

CALL FOR PROPOSALS TO HOST THE 16th INTERNATIONAL SOCIETY OF ETHNOBIOLOGY CONGRESS IN 2018

The Board of the International Society of Ethnobiology (ISE) welcomes proposals to host the 16th ISE Congress, to be held in 2018. Institutions or groups interested in hosting the Congress should submit proposals by **Friday July 1, 2016** as a .doc, .docx or .pdf document to Jessica Miller, Administrative Assistant (admin@ethnobiology.net). Electronic submissions must contain your name or your organization's name in the file name (e.g., John_Smith_2018Congress proposal.doc).

Please include the following information and address the following criteria in your proposal *in a maximum of 10 pages* (not including maps, photos and supporting documents).

PROPOSAL FORMAT

PART A: Contact and background information:

1. Name of organization/institution:
2. Mailing address of organization/institution:
3. Website of organization/institution:
4. Full name of primary contact person:
5. Email address of primary contact person:
6. Is the primary contact person or any member of the proposed organizing team an ISE Member?
If other than the primary contact person, please list full name(s).
7. Has the primary contact person or any member of the proposed organizing team ever attended an ISE Congress? If yes, which congress(es)? *If other than the primary contact person, please list name(s).*
8. Is anyone from the organizing team planning on attending the 2016 ISE Congress in Uganda? *If yes, please list the full name(s).*

PART B. Please submit a brief narrative answering the following questions (numbered and in order):

1. Why do you want to host the 16th ISE Congress?
2. How will hosting the Congress further the goals of the ISE (refer to the [ISE vision¹](#))?
3. How will hosting the Congress further the goals of your organization (for example, to bring attention to a local issue or international interaction for a local group)?
4. How will your organizing team encourage and incorporate participation of Indigenous, traditional and local community members?
5. What are your preliminary ideas for Congress themes?

¹ ISE Vision Statement: The ISE is committed to achieving a greater understanding of the complex relationships, both past and present that exist within and between human societies and their environments. The Society endeavors to promote a harmonious existence between humankind and the bios for the benefit of future generations. Ethnobiologists recognize that Indigenous peoples, traditional societies, and local communities are critical to the conservation of biological, cultural and linguistic diversity. The vision of the ISE is more fully reflected in its Code of Ethics, to which all members are bound.

6. ISE congresses are intended to be more than simply academic meetings; the key goal of the congress is to create a productive space for exchanges among diverse political, cultural and epistemological views in ethnobiology and biocultural diversity. This has included information sharing opportunities such as talking circles, storytelling, demonstrations, performances, and videos as well as scientific oral and poster presentations. How will you achieve these central goals of the ISE congress?
7. Briefly describe the host organization or institution's relevant strengths and/or interests in ethnobiology, biocultural diversity and related fields? Please indicate any relevant relationships (formal and informal) between the host organization and local communities who share these interests.
8. Why would the host country and region be an important place to hold an ISE congress? What points of geographical and historical interest exist in the region? Please make special reference to cultural and biological diversity, ability to interact with local ethnobiologists and with Indigenous, traditional, and/or local communities, and contacts with other relevant organizations and institutions.
9. What is the host organization's capacity and experience in relation to organizing a major event of this kind? Please be specific and as realistic as possible in assessing aspects such as available venues for the congress, establishment of active review committees, management of large volumes of email, ability to process online *and* offline payments, ability to provide support for managing travel logistics for participants (including visa processing, local transportation, accommodation arrangements, etc.)
10. What is your proposed plan for organizing the Congress? Please include information about the following: specific Congress location and locations of potential venues; local organizing committee; infrastructure and services; institutional, governmental and other support, and a realistic funding strategy including estimated overall budget. (Please note that if the ISE manages congress registration, the ISE will retain an agreed upon portion of the registration revenue as an administrative fee to offset staff time and other costs incurred by the ISE.) Maps and photos of the proposed location and region can be included as supporting materials.

PART C: Please make sure you provide details on the following criteria:

1. *Logistics*: Please provide estimates of travel cost and convenience (how well is the location connected to the rest of the world). Do adequate facilities exist for accommodation? Is local administrative support available for logistics? Are visas relatively easy to obtain? What strategy do you have to help participants get visas? Are interesting field trip sites nearby and accessible? What local transportation is available and how will this be managed?
2. *Institutions*: Do appropriate cultural or scientific institutions exist in the proposed Congress location? Appending supporting documentation (such as a draft Memorandum of Understanding) from local communities indicating interest in and support of the Congress is recommended and will strengthen your application.
3. *Infrastructure*: The physical space in which the congress takes place is essential to the success of the congress. There are typically 200-500 participants so space for up to 4-5 concurrent sessions may be necessary, as well as at least one space that is large enough to accommodate all participants for Society business sessions that are held in plenary. Can the proposed venue(s) accommodate these needs and has this been (or how will this be) secured? If there is more than one venue, are they within walking distance of one another? If not, how do you propose transportation for participants among the different venues?
4. *Communications*: Effective communication across many levels is essential to a successful congress. How will the team maintain regular, effective communication with and involvement of the international organizing committee, ISE Board and ISE staff? Is Wi-Fi readily available at the proposed venue(s) and if so, with or

without cost to participants? What is the state of local communications and Congress facilities? Is local administrative support available for communications and correspondence (through fax, email, and message posting on the web)?

