



## **The IAWBH Biennial Conference Call Document**

Thank you for your interest in hosting the next IAWBH conference. This document sets out some important information about the requirements of the conference which will help assist you in planning your bid. It also includes some suggestions on what your bid document might contain.

Bids to host the IAWBH conference are confidential, and should remain confidential between those named as organisers of the conference, and the IAWBH Board.

Bids to host the 2022 conference are due by email to Bevan Catley by 1 April, 2019.

### **Part A. Key responsibilities of the conference local organizing committee (LOC)**

#### **1. Conference dates**

The conference should last four (4) days in May, June or July and will typically run from Tuesday to Friday. The first day of the conference will consist of workshops arranged by the IAWBH Special Interests Groups (SIGS) and a PhD workshop. The specific dates of the conference are to be decided in collaboration with the IAWBH Board.

#### **2. Conference language**

The official language of the conference and the IAWBH is English. The website, submission system, review process, conference proceedings and all abstracts, proposals and papers are to be delivered in this language unless otherwise agreed in writing with the Board. All keynotes must be delivered in English and speakers in the opening and closing ceremony must also use English. If the local context demands additional translation to or from the host language, the LOC will provide translation facilities at their expense. In principle, the cost of translation should not be borne by delegates and every attempt should be made to arrange for sponsorship for this.

#### **3. Conference scientific committee**

The conference scientific committee will include at least 2 members of the IAWBH Board in addition to members from beyond the host group and host country to reflect an international representation. Under the direction of the LOC, the role of the committee is to review submissions utilising a blind review process. The particular Board members who will join the scientific committee will be arranged after the conference location is decided. The LOC does not need to approach Board members to be part of the scientific committee when preparing their bid.

#### **4. Conference website**

A website for the conference (See clause 2 for conference language) must be established 18 months prior to the conference and updated continually with all necessary information and facilities for registrations, submissions, etc. This is the responsibility of the LOC.

## **5. Conference programme**

The conference should have 3-5 keynote speakers. The keynote speakers must be planned in collaboration with the IAWBH Board. Keynotes should have a gender balance (3-2 split if there are 5 speakers or 1-2 split if there are 3 speakers) and include at least one practitioner-oriented speaker.

In principle, keynotes from earlier conferences should not be repeated within an 8-10-year period. The LOC must bear the costs of keynote speakers in terms of hotel accommodation and economy travel costs. Keynotes are not required to pay the conference registration fee.

The conference programme should have provision for up to six workshops or symposia. In addition, a panel discussion may also be organized at the LOC's discretion.

Oral presentations and poster presentations will form part of the conference programme. Oral sessions will consist of a 15-minute presentation and 5 minutes of Q&A. The conference must include a dedicated time slot for poster sessions that does not overlap with other sessions.

The conference programme must also include the IAWBH General Assembly (see clause 9).

## **6. Submissions and review process**

The call for abstracts and proposals and the review process is the responsibility of the LOC, in collaboration with the IAWBH Board (See clause 19 for indicative timetable).

All presenters at the conference (including workshop and symposia organisers) must pay the conference registration fee (for exceptions, see clause 5) within the stipulated deadline and must participate in the full conference. To be confirmed as a presenter at the conference, an abstract, proposal for a workshop or symposium must be submitted by the deadline and subsequently accepted after peer review. Only one oral presentation (including at workshops and symposia) per delegate is normally the rule.

Workshops and submitted symposia should be proposed as per a format agreed between the LOC and the IAWBH Board and will be reviewed jointly by the LOC and the IAWBH Board. Further information on the nature of these sessions will be provided. Generally, the delegate proposing a symposium is responsible for the submissions of the abstracts of presenters included in their symposium by the prescribed date.

Abstracts (other than those at symposia) should be at least 250 (maximum 500) words and should be accepted after a formal peer blind review process undertaken by the Scientific Committee and organized by the LOC in collaboration with the IAWBH board.

Any full-length papers submitted by delegates will be reviewed and accepted on a case-by-case basis and for participants who otherwise would be unable to attend the conference.

The review committee for workshop and symposium proposals will be the LOC and the IAWBH Board.

