

THE INTERNATIONAL SYMPOSIUM FOR BIOMECHANICS IN SPORT POLICIES AND GUIDELINE MANUAL FOR THE PLANNING AND PREPARATION OF THE ANNUAL SYMPOSIUM FOR BIOMECHANICS IN SPORT

Prepared by Tony Bauer, Vice President Conferences, 2000
Revised by Youlian Hong, Vice President Conferences, and the ISBS Subcommittee, August 2004

PREFACE

The International Symposium on Biomechanics in Sport is the annual event for the presentation of academic research in Sport Biomechanics. The primary purpose of this organizational guideline is to assist the Executive Committee to evaluate and select the proposal for hosting the conference, to assist interested members to prepare the proposal for hosting the conference, and to assist the members whose proposal has been selected to prepare the conference. Therefore, the Guideline contains three parts.

The financial goal of the host should be to neither make a profit nor incur a financial loss. This philosophy is intended to minimize the costs to potential delegates to encourage attendance. It is suggested that the Vice President of Conferences and Meetings be responsible for editing and upgrading the guidelines, and to maintain a current copy on the ISBS website. Conference chairs should also communicate with and utilize the experience and opinions of the past chairs plus the Executive Board members. In this way the society will maintain consistency from year to year and hopefully expand and grow through the combined experiences from the members input.

PART ONE: **HOW TO SELECT PROPOSALS TO HOST THE ISBS CONFERENCE**

This document serves as an aid for ISBS Executives and Board members in their review and selection of proposals. It is suggested that the Vice President of Conferences and Meetings be responsible for editing and upgrading the guidelines, and to maintain a current copy on the ISBS website.

CALL FOR SUBMISSION

On April 1st of each year the VP of Conferences and Meetings will call for the submission of proposals to host the ISBS conference to occur in three years time. The request for proposals will be made through e-mails to all members and an announcement published in the April issue of the ISBS Newsletter. The deadline for submission is May 31st, three years in advance of proposed year in which the conference is to be hosted. The proposals received by the VP of Conferences and Meetings will be voted on by the members of the Executive Committee and will be endorsed in the post-conference meeting of the current year's symposium.

The member wishing to apply to host the conference must be a member in good standing with ISBS. The proposal should be submitted as an attachment by electronic mail to the VP of Conferences and Meetings. The conference planning process plus details related to the by-laws, constitution and policies, and operating guidelines are available on the ISBS website.

EVALUATION OF PROPOSAL

The selection process is based on an evaluation of a written proposal to host the conference and will be based on the rotation among three geographical regions of the world. Where possible the conference will rotate from 1) Australasia to 2) North and South America to 3) Europe and Africa. This rotation may vary depending on the interest demonstrated.

For each proposal, you should rate each of the 14 categories on a scale of 1 to 5 (1 being "poor", 5 being "excellent"). Add the scores for a total, with the highest summation indicating the highest ranked proposal. Please submit your vote indicating your first choice as #1, your second choice as #2, and so on depending on the number of submissions.

For evaluation, take consideration of the following factors:

- Statement of interest
- Scientific program
- Applied program
- Social program
- Financial commitment (Airfare, accommodation and registration fee for Jeffery Dyson Memorial Lecturer, registration fee for New Investigator Awarder, etc)
- Statement of support from the Institution
- Proposed date
- Conference venue description
- Facilities
- Accommodation
- Incentive for students to attend
- Travel and transportation
- Registration costs
- Proceedings
- Refereeing of the papers
- Promotions for the conference
- Spouse and accompanying persons program
- Exhibits
- Other major features

PART TWO: **HOW TO PREPARE A PROPOSAL FOR HOSTING THE ISBS CONFERENCE!**

The aim of this document is to provide a consistent set of guidelines to assist each new conference chairperson to prepare a proposal for hosting the ISBS conference.

