



## IZFS Future Conference Location Proposal Requirements

### Background

The International Zebrafish Society (IZFS) organizes two conferences, the International Zebrafish Conference (IZFC) in the summer, and the Strategic Conference for Zebrafish Investigators (SCZI) in the winter. The conferences rotate between three regions: North America, Asia-Pacific, and Europe. The IZFS organizes the conferences in the North American and Asia-Pacific regions, while the European Zebrafish Society (EZS) plans the conferences in Europe.

*\*Detailed specifications for the conference are attached*

### Proposal Review Process

- A call for proposal will be sent to the membership at least 18 months (ideally 2+ years) prior to the general timeline for the conference.
- There will be an 8 week window to submit applications
- Proposals should be prepared as a PowerPoint presentation that addresses all of the key elements and includes photos where appropriate.
- Proposals will be submitted to the IZFS office and compiled by the staff
- The Executive Committee will review the proposals and determine if the applications are complete or if they require more detailed information from the local potential hosts.
- The Executive Committee will determine the feasibility of all of the proposals and make a recommendation of the site selection to the Board for approval.

### Proposals should include the following elements:

1. **Local Host Organizers:** At least two current IZFS members, ideally including an IZFS Board member, who have attended at least one IZFS conference in the past, and who either reside in, or are very familiar with, the proposed city location, can submit a proposal to help organize a future conference.
2. **General Summary:** Describe why this city makes a good choice for the IZFS conference. Include previous conferences that you have helped to plan in the city and include details about the attractions that may be a draw to attendees.
3. **City Background and Climate:** Provide a general city history and description of the city. Please include a summary of the weather and climate during the proposed meeting dates. If the weather may be an issue during our meeting dates, please note it.
4. **Environmental Sustainability:** IZS is committed to holding conferences that are environmentally friendly. Please describe how this location can support these goals in terms of direct flight and train options for traveling to the area, as well as venue or local commitments to reducing the environmental impact of conferences.

5. **Local Regulatory or Political Considerations:** Please share if there are any visa or travel-related regulatory requirements, and/or if there are any political sensitivities that may impact the ability to travel to the country/region.
6. **Potential Venues:** Please describe several options for general neighborhoods, venues, including University settings if available and general hotel and dorm room costs in the area. (Please note that IZFS staff will help to facilitate a detailed formal Request for Proposal (RFP) process if the city is selected, this information should be general).
7. **Child Care:** IZFS is committed to making sure conference attendees have access to childcare options near the location of the meeting. Please indicate if there are childcare companies or organizations within the city or near the proposed conference site.
8. **Accessibility:** Please take into consideration the accessibility of the city and venue. It is important that the city and potential venues are accessible to disabled attendees. This may include wheelchair accessibility, accommodations for visually impaired, etc.
9. **Professional Conference Organizer (PCO):** Please indicate if the country or potential venue requires the use of a local company to work with international organizations to plan conferences. If so, please include names of reputable local companies.
10. **Transportation:** Provide accessibility to the city and average flight times and costs from various regions of the world and passport/VISA requirements. Please also describe transportation options within the city.
11. **Regional Support/Contributions:** Please include if there are any opportunities for financial support or grants from the region, such as incentives from a local convention and visitors bureau, and what the process is to go about obtaining this assistance.
12. **Sponsorship & Exhibitor Support:** Please provide an estimated number of local companies that can be expected to participate in the conference, including typical rates for exhibit booth rental.
13. **Attendees:** Please include the expected attendance from the host country/region.
14. **Local collaborating organizations:** Please indicate if there are any local fish or related nonprofit organizations who may collaborate with IZFS at the meeting.

## **Organizational Structure, Roles and Responsibilities**

**Steering Committee** – Co-chaired by the IZFS President (or designee from the Executive Committee) and one primary local organizer, ideally a member of the IZFS Board. This committee may also include another member from the IZFS Executive Committee such as the President-Elect or Treasurer and at least one additional local organizer.

- Oversee venue selection, budget development and contracting
- Inform overall meeting structure and agenda
- Appoint Scientific Program and Local Organizing Committee Members

- Invite Keynote speakers (as recommended by the Scientific Program Committee)
- Use personal networks to promote meeting and attendance
- Help to identify local funding grants and collaboration opportunities with local universities or agencies
- Fundraising: Use personal connections with vendors to vigorously recruit sponsors and exhibitors for the conference.

