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# CALL FOR BIDS: ORGANIZING THE 2030 ICAP

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The International Congress of Applied Psychology (ICAP) is held every four years, alternating every other biennium 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 so long as 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 or Fellow in good standing 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 submit a proposal on behalf of an organization or be a member of a team submitting a bid.

## Determining 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 4000 participants?
- Are there sufficient hotel rooms (approx. 3,000) at a range of rates close to the conference venue, or is transportation from hotels to the conference venue easy and frequent?

### How are countries/cities selected?

If your country/city would be appropriate for hosting an ICAP, you are invited 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 determine 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 favor 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 (all of them are available on our web site):

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)  
2018 Canada (Montreal)  
2026 Florence (Italy)

- **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 attending 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 ICAP 2014 and 2018 using early bird registration as reference are:

	IAAP Members	Non-Members	Developing Countries	Students
Paris	450€ (US\$617)	600€ (US\$823)	300€ (US\$411)	200€ (US\$274)
Montreal	525\$C (US\$475 or 347€)	625\$C (US\$566 or 413€)	325\$C (US\$294 or 215€)	250\$C (US\$226 or 165€)

Note: US\$ and € currency conversions as of April, 2014

- 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, and 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 detailed **balanced budget** should be provided as part of the application for hosting an ICAP. According to the IAAP Rules of Procedure, the local Organizing Committee is responsible for covering all costs and, should there be losses, IAAP has no financial liability whatsoever. Thus, it is important to show realistically how the revenue (registration fees and other) will cover the expected costs. It may be helpful to consult the organizers of preceding Congresses in drafting the budget. A pro-forma budget template, showing many of the revenue and expense categories and their interrelationships, is available on the IAAP website (<http://www.iaapsy.org>) and on request from the IAAP Secretary-General.
- 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 2030 ICAP will be considered by the IAAP Board of Directors. The following describes the procedure to follow for submitting a bid for the 2030 ICAP.

### WHAT TO DO WHEN

1. Before January 31<sup>st</sup>, 2023 - Send a formal letter of intent to the President of IAAP, Professor Lori Foster, expressing the willingness to organize an ICAP for year 2030. This letter should be signed by the President or the Secretary-General of the national psychological society/association or network of national psychological societies/associations applying to organize the 2030 ICAP. It should be submitted as an attachment via email to the President ([president@iaapsy.org](mailto:president@iaapsy.org)) and the Secretary General ([secretarygeneral@iaapsy.org](mailto:secretarygeneral@iaapsy.org)) of IAAP, with a copy to the IAAP Operation Center ([operationscenter@iaapsy.org](mailto:operationscenter@iaapsy.org)).
2. Before March 15, 2023 - Fill out the Application Form for Submitting a Bid for an International Congress of Applied Psychology and send it to the President ([president@iaapsy.org](mailto:president@iaapsy.org)) and the Secretary General ([secretarygeneral@iaapsy.org](mailto:secretarygeneral@iaapsy.org)) of IAAP, with a copy to the IAAP Operation Center ([operationscenter@iaapsy.org](mailto:operationscenter@iaapsy.org)). The form is available on the IAAP website (<http://www.iaapsy.org>) and on request from the Secretary-General of IAAP.

## How will your application be processed?

Bids for hosting the 2030 ICAP will be processed by the IAAP Officers and the Board of Directors as follows:

1. **March 2023** - IAAP Officers will review the digital version of your application and, if needed, will request additional information before it goes to the Board.
2. **May 2023** – If additional information has been requested by the Officers, you will be given until May 2023 to update your application and submit the updated pages of your application to the President ([president@iaapsy.org](mailto:president@iaapsy.org)) and the Secretary General ([secretarygeneral@iaapsy.org](mailto:secretarygeneral@iaapsy.org)) of IAAP, with a copy to the IAAP Operation Center ([operationscenter@iaapsy.org](mailto:operationscenter@iaapsy.org)).
3. **July 2023** - Board Members will expect a presentation of the Bids at the BOD live meeting on July 2<sup>nd</sup>-3<sup>rd</sup> 2023 in Brighton, UK.
4. Board Members will vote then on your application. The voting is final. If there is more than one acceptable proposal, the Board will be asked to rank order them. The application at the top of the list will be selected for a site visit to confirm the suitability of the proposed site for hosting an ICAP.
5. Before **May 30<sup>th</sup>, 2024** - At least four of the current IAAP Officers, **at the expense of the applicant**, will visit the proposed site for the ICAP:
  - If they find that the site is suitable, they will provide preliminary advice to the organizers concerning the preparations needed for a successful organization of an ICAP.
  - If they find that it is unsuitable, the applicant will be invited to propose an alternate site.
  - If no suitable site is found, the bid will be discarded and the next highest ranked application will be selected for a site visit.