REQUIREMENTS OF PROPOSAL

The applicants should provide the following information under the headings provided. Only materials that can be distributed by e-mail should be submitted, however letters of Institutional and financial support should be sent to the VP of Conferences and Meetings using postal mail. All proposals will be circulated to members of the Executive Committee and Board members who will vote by prioritizing the submissions. The votes will be added to provide the lowest score

and if a tie results the submission with the most first choices will be selected.

The proposals should contain the following items:

- Name, address, position and institutional affiliation
- Statement of interest. Outline, in brief, your past affiliation to ISBS and your reasons for hosting the conference. Indicate the benefits gained by I.S.B.S. plus the local academic, sport and professional communities.
- Applied program. Based on the mandate of the Society, having an emphasis on the application of scientific research, the symposium must include an Applied Program, distinct from the oral and poster presentations. Indicate your commitment to an Applied Program and how you propose to maximize interaction between theoretical and applied research, also provide written proceedings for the content of the program. Indicate in writing what your plan is to implement the program, which is orientated toward providing a service for practitioners in the field, i.e. coaches, teachers and related professionals.
- Financial commitment/statement of support. Please provide a general outline of your proposed budget and financial sources of support. Letters of financial support should be forwarded by mail to the VP of Conferences and Meetings. You should be aware that there must be a financial commitment to host the conference and that your institution is responsible for the financial outcome of the conference. It is therefore important that you indicate in writing that you have financial backing from your institution or external sponsorship.
- Proposed date. Set a tentative date plus alternate dates that will be finalized by the I.S.B.S. Executive so that there is no conflict with other major conferences at that time of the year.
- Conference venue description. Please give a description of the region, the unique aspects of the city, and cultural attractions that will make the venue appealing for international visitors. Indicate the weather trends and general environmental conditions.
- Facilities: Provide a description of the facility where the conference will be held and its relationship to the location of accommodation. Indicate how you will support the presentation of papers using different formats i.e. slides, computer slides, posters etc.
- Social program. Provide a brief description of the planned social events, recreational options and possible tours.
- Accommodation: Provide a range of options with different price levels including economical student accommodation.
- Incentive for students to attend: What attractions will you provide to enable students to attend and be involved in the program.
- Travel and transportation. Outline the source of major airline travel, possible ground travel arrangements and general information for international access.
- Registration costs: Quote registration costs in \$US plus any additional costs to registrants.
- Proceedings: Indicate how you will facilitate the submission and review of papers in order to ensure printing of the proceedings prior to the conference.
- Refereeing: How will you select your Scientific Committee in order to provide quality scientific papers?
- Promotions. The proposed conference is generally promoted at the preceding conference held the year before. Indicate your plan to promote the conference during the preceding 2 years to ensure maximum attendance.
- Major features: What will be the major feature of your conference and how might you provide a unique and original approach compared to alternative sites?

- Spouse and accompanying persons program: What activities will you provide in a program to support persons accompanying delegates?
- Exhibits: Outline the companies you propose to approach to provide biomechanical product exhibits and/or sponsorship.

PART THREE: **HOW TO PREPARE FOR THE ISBS CONFERENCE**

This document serves as a guide for conference chairs and organizers in their preparation and administration of the conference while maintaining the highest possible standards.

THE DOCUMENT

- Provide a written set of procedures, outlining the constitution and including updated changes, which might affect the conference format.
- Provide the chairperson with a time based step-by-step approach to enable easier preparation.
- Set guidelines for academic standards and refereeing procedures for published proceedings and abstracts.
- Maintain consistently high standards for the Conference through written guidelines, which are frequently reviewed by the Symposium Committee and supported by the Board and Executive Committee members.
- Provide a comprehensive list of suggestions and ideas from previous chairs and organizing committees.
- Maintain an organizational approach that reflects the "Mission" of the Society and which includes an emphasis on both a SCIENTIFIC and an APPLIED program.

Each conference will have its own unique differences due to the nature of the country and its culture, including the site and the philosophy of the Chair and organizing committee. These qualities make each conference memorable and significant. These guidelines are not intended to standardize all aspects of the conference but control the academic standards and quality provided. It is therefore critical that the Chairperson maintains a close link with the Vice President of Conferences and Meetings and the members of the Conference Sub-Committee, plus the President and the Executives. It is important that academic and organizational standards be met in accordance with the guidelines as they are presented in this document.