**Scientific Program Committee** – Appointed by the Steering Committee and co-chaired by the IZFS President, or their designee, and one local organizer. There must be at least one representative from North America, Europe, Asia-Pacific, and it is encouraged that additional representatives are included who represent diverse backgrounds in terms of countries of residence, gender, race and scientific expertise.

- Identify and recommend keynote speakers
- Determine session topics and process for abstract system
- Choose and invite session chairs, abstract reviewers
- Use personal networks to promote meeting and attendance
- Help to identify local funding grants and collaboration opportunities with local universities or agencies
- Fundraising: Use personal connections with vendors to vigorously recruit sponsors and exhibitors for the conference.

**Local Organizing Committee** – Appointed by the primary local organizers, should include postdocs and students.

- Serve as local hosts to help inform local tours, social events, etc.
- Assist with onsite meeting logistics such as registration desk, session room and poster session management and other duties as needed.
- Use personal networks to promote meeting and attendance
- Help to identify local funding grants and collaboration opportunities with local universities or agencies
- Fundraising: Use personal connections with vendors to vigorously recruit sponsors and exhibitors for the conference.

#### **Management Company/Staff**

- Source venues, work with tourism bureau, negotiate and sign all contracts
- Together with the Steering Committee, create event budget and submit to leadership for approval.
- Create and manage the shared document to be used for program and content development for all items related to the meeting.
- Manage the meeting planning timeline
- Draft agendas, schedule organizing committee meetings and document decisions and action items
- Develop and implement event website, registration and abstract systems, and mobile app
- Create and implement communication plan to inform members and the community about the meeting
- Create and circulate the Sponsorship and Exhibitor Prospectus
- Manage logistics of speakers, session chairs and award recipients
- Manage poster sessions

- Manage all on-site logistics including hybrid meeting needs
- Staff should be copied on all meeting correspondence and ensure that all organizers remain informed of decisions and discussions.

**All Committee Member Expectations:**

- Prepare for meetings by reviewing the agenda and supporting documents sufficiently in advance of the meeting to allow for meaningful participation.
- Attend teleconferences and/or in-person meetings and communicate via e-mail as needed to complete assigned tasks or to continue discussions.
- Provide feedback and decisions for all items related to the conference as needed through consensus building and mindful of meeting timeline and deadlines
- Copy all organizers and staff on all correspondence related to the conference.
- If a committee member does not respond within 24 hours, decisions may move forward if supported by the majority (quorum). One can request more time within 24 hours.
- Participate in monthly or bi-weekly planning meetings

**Upcoming conference rotation schedule:**

	<b>SCZI (PI Meetings) (Winter)</b>	<b>IZFC (International Conferences) (Summer)</b>
2025	Europe – EZS manage Paris, France April 2-5, 2025	North America – IZFS manage Madison, WI, USA July 9-13, 2025
2026	Asia Pacific – IZFS manage Singapore January 2026 (tent)	Europe – EZS manage Vienna, Austria July 7-11, 2026
2027	North America – IZFS manage <b>CALL FOR PROPOSALS</b>	Asia Pacific – IZFS manage <b>CALL FOR PROPOSALS</b>
2028	Europe – EZS manage	North America – IZFS manage
2029	Asia Pacific – IZFS manage	Europe – EZS manage

**Previous locations and attendance:**

	<b>SCZI (PI Meetings) (Winter)</b>	<b>IZFC (International Conferences) (Summer)</b>
2024	North America – IZFS Manage Asilomar, California USA January 6-9, 2024	Asia Pacific – IZFS manage Kyoto, Japan August 17-21, 2024
2023	None	Europe – EZS manage

		Krakow, Poland July 9-13, 2023
2022	Europe – EZS manage Dresden, Germany March 31 - April 2, 2022	North America – IZFS manage Montreal, Canada + Hybrid June 22-26, 2022 442 In Person + 241 Virtual = 683 Attendees
2021	Cancelled	Virtual Only (Eastern Time Zone) June 16-22, 2021 971 Attendees
2020	Asia Pacific – IZFS manage Cancelled (COVID19) Tapei, Taiwan February 4-8, 2020	Europe – EZS manage Virtual Only October 26-27, 2020 400 Attendees
2019	North America – IZFS manage Pacific Grove, CA, USA (Asilomar) January 12-16, 2019 205 Attendees	Asia Pacific – IZFS Co-sponsored Chinese Zebrafish Society Suzhou, China June 12-16, 2019 975 Attendees
2018	Europe – EZS manage Trento, Italy March 20-23, 2018	North America – IZFS manage Madison, WI, USA June 20-23, 2018 761 Attendees



