

## ISCE Guidelines for Proposals to Host a Future Meeting

The [International Society of Chemical Ecology](#) holds annual international meetings around the globe. A list of previous meetings, the associated program and abstracts, and names of the meeting organizers can be found [here](#).

The bulk of the membership of the ISCE is in North America (45% in 2019) and Europe (31% in 2019). Therefore every approximately 3-4 years the meeting is expected to be held in N. America or Europe to reduce the costs of trans-continental travel for many members.

Chemical ecology is an interdisciplinary research area that includes diverse disciplines such as natural products chemistry, behavior, ecology, development, and molecular to global interactions among animals, plants, microbes and their environment. Chemical ecology also contributes new pharmaceuticals as well as pest management tools and conservation approaches. Therefore, the annual meeting should reflect the diversities of the disciplines and the scientists engaged in chemical ecology.

The ISCE Executive Committee welcomes proposals to host a future ISCE meeting. A detailed guide for hosting a meeting can be obtained from the ISCE President ([president@chemecol.org](mailto:president@chemecol.org)). Proposals should be sent to the ISCE President and presented at the Executive Committee meeting 3-5 years ahead of the proposed meeting. The ISCE Executive Committee meets on the first day of each annual meeting.

Some items that should be included in the proposal (note that at an early proposal stage some of these items may not be known):

- Year, location, organizers.
- Is there enough of a local chemical ecology community to take care of the organization of the meeting?
- Describe facilities for the conference. The meeting requires one large room (approximately 300-400 seats) for plenary lectures and 3 meeting rooms for concurrent sessions.
- Describe the meeting venue and local attractions.
- Likely range of the registration fee for different categories (non-member, member, student). What will the registration include (eg, breakfast, lunch, banquet)?
- Briefly detail a budget. Who are potential sponsors? ISCE generally provides \$10,000 to \$15,000 in support for invited speakers. Will other support be expected from ISCE?
- What is the likely cost for accommodation and meals? Will there be inexpensive accommodations, eg, for students?
- Describe accessibility: nearest airport, will long/expensive local transportation be expected from the international airport?
- ISCE meetings start with a welcome reception (mingle, stand-up, light food, drinks). Describe possible options.
- ISCE meetings include a half day with no presentations for networking and sightseeing. Describe possible excursion options.
- ISCE meetings include a banquet. Describe potential venues.
- Accompanying person activities?
- Describe possible pre- or post-meeting excursions (private or commercial; not organized by meeting organizers).
- Describe any potential concerns: obtaining visas, security and safety concerns, immunization needs.