## **7. Conference proceedings document**

The LOC must prepare a conference proceedings document including the programme and all abstracts. A copy of the proceedings must be provided to delegates with the conference kit on a USB drive or equivalent. The electronic copy of the proceedings should be provided to the IAWBH Board for publication on the IAWBH website after the conference concludes.

## **8. Pre-conference meetings, SIG dinners and SIGs convenors drinks reception**

The PhD workshop and SIG workshops must be arranged for Day 1 (usually Tuesday) of the four-day conference programme. Times, venues and topics must be stated clearly on the conference website. The content of the workshops must be announced on the conference website and form part of the registration process so that delegates can sign up for them. The cost of the PhD workshop and the SIG workshops is included in the conference fee for participants.

The PhD workshop is the overall responsibility of the LOC. The PhD workshop is a full day workshop, and includes lunch and tea and coffee for participants. The LOC may organise this event themselves, or partner with another local institution who will take responsibility for the workshop. Hosting arrangements for the PhD workshop should be clearly detailed in the conference bid document.

The SIG workshops are the responsibility of the SIG convenors with the logistics facilitated and arranged by the LOC, who must specify a designated contact person. SIG workshops run through the first day of the conference. Costs of tea, coffee and lunch at the SIG meetings are borne by delegates (i.e., self-funded). The conference organizers must provide sufficient rooms for SIGs workshops and make other arrangements as requested by the IAWBH. The LOC must specify a designated contact person to assist the SIG Convenors and IAWBH Board with the SIG meetings.

The self-funded SIG conference dinners usually take place on the second day of the conference (normally Wednesday) after the welcome reception. The LOC must provide a point of contact to assist the IAWBH in identifying and booking restaurants in the vicinity of the conference venue.

Conference registration should include options to enable delegates to sign up for the PhD workshop, SIG workshops and SIG dinners.

In addition, the IAWBH Board organizes a SIG convenors drinks reception on the first evening of the conference (usually Tuesday). The LOC must specify a designated contact person to assist the Board to arrange for this reception. The costs of this reception are borne by the IAWBH.

## **9. IAWBH General Assembly**

The conference programme must include a 90-minute time slot on the afternoon (approximately 4.30pm) of the third day of the conference (normally Thursday) for the IAWBH General Assembly. Sufficient time must be left for participants to prepare for the conference dinner.

## **10. Social Events**

The LOC must arrange at least two social events in the form of a Welcome Reception and a Conference Dinner. The Welcome Reception usually starts at 6.00pm and continues until approximately 7.30pm. Traditionally, the venue for this event is a large room (e.g., ballroom) at the conference venue or an interesting/historic or artistic venue located close to the conference venue. Drinks may be sponsored if this can be organised.

The Conference Dinner should be scheduled for the night of the third day of the conference (normally Thursday). The programme/venue/menu is the responsibility of the LOC and must be incorporated into the fee of the conference. The capacity of the conference dinner venue must be able to accommodate all delegates. Provision must also be made for “accompanying persons” to attend the dinner at their own expense. If travel to the venue is required, this should be included in the conference fee, along with ensuring safe return journeys for all delegates.

## 11. Conference registration fee

The conference registration fee should follow the structure indicated below for regular delegates, with members of the IAWBH (see clause 18) and delegates from developing countries receiving lower rates. In addition, there must be a special rate for student delegates, for regular delegates wishing for day registration, for student delegates wishing for day registrations, for accompanying persons and for persons who attend only the conference dinner.

Fee structure

	IAWBH member	Non IAWBH member
Early bird fee	X*	X + a + b
Regular/full fee	X + a	X + a + b + c
Student		
Accompanying person		
One day registration		
Conference dinner only		

\*X is the base fee amount while a, b and c are the additional amounts to be added thereby providing a sliding scale of fees which is jointly contingent on the status of membership and time of payment.

The conference fee should include the conference kit, tea/coffee breaks and lunches for all four days of the conference, the welcome reception and the conference dinner. All catering services should include options for vegetarians, vegans and other special dietary requirements. Any translation services undertaken are not to be at additional cost to conference attendees (See clause 2).

The final fee structure is to be approved by the IAWBH Board.

## 12. Delegates' accommodation

The LOC must negotiate competitive accommodation rates for conference attendees at nearby hotels. The number of hotels should be commensurate with the number of delegates expected. The hotels should include a range of star ratings ranging from 4 to 2 stars and be located in the vicinity of the conference venue.