# IZFS

International Zebrafish Society

## About the Strategic Conference of Zebrafish Investigators (SCZI)

### Background:

The International Zebrafish Society (IZFS) is a professional organization representing researchers and scientists working with the zebrafish research model. This conference is geared towards zebrafish principal investigators. Plenary sessions will highlight cutting-edge research and technological advances, and there will be numerous concurrent sessions and workshops. The conference includes numerous educational and networking opportunities. Breaks and lunches are planned to allow for ample attendee networking and interaction.

### History and About the International Zebrafish Society (IZFS)

In response to both the need for stronger zebrafish community-managed conference support and the desire for a more robust and active organization supporting international zebrafish research, leaders in the zebrafish field began efforts to form the International Zebrafish Society (IZFS) in 2013. IZFS's missions are:

- To promote zebrafish research in efforts to better human health
- To promote educational initiatives, programs and forums
- To advocate for zebrafish research and represent the interests of the international community
- To promote international cohesion and cooperation in zebrafish research
- To facilitate the exchange of information and resources within the zebrafish community

### IZFS is managed by EDI

Executive Director, Inc. (EDI), located in Milwaukee, Wisconsin is one of the oldest and largest association management companies in the United States. EDI's staff of over 300 experienced professionals provide management, financial, information technology, meeting planning, events management, communications, marketing, graphic design, and website design services to 35 medical and scientific organizations. EDI is one of the top five association management companies in the U.S., providing professional services for national and international medical, certification, and scientific associations. EDI has more than 50 years of experience, with client relationships extending beyond 40 years.

### Anticipated Attendance

150-220, Principal Investigators or Lab Heads

### Past Dates and Locations

- **2017** – January 14-17, 2017, Asilomar, California
- **2019** – January 12-15, 2019, Asilomar, California
- **2020** – February 4-8, 2020, Taipei, Taiwan (cancelled due to COVID-19)
- *2022 (Europe)*
- **2024** – January 6-9, 2024, Asilomar, California

**Future Locations**

- 2025 (Europe)
- **2026 – Asia Pacific**
- **2027 – North America**
- 2028 (Europe)
- **2029 – Asia Pacific**
- **2030 – North America**

**Preferred Meeting Dates**

SCZI is held between January-February. The society prefers to hold a Saturday-Tuesday meeting pattern. We are open to other date patterns, if it allows for lower travel costs or easier attendee travel times.

**Transportation**

Accessibility and average flight times from various regions of the world and passport/VISA requirements are important considerations when determining locations. Please also provide transportation options within the city.

**Location Requirements**

Location should be easily airport accessible with the ability to fly directly to the area. The group likes to be in a campus environment where they are the sole group or one of just a few groups on premises. They like a collegiate feel and beautiful locale/scenery and access to sites/outdoor amenities is preferable.

**Exhibitors**

10-15 tabletop (6') exhibits are expected

**Sleeping Room Rates**

Hotel rates have historically been between \$100 - \$300 USD per night depending upon which meals are included. Shared room options should be available

**Sleeping Rooms Needed (including staff rooms)**

Friday	Saturday	Sunday	Monday	Tuesday	Total Room Nights
10	140	140	140	140	570

**Audio Visual**

Audio visual services are needed. If there are extra charges or fees associated with using an outside vendor, please include that information in the proposal. An in-house AV vendor with competitive pricing is preferred. This meeting is in-person only, so basic AV such as projectors, laptops and microphones will be needed.