SYMPOSIUM ORGANIZING COMMITTEE

The Symposium Organizing Committee shall be chaired by the on-site Symposium Chairperson, who shall appoint committee members as required. The Committee shall be responsible for organizing and carrying out the Annual Symposium.

AWARD

The chairperson should communicate with the VP of Awards concerning the guidelines for the judging and allocation of awards. No new awards should be established without the consent of the Executive. See the constitution under Awards Committee.

GEOFFREY DYSON LECTURE AND AWARD

The Dyson award is presented annually and is the most prestigious award, given in memory of Geoffrey Dyson, a renowned Biomechanist in the area of Track and Field. The recipient of this award is decided two years in advance following a nomination process and review by the VP of Awards and the Awards Committee. The cost of the award is covered by the I.S.B.S. budget, while the economy air travel, accommodation and registration are covered by the conference host. The Dyson lecture is presented as the opening lecture on the first day of the conference as part of the opening ceremony.

NEW INVESTIGATOR AWARD

The winner of the new investigator award is decided through the awards committee using an Abstract Evaluation Form and a Presentation Evaluation Form for each young researcher nomination. The award process is monitored by the VP of Awards and the Awards Committee during the conference. The applicants must be within 2 years of graduation from a Master or Ph.D. degree program. The conference host should make requests for applicants on the registration forms and through the ISBS webpage. The Awards Committee will develop a complete list of candidates based on applications received and presentations will be scheduled by the conference organizer. At least one member of the awards committee will attend each of the applicants' presentations and a short list will be developed utilizing the committee evaluations and each applicant's Curriculum Vitae for the final decision. The Society will pay for the award and presentation will be made at the closing banquet. The conference host will reimburse the registration fee that the winner has pre-paid.

FELLOWS

The awarding of the title of fellow will be announced at the banquet and the registration fee will be covered for the winner.

LIFE MEMBER

The life member award will be announced and awarded at the banquet and annual dues will be covered for the winner.

NEW AWARDS

Any new awards in addition to those indicated should be clarified through the awards committee.

PRESENTATION OF AWARDS

All awards are presented at the Closing Banquet and the announcement of the Dyson Lecturer for the next year is also scheduled for announcement at the banquet.

PROMOTION

PRE-CONFERENCE PROMOTION

Each conference should be promoted at the symposium the year before where a display and informational literature is provided. A visual display on video or computer plus brochures to describe the conference site would be an asset. The first call for submission of papers should be made available.

CONFERENCE WEB-SITE

Establish your conference web site 12 months before the conference date and update the web site from time to time by posting the relevant information on the site.

CALL FOR PAPERS

A minimum of 3 calls for papers should be circulated to all members on the mailing or e-mail list. Suggested approximate time intervals are:

First call - 12 months before the conference. Provide conference information a year in advance. It is suggested that this call include the following dates:

- Objective of the Conference. See Constitution.
- Accepted fields of research within Biomechanics.
- Awards to be presented.
- Abstract/Paper Due Date. 4.5 months before the conference
- Acceptance Replies. 2.5 months before the conference.
- Paper Due Date. 1.5 months before the conference.
- Early Registration. 1.5 months before the conference.
- Accommodation Bookings. 1.5 months before the conference
- Author Instructions for Abstracts and Manuscripts.
- Preliminary registration/accommodation fee.

Second call - 10 months before the conference

Final call - 6 months before the conference. The final call for papers should contain the following:

- ISBS Organizing Committee and Scientific Committee
- Invited Speakers.
- Information about the venue and conference site including climate, culture, transportation on arrival, customs and immigration, maps.
- Procedures for registration, accommodation options and the appropriate forms.
- Details relating to oral and poster presentations.
- Meal costs and optional services.
- Cultural differences, tour and sight seeing plus recreational option
- Due dates for paper submissions
- Conference/accommodation fees
- Tentative program outline with critical meeting times.
- ISBS Executive and Board Members.