## 13. Provision of participant information to the IAWBH

The LOC must provide the IAWBH board with a full list of names, institutional affiliation and email addresses of the conference delegates by the start of the conference. The list must be organized to indicate (a) whether the delegate is a member or not of the IAWBH at the time of registration and (b) the fees paid by the delegate.

## 14. Post-conference activities

The LOC will undertake a post-conference survey of delegates to gather information on the delegate experience and suggestions for future improvements. This will be undertaken within two weeks of the conclusion of the conference. The LOC must provide to the IAWBH Board within 4 months of the conclusion of the conference:

1. A report on the operation of the conference.
2. A country of origin breakdown of attending delegates

3. Feedback from the post-conference survey.
4. A full, final and detailed set of accounts that itemises the costs and expenses relating to the operation of the conference.

Further, the LOC must arrange for about 10 high quality video clips of the conference sessions and about 100 high quality photographs of the conference to be handed over to the IAWBH for its website. These must be received within approximately 4 weeks after the completion of the conference.

### **15. Financial responsibility**

The LOC is fiscally responsible for the Conference in terms of budgeting and underwriting the event. The IAWBH takes no financial responsibility for ensuring that the event runs according to budget and is not able to underwrite the conference.

A draft budget should be submitted 6 months prior to the commencement of the conference and again approximately 1 month prior to the conference.

### **16. Sponsorship**

In relation to financial responsibilities and budgeting, the organisers will be responsible for raising sponsorship to financially support the arrangements at the conference. Advice on this matter will be provided by IAWBH on the basis of experience from previous conferences. The LOC must consult the IAWBH about prospective sponsors before any agreements are entered into.

### **17. Funding from the IAWBH**

The IAWBH will provide the LOC with advance funds not exceeding GBP (British Pounds) £5,000.00 (five thousand only) to assist with the initial conference preparations. This amount is to be refunded to the IAWBH from the surplus of the conference, or returned in the event that the conference does not proceed.

Should the conference return a surplus, the LOC agrees to return to the IAWBH Board 100% up to £5,000.00 (or local equivalent). For every pound beyond £5,000.00, the LOC agrees to return 80% to the IAWBH Board to fund future operations. The remaining 20% is to be used by members of the LOC to further research into workplace bullying and harassment. Details relating to what research project might be funded should be detailed in the bid document.

### **18. Formal agreement**

A formal agreement will be established between the IAWBH Board and the LOC on the basis of these terms.

### **19. Timelines**

The following timelines should generally be observed, with more specific deadlines for various (other) tasks associated with conference preparations to be agreed between the IAWBH Board and the LOC and to be maintained by the LOC.

Activity	Indicative months/weeks prior to the conference
Signing of agreement with the IAWBH Board and receipt of seed money	20-22 months
Website live	18 months
First call for abstracts	16 months
Second call for abstracts	14 months
Third call for abstracts	12 months
Keynotes finalised and announced on website	12 months
Abstract/proposal submissions close	5-6 months
Review process	4 months
Notification of acceptance	3 months
Early Bird registration for presenters	1 month

## 20. Contacts

Your contact person within the IAWBH board will be Bevan Catley.

The bid document is to be submitted to [Bevan Catley](#) by 1 April 2019.

## Part B. Suggested inclusions in conference hosting bids

Bid documents should outline key elements of how you propose to organise the IAWBH conference, consistent with the issues outlined above. In doing so, you bid should include

- A description of the key people in the Local Organising Committee, their roles and responsibilities and any previous conference organising experience.
- Consideration of any other people who may be involved in the conference e.g. Students, volunteers etc.
- Institutional support for the LOC's bid.
- Consideration of any possible sponsors.
- Consideration of how this conference will help develop the field of workplace bullying and harassment and IAWBH members.
- A description of the location/city, the proposed conference venue, and information about accessibility and transport, affordability, and other social or special attractions.
- Consideration of the social functions associated with the conference.
- A proposed budget.
- A proposed conference theme.
- Consideration of why it would be great to hold the conference in this location.
- A brief description of the proposed research activity that may be funded by any surplus.