**Typical Schedule-at-a-Glance (below)**

	Saturday, January 6	Sunday, January 7	Monday, January 8	Tuesday, January 9
8:00am		7:30 - 8:30 <b>BREAKFAST</b> Crocker Dining Hall	7:30 - 8:30 <b>BREAKFAST</b> Crocker Dining Hall	7:30 - 8:30 <b>BREAKFAST</b> Crocker Dining Hall
9:00am		8:30 - 10:30 <b>PLENARY SESSION II:</b> Emerging Technologies – Imaging and Omics Merrill Hall	8:30 - 10:00 <b>PLENARY SESSION III:</b> Morphogenesis, Polarity and Migration Merrill Hall	8:30 - 10:30 <b>PLENARY SESSION IV:</b> Disease Models Merrill Hall
10:00am		10:30 - 11:00 <b>EXHIBITS &amp; COFFEE BREAK</b> Merrill Hall	10:15 - 12:00 <b>CONCURRENT SESSION II:</b> Physiology and Metabolism Merrill Hall Toxicology and Chemical Biology Heather Ecology and Evolution Chapel	10:30 - 11:00 <b>EXHIBITS &amp; COFFEE BREAK</b> Merrill Hall
11:00am		11:00 - 12:00 <b>WORKSHOP SESSION II:</b> Conditional Mutagenesis Merrill Hall AI & Scientific Publishing Heather Universal Standards in Toxicology Chapel		11:00 - 12:00 <b>WORKSHOP SESSION III:</b> Zebrafish as Rare Disease Models Merrill Hall Education/Outreach Heather Clocks, Sleep and Diseases Chapel
12:00pm		12:00 - 1:15 <b>LUNCH</b> Crocker Dining Hall	12:00 - 1:45 <b>LUNCH</b> Crocker Dining Hall	12:00 - 1:15 <b>LUNCH</b> Crocker Dining Hall
1:00pm		1:15 - 2:15 <b>COMMUNITY SESSION I</b> The Americas Merrill Hall Europe Heather Asia Pacific Chapel		1:15 - 2:15 <b>COMMUNITY SESSION II</b> Merrill Hall
2:00pm		2:15 - 3:45 <b>EXHIBITS &amp; COFFEE BREAK</b> Merrill Hall	2:00 - 6:00 <b>OPTIONAL ACTIVITIES:</b> Monterey Bay Aquarium Asilomar Grounds Hike	2:15 - 3:45 <b>EXHIBITS &amp; COFFEE BREAK</b> Merrill Hall
3:00pm	3:00 - 5:00 <b>REGISTRATION &amp; EXHIBIT HALL</b> Hearthside, Merrill Hall	3:45 - 5:45 <b>CONCURRENT SESSION I:</b> Gene Regulation, Epigenetics and Genomics Merrill Hall Brain, Neural Circuits and Behavior Heather Regeneration and Stem Cells Chapel Blood and Lymphatic Systems Nautilus		3:45 - 5:45 <b>CONCURRENT SESSION III:</b> Neurobiology and Sensory Systems Merrill Hall Cardiac, Craniofacial and Musculoskeletal Heather Germline and Early Development Chapel Cancer and Growth Control / Infection and Immunity Nautilus
4:00pm				
5:00pm	5:00 - 6:00 <b>WORKSHOP SESSION I:</b> Building Community: Challenges and Strategies Merrill Hall Orthotopic Brain Cancer Heather Sustainability: Happy fish with fewer resources Chapel			
6:00pm	6:00 - 7:00 <b>DINNER</b> Crocker Dining Hall	6:00 - 7:00 <b>DINNER</b> Crocker Dining Hall	6:00 - 7:00 <b>DINNER</b> Crocker Dining Hall	6:00 - 7:00 <b>DINNER</b> Crocker Dining Hall
7:00pm	7:00 - 8:00 <b>KEYNOTE LECTURE I:</b> Judith Eisen, PhD Merrill Hall			7:30 - 8:30 <b>KEYNOTE LECTURE II:</b> Ken Poss, PhD Merrill Hall
8:00pm	8:00 - 9:00 <b>PLENARY SESSION I:</b> Top Abstracts Merrill Hall	7:30 - 10:30 <b>POSTER SESSION I &amp; EXHIBITS</b> Fred Farr Forum/Kiln	7:30 - 10:30 <b>POSTER SESSION II &amp; EXHIBITS</b> Fred Farr Forum/Kiln	
9:00pm	9:00 - 11:00 <b>WELCOME RECEPTION</b> Merrill Hall			8:30 - 11:00 <b>BANQUET</b> Merrill Hall
10:00pm				