INCENTIVES FOR STUDENTS AND NEW MEMBERS

Suitable incentives to attract young researchers and students should be offered through reduced registration fees and cheaper accommodation, perhaps through graduate student contacts and university dormitory housing.

PRELIMINARY RESEARCH PROPOSALS

Graduate students may present research proposals or pilot studies or work in progress as oral or poster presentations to facilitate more student and young researcher involvement.

ACADEMIC PROGRAM

INVITED SPEAKERS

The organizing committee must approach recognized speakers to give Keynote presentations in specific areas of research. In addition, other speakers can be invited to give special presentations in different areas of research concentration.

The Chair also should consider inviting community or international delegates who are able to contribute to the applied program. These might include clinicians and therapists, coaches, teachers of Biomechanics related disciplines, ergonomists, technicians and engineers that are in some way connected to human movement applications. The design of the program might be organized to enable delegates to attend applied sessions based on the interest area and also enable open discussion and feedback sessions.

The chair must negotiate with each invited speaker regarding financial support. It is suggested that the amount of support is consistent with the previous conferences.

PROGRAM DESIGN

The academic aspect of the program will be organized into oral presentations, poster sessions, and applied sessions. The nature of the applied sessions will depend on the preference of the chair and the nature of the content material. The design of the program will vary depending on the number of presenters, the nature of the presentations and the facility available. The program is usually organized into sessions of four to six, fifteen-minute presentations often with a central theme or focus. Each session will be chaired by two members who will announce the speakers, control time keeping and delegate questions. Keynote speakers or Invited speakers will start some of the sessions. It may be necessary to provide dual sessions where delegates will be required to choose which presentation to attend. Each session will be followed by a break, either coffee or lunch, and each session will start on time according to the schedule. Session chairs and adjudicators must be allocated with a back up person also listed in the program. Poster sessions are allocated for two or three different sessions and judging for possible local poster awards should take place before posters are removed for the next session.

ORAL AND POSTER PRESENTATIONS

Either oral or poster presentations may be chosen and receive equal weighting for publication in the proceedings. Oral presentations are limited to 15 minutes, including questions, and the time should be strictly adhered to otherwise the program will not run on schedule. Authors should indicate on the abstract registration form, the medium required for presentation (i.e. LCD projector, internet connection, slides, overheads etc).

Poster presentations should be presented in an appropriate viewing area away from general traffic but within easy access from the area where delegates circulate during breaks. The size of the space should be stipulated so that the author can plan the format of the presentation. Authors should be scheduled to be on site for questions during specified periods.

PRELIMINARY PROGRAM DISTRIBUTION

Copies of the preliminary program should be provided to all presenters immediately prior to the conference so that the schedule of events and presentation times are available before travel to the conference. This can be provided through the web page or e-mail based on the registration information received.

PAPER SUBMISSION

All papers will be submitted to the Chair of the Conference. Papers can be the 4-page full-length paper or 1-page "work in progress" for poster or oral presentation. For details please see the General Instructions for Authors and the Sample Paper in the ISBS home page and conference web site.

REVIEW PROCESS

The Chair of the Conference will send each paper to two (2) members of the ISBS Scientific Review Committee. At least one of the two reviewers must be fluent in reading/writing English. The ISBS Scientific Review Committee will consist of members of the ISBS Executive, ISBS Board of Directors, Invited Speakers and any co-opted members as deemed necessary by the Chair of Conference. The reviewers will be asked to review the papers following the guidelines used since 1999. The reviewers will return all papers to the Conference Chair.

If the paper is accepted: the Chair of the Conference will submit the title and relevant "section" of the paper for the conference program. The paper will begin the final editorial process (see below).

If the paper is accepted pending minor/major revisions: it will be returned to the authors, modified and then returned to the Chair. If the modifications are appropriate the Chair of the Conference will submit the title and relevant "section" of the paper for the final editorial process (see below). If the paper is not modified it will be rejected.

If the paper is rejected: the authors will be notified.