5. *Organizational and fundraising capacity*: Is your team able and willing to establish a strong and active local organizing committee to undertake the Congress program, logistics, and fundraising? Noting that Congress registration revenue is not sufficient to support holding the congress, please outline in detail a fundraising plan and any potential grant opportunities you may have already identified. Please include demonstrated evidence of your experience and capacity in organizing and fundraising for congresses/conferences.
6. *Congress website*: Does your team have the ability to develop and regularly update a detailed web page or create a website for the Congress?
7. *Proceedings*: Does your Congress organizing team have an interest in, and ability to compile and oversee publication of Congress Proceedings, either electronically or in print? Note: it is expected that at least 50% of royalties from Proceedings will be donated to the ISE to support ongoing organizational costs.

SELECTION CRITERIA

The ISE Board will evaluate and rank proposals based on the completeness and strength of the answers to the questions outlined above while also striving to maintain geographic rotation of congresses across different regions. The Board may contact you for additional information and clarification. Please note that final decisions (online vote by membership) will be based on the information you provide and recommendations of the ISE Board.

To date Congresses have been held in:

15 th (planned) Congress	2016	Kampala, Uganda
14 th Congress	2014	Lamai Gompa, Bhutan
13 th Congress	2012	Montpellier, France
12 th Congress	2010	Tofino, Canada
11 th Congress	2008	Cusco, Peru
10 th Congress	2006	Chiang Rai, Thailand
9 th Congress	2004	Canterbury, Kent, UK
8 th Congress	2002	Addis Ababa, Ethiopia
7 th Congress	2000	Athens, USA
6 th Congress	1998	Whakatane, Aotearoa/New Zealand
5 th Congress	1996	Nairobi, Kenya
4 th Congress	1994	Lucknow, India
3 rd Congress	1992	Mexico City, Mexico Chair
2 nd Congress	1990	Kunming, China
1 st Congress	1988	Belem, Brazil

Proposals must be received by the due date to allow sufficient time for members to read them online before voting which will begin Friday 8 July 2016. As the ISE moved to online voting in 2012, finalists are encouraged to supplement their written proposal with a *short* video or PowerPoint presentation which can be linked to in the e-ballot.

EXPECTATIONS OF THE ISE

As Society business also takes place at the ISE Congresses, it is expected that the Congress hosts will work closely with the ISE to ensure that sufficient time is allocated in the Congress agenda to conduct this business. The amount of time required for this will be determined through direct conversations with the ISE Board.

The Congress hosts will not be directly responsible for funding participant costs to attend the 16th ISE Congress (e.g. travel costs or registration fees), but are expected to assist the ISE to fundraise for Indigenous travel bursaries or awards. In the event that funds are raised by the Congress hosts for the purpose of supporting Indigenous participant travel, decisions on disbursement will be made in collaboration with the ISE.

Please note that the ISE currently has a cap for ISE member registration rates at \$250 USD. This may be represented as “early bird” rates which then may increase through the registration open period, at the discretion of the hosts. There is no cap on fees for late registration or for non-ISE member registration.

The ISE will support the ISE Congress Organizing Committee to the degree possible through the paid time of ISE staff and the in-kind time of ISE Board Members and other interested ISE members for Congress planning, fundraising, and other activities agreed by the Congress host and the ISE. Note that the capacity of the ISE to provide staff time to support planning for the 2018 Congress is uncertain at this time.

The ISE will provide planning documents, schedules, past grant applications, and template announcements and letters to the Congress hosts, which can be drawn on as needed. Likewise, Congress hosts are expected to provide the ISE with copies of all planning documents, schedules, grant applications, and financial information pertaining to their ISE Congress for the purposes of future Congress planning. Additionally, a final Congress report and final list of Congress participants will be provided to the ISE in a timely manner following the completion of the Congress.

The group with the winning bid will be expected to develop and sign a Memorandum of Understanding with the ISE, which will clearly identify the above responsibilities and expectations. Other responsibilities and expectations will be negotiated with the Congress hosts and will be dependent on the capacity and needs of the host organization.

At least one representative from the host organization is strongly encouraged to attend the Congress where they make their initial presentation as well as the Congress immediately preceding the one that they will host. The ISE has found that having this overlap is beneficial to successful Congress planning and supports good communication between the Congress hosts and the ISE. The ISE will assist in fundraising to support this if needed.

Thank you in advance for your submission,

The ISE Board