will be receipt by the IUPS of 25% of such profit.

The IUPS will provide 50% of the costs of one preparatory meeting of the ISPC.

The host country will provide accommodations for Executive Committee members (approximately 6 rooms for 13 nights) and Council members of IUPS (approximately 10 rooms for 9 nights) prior to and during the congress.

DOCUMENTS TO BE SUBMITTED WITH A BID

- 1) Official letter of invitation from sponsoring institution indicating willingness to assume scientific and financial responsibility.
- 2) Description of congress facilities.
- 3) Vision statement for the scientific program and satellites.
- 4) Presentation of scientific and organizational structure with the key people names.

A copy of the complete dossier should be sent by mail to the IUPS Secretariat, L.G.N., Bâtiment CERVI, Hôpital de la Pitié-Salpêtrière, 83 Boulevard de l'Hôpital, 75013 Paris, France as well as in a .pdf file to orsoni@chups.jussieu.fr.

Revised May 2007