EDITORIAL PROCESS OF THE PROCEEDINGS

Once a paper has been accepted it will be checked for grammatical/typing errors and consistency in format. The Chair of the Conference will prepare the edited papers for the proceedings.

The proceedings will include the following: Cover, title page, publication details page, preface detailing the aims of ISBS and the review process, any acknowledgements, a listing of the Conference Organizing Committee, ISBS Executive, Scientific Committee and the Editorial Advisory Board, scientific program, table of contents, the edited papers, an author index, and a key word index. (NOTE: use the ISBS 2000 proceedings as an example format).

The proceedings will be printed by the Conference Organizing Committee in time to be available for delegates to receive upon registration.

The Editors of the proceedings will be the Chair of the Conference Organizing Committee and any other person of the Conference Organizing Committee deemed appropriate by the Chair. All other people involved in the review/editorial process must be acknowledged in the preamble to the papers.

VENUE AND FACILITY

PRESENTATION PREPARATION AREA

An appropriate area adjacent to the main presentation area should be provided so that presenters can access technical assistance and equipment. Provision should be made for people who wish to use their own laptops or transfer to other systems.

Support staff must be available for direction and problem solving at all times. Each designated area should be equipped with direct communication to an organizing committee member.

PRESENTATION ROOM

Support staff and back up equipment in case of failure should be provided at all times. A wireless microphone facilitates questions. The quality and nature of the technical and audiovisual equipment is a critical factor. Professional support may be required to ensure a high quality of service and equipment. Computer access for at least 3 or 4 presenters to prepare should be available at all times.

COMMERCIAL EXHIBITS

A variety of commercial exhibitors should be approached to demonstrate their products, which are usually exhibited adjacent to the poster and coffee break area where delegates circulate. Exhibitors are generally contacted at least one year in advance to finalize space requirements, special power set ups and furniture requirements. A fee is generally charged to exhibit the products and often, special optional fee arrangements are made for the exhibitors to attend the conference and related conference activities based on their choice.

COMMUNICATION FACILITIES

Computer facilities and telephone access which enables delegates to make phone calls (calling cards), faxes and e-mail messages should be available.

REGISTRATION

The Registration process can be completed online using the web page or using a registration form provided through the newsletter or, on arrival at the conference. Registration fees are based on ISBS membership, student status, an accompanying person or a non-member. It is preferable that registration be completed as early as possible to provide a better idea of expected numbers. A process should be set up to enable delegates to pay using credit cards and avoid the use of foreign cheques due to the administrative costs. The registration form can be obtained from the previous symposium organizer.

TRANSPORTATION

Ground transportation for airport arrivals and departures should be scheduled based on information provided on the registration forms. Visible signage denoting the conference should be displayed at the airport so that early or late arrivals can telephone for transportation. Delegates are often fatigued after long flights and need to be provided with efficient ground transportation and a friendly face on arrival. Conference rental cars functioning as cabs with student drivers is a suggestion that has worked well in the past. Information in the conference package provides options and contact telephone numbers for transportation services.

OTHER ORGANIZATIONAL GUIDELINES

MEMBERSHIP FEE COLLECTED

Membership fees may be paid through the web site or at the conference. Money collected at the conference for annual membership fees should be recorded on the registration form at the time of registration and will be forwarded to the Treasurer after the conference.

CONFERENCE LOGO

The official conference logo should be used on all stationary and promotional materials. The design should not be altered in any way.

CONFERENCE MEETINGS

Generally there are three major meetings scheduled at the conference:

- Pre Conference Meeting. Generally the day before the Opening Ceremony. All executive members will have submitted annual reports, which will be circulated in advance to all board members. Agenda items should be forwarded to the Secretary. The new President will take over after any old business has been concluded.
- Annual General Meeting (AGM). The new President elect will chair the AGM scheduled approximately half way through the program. Executive reports will be presented to members plus any new business brought forward by the membership in attendance. The chair of the next ISBS will address the membership and present details of the next conference.
- Post Conference Meeting. At the conclusion of the conference the Executive Board will deal with new developments and plans for future conferences plus any new business. Note. The President in conjunction with the Chair will set the times and stipulate the nature and requirements for these meetings. Often food and refreshments are provided.

