

Guidelines for Conference Hosting/Organization Proposals

Structure: Every two years, ISHA conference takes place over 5 days timeframe. The first and last days are devoted to reception and technical tour. The conference spans 3 full days, with sessions for four plenary lectures, keynote and invited presentations, and four parallel sessions for papers, the number of presentations might depend on the total number of participants. The leading conference also includes a poster session.

Proposal organization: Each proposal to host the ISHA 2022 conference must include the following information:

1. Location of the conference venue and travel information. B) Description of conference facilities.
 2. Description of conference facilities.
 3. Hotels and accommodation. (a) Include a list of hotels that are close to the conference venue and transportation means if required; (b) indicate rates for rooms; (c) indicate if low-cost accommodations for students are provided (such as dormitory rooms) and the costs of these accommodations.
 4. Budget. The budget should be prepared for different target attendance numbers: 100 and 200. Indicate the estimated attendance and justify the audience. Recommendation: We recommend being conservative with the budget estimations.
 5. Registration fees. Specify estimated registration fees differentiated for regular members and students. Also, indicate registration fees those for early, late and on-site, registration.
 6. Key personnel. Specify names of the general chair and local arrangements committee chair.
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