



## **CALL FOR PROPOSALS TO HOST THE 17<sup>th</sup> ISBR SYMPOSIUM IN 2023 (ISBR2023)**

Please submit your Expression of Interest and full Proposal, and any questions you may have regarding the Symposium, to [admin@isbr.info](mailto:admin@isbr.info).

The International Society for Biosafety Research (ISBR) aims to promote the practice and application of science in the fields of applied biotechnology and risk analysis. In particular, the ISBR aims to encourage research, development and communication that supports the safe and sustainable use of biotechnology and facilitates the development of appropriate policy and regulation. The society promotes a multidisciplinary approach and draws its membership from a wide array of disciplines and diverse professions.

The ISBR Symposium is the premier international, multidisciplinary, science-based symposium that addresses the key biosafety and sustainability aspects of applied biotechnology. It is held every two years and has previously been hosted in Spain, Mexico, Germany, Canada, China, France, Korea, New Zealand, Argentina, USA and South Africa. It brings together researchers, technology developers, regulatory authorities, policy makers, non-government organisations and other key stakeholders. The Symposium offers a unique opportunity to share information and experiences and engage in open and meaningful dialogue on biosafety research, risk analysis, communication, policy and regulatory matters.

Organisation of the Symposium is oversighted by the ISBR Board and the Local Organising Committee (LOC) will work closely with the Scientific Program Committee, Communications Committee and Sponsorship Committee in planning and presenting the Symposium.

Proposals to host the 17<sup>th</sup> ISBR Symposium, anticipated to be held in the second half of 2023, are now invited from suitable organisations.

Key prerequisites for submission of a proposal to host the Symposium are:

- the official support of a wide range of local stakeholders, including government, regulatory authorities, the research fraternity and industry;
- a representative candidate Local Organising Committee (LOC) which has the support of their respective organisations; and

- a commitment from the different stakeholders and sponsors to cover a significant part of the local costs of the Symposium.

Details of expected inclusions in proposals to host the Symposium are given in the Appendix.

If you are interested in submitting a proposal to host the 17<sup>th</sup> ISBR Symposium, please:

1. submit a brief Expression of Interest in submitting a proposal by 29 February 2020; and
2. submit your full Proposal to Host the 17<sup>th</sup> ISBR Symposium by 31 October 2020.

Please submit your Expression of Interest and full Proposal, and any questions you may have regarding the Symposium, to [admin@isbr.info](mailto:admin@isbr.info).

The successful candidate will be announced at the 16<sup>th</sup> ISBR Symposium in St Louis, MO, USA in September 2021.

Dr Joe Smith  
ISBR President

27 January 2020

## Appendix

### INCLUSIONS IN PROPOSALS TO HOST AN ISBR SYMPOSIUM

#### 1. Introduction and Purpose of Proposal Document

A brief introduction should outline the proposed timing, country, and lead organisation making the proposal, together with a high-level statement referring to the benefits of hosting the Symposium in this country and how the proposal aligns with ISBR's goals. It should include a brief summary of the proposal.

#### 2. Suitability of Country to Host the Symposium

- Outline the local, regional and international benefits, including benefits to ISBR, of hosting the Symposium in this country.
- Describe the capabilities, experience and achievements in this country in biotechnology / biosafety across research, industry and government.
- Describe the level of support that can be expected from different local stakeholders in organising and holding the Symposium.
- Discuss accessibility of country, e.g. availability of international flights, requirement for visas and ability to obtain these and regional interest in ISBR Symposium topics.

#### 3. Impact of Hosting the Symposium in this Country

Discuss the value and benefits of hosting the Symposium in this country, in terms of its value to the various local stakeholders as well as its contribution internationally to ISBR's mission.

Endorsement letters may be attached in support of this.

#### 4. Proposed Local Organising Committee (LOC) Composition

Describe the proposed LOC – key organisations, personnel – and the level of commitment from them. Ideally the LOC will have membership from a variety of stakeholders – research, government, industry.

Describe possible third-party service providers (eg event managers).

## **5. Proposed Location**

Describe proposed location (or options).

Describe the facilities at the venue. Outline the international accessibility of the venue, accommodation options, local attractions, potential associated activities (eg field trips, research facilities).

## **6. Possible Scientific Theme and Topics**

Discuss how local experience and/or the LOC could contribute towards development of a possible theme and associated topics for the Symposium, noting that these will be developed with the Program Committee and approved by the ISBR Board.

## **7. Potential Sponsors**

Describe your approach to securing local sponsors which, together with sponsorships obtained by the ISBR Sponsorship Committee, are an essential part of a financially successful Symposium. List potential sponsors.

## **8. Financial Management Plan**

Outline a financial management plan that covers local operational issues (such as governance, possible accounts and flow of funds) and includes a draft budget. The draft budget should clearly show all anticipated incomes (registrations, sponsorships), all expenses (eg venue hire, facilities (IT, audio-visual), catering, logistical support, event management, administration support, Symposium dinner, welcome reception, marketing, conference publications, conference package material), and projected profit to be returned to ISBR. Clearly show anticipated numbers of registrations (of different types) with possible budget sensitivity to differences in registrant numbers.

## **9. Communications Strategy**

An effective national and international communications strategy is essential for a successful Symposium. Describe the contribution the LOC could make towards communications to promote the Symposium, in conjunction with the ISBR Board and Communications Committee.