RECREATION AND SOCIAL AND CULTURAL PROGRAM

During the program a variety of optional recreational and free time activities should be scheduled. The chairperson will decide on the appropriate options and scheduling in order to balance the academic, social and cultural activities. Each conference site will offer unique cultural differences and these features provide an important balance to the academic program.

WINE AND CHEESE WELCOME

This event is generally on the evening before the opening ceremony and serves as an informal welcome for incoming delegates to mingle and socialize prior to the start of the conference. The cost is included in the registration fee.

AWARDS BANQUET

The awards banquet is generally held on the last evening of the conference and involves a meal, often with local traditional entertainment. The cost of this event is based on the budgeting process and is usually a costly item so sponsorship can often reduce these costs. The awards are presented as part of the program and gifts are usually presented to the invited speakers. The Dyson Award winner for the next year will be announced at the banquet. The program should be finalized through the President.

TOURS

Generally there are a number of optional tours to cultural centers and sporting events sometimes involving an additional cost. Details and costs should be indicated in the advance program.

ACCOMPANYING MEMBERS PROGRAM

For delegates with family members an optional program of events should be organized for those not attending the formal aspects of the conference program. These members should be included on the registration form so that numbers are available.

CONFERENCE PACKAGE

On arrival and upon payment of the registration fee, the delegate will receive the conference package. The materials and events in the package will vary but often includes:

- Binder or Bag with I.S.B.S. logo
- Writing material/pen
- Program of events
- Maps and on site information
- T-shirt, sweat shirt or equivalent
- Name Tag for access into all events
- Ticket to Awards Banquet
- Copy of the Proceedings and Program and/or proceedings for Applied Program

POST CONFERENCE REPORT

After the conference is concluded the Chair and the staff will probably be exhausted and in need of a well deserved vacation. After a break period, a written report should be submitted to the VP of Conferences and Meetings within three months and used for revision of these guidelines. Suggested content might include:

- An overview of the conference
- A breakdown of participants by country
- A financial statement
- Positive new ideas that worked well
- Problem Areas for future chairs
- Recommendations for the future

ATTACHMENT: **TIME BASED CHECK LIST FOR PREPARATION OF THE ISBS CONFERENCE**

STAGE 1. PRE PLANNING SUMMARY LIST (24 TO 12 MONTHS IN ADVANCE)

Once a proposal has been formally accepted the chairperson should begin to make preparations for the 2-year period leading up to the Conference. The categories are based on Administrative and Academic areas. It is strongly advised that the new conference Chair communicate with the VP of Conferences and Meetings and meet with former Chairs to discuss new approaches and potential problem areas. Read over the Constitution and Mission of the Society.

ACADEMIC PROGRAM

- Develop a list of potential Invited Speakers.
- Provide the Institution or Conference Center with dates and details relating to the academic nature of the conference.
- Reserve the necessary rooms, equipment and staff expertise required for the dates and time of year.
- Enquire regarding Printing and Publishing costs and details.
- Discuss details with the President and VP of Conferences
- Develop a list of potential members for the Scientific Committee.
- Plan potential content for presentation and materials to promote the conference at the next ISBS symposium (e.g. video, slides, literature etc.)
- Consider community groups and organizations, which might benefit through the applied program and approach them for their involvement.
- Approach commercial companies for exhibits in related products and services.

- Draw up a tentative program including both APPLIED and SCIENTIFIC aspects.
- Make a note of potential costs, which you perhaps did not predict on your original budget and which might affect your overall budget.
- Make a list of potential fund raising sources and sponsors to support your budget.

ADMINISTRATIVE PLANNING

- Organize and plan the membership of your Conference Organizing Committee.
- Allocate responsibilities to each member of the committee and meet and discuss the planning process.
- Set up a budget and financing system plus Banking, Credit Card and Payment Process.
- Develop the promotional details for conference website, e-mail and other communication tools with potential participants.
- Provide details to the VP of Promotions and the ISBS Newsletter Editor so that the conference can be promoted through ISBS web site.
- Reserve Hotel and Accommodation, Banquet Facilities and Recreational Venues.
- Enquire with major airline carriers regarding sponsorship and cost saving agreements to minimize travel costs for conference delegates.
- Approach Sponsors for potential financial support.
- Enquire regarding Travel Documentation, Vaccination and Health Insurance required for visitors.
- Make sure you have a current ISBS membership e-mail address list. This should be provided by the former Conference Chair using an internationally accepted format.
- Contact local Tourist Agencies for support and promotional brochures for the Conference Package.
- Develop a list of Biomechanics Equipment Suppliers for potential commercial displays.
- Enquire regarding the necessary Audio Visual and Technical Equipment Suppliers. This is a critical area and it may be necessary to contract out to maximize quality and technical expertise.
- Reproduce the I.S.B.S. Logo for use on all stationary and promotions. See Appendix 3.
- Develop Letterhead and Envelopes using the appropriate logo.
- Establish the I.S.B.S. website link address and provide details to enable readers to plan. <http://www.uni-stuttgart.de/External/isbs/>
- Update the content of the home page with details of the conference. Once the conference is concluded for the year before, the web should be updated for promotion, information, registration and submission of abstracts and manuscripts.
- Submit an article to VP of Publications for publication in the I.S.B.S. Newsletter promoting the conference. Submission dates are September 1 and April 1 of each year.
- Establish a current e-mail and address list for all members. Request a copy from the previous Chair. Access software that will enable automatic labeling and mail out procedures.
- Establish an e-mail and address list for the Executive Members and the Board of Directors. See newsletter.
- Communicate with the VP of Promotions regarding promoting the conference.
- Utilize Biomech-L and other list servers to promote the conference.

STAGE 2. PRE PLANNING SUMMARY LIST (12 MONTHS IN ADVANCE)

The twelve-month period before the conference is a busy time for the organizing committee as there are many critical steps required to maintain the organizational sequence of events.

The following steps will help plan the process:

- Prepare the Call for Papers and Conference Brochures.
- Finalize the procedures for Awards.
- Finalize Invited Speakers and travel arrangement agreements for each person.
- Re-check all bookings for conference site rooms.
- Finalize bookings and arrangements for accommodation, food and banquet arrangements.
- Plan the program and book all facilities for recreational and social activities.
- Draw up a tentative program for each day of the conference.
- Follow up on external sources of financial support.
- Plan for media support in the university and local community.
- Design the package for each conference delegate and order the required items.
- Finalize Audio Visual requirements and make sure there is an adequate plan for technical support and backup in case of failure.
- Plan out the physical aspects of the conference area so that it is aesthetically pleasing and that there is adequate lighting, seating, poster display areas and an appropriate area for coffee breaks.
- Provide space for commercial displays including a power supply, furniture and display area as required.
- Provide telephone, fax, internet facilities plus a secure area to use as office space and storage.
- Finalize your support staff and organizing committee. Plan the instruction and training of the support staff, particularly audio visual/computer support.
- Plan and provide the necessary ground transportation to enable delegates to access social and recreational facilities.
- Draw up a list of restaurants, recreational facilities and optional cultural sights for free time activities.
- Plan out recreational aspects of the program and allocate your support staff assist you in the planning.
- Standardize computer presentation format in all information brochures and provide for top quality visual display equipment.
- Plan your support staff for the conference whose duties will include: process registrations, nametags, receipts, package allocation, accommodation, food services payments, membership payments and all other support services required on site. You will need a team of support staff scheduled over the first two days.
- Set up a communication network on sight using cell phones, walkie-talkies or other methods of communication.
- Finalize the work areas and presentation areas to provide for copying facilities, slide preparation, computer presentation editing and support staff.
- Plan out the decoration and signage for the conference area.
- The conference logo should be displayed on the podium with appropriate labeling.