

From the International Environmental Enrichment Conference Committee

Call for bids for a 2009 Conference Host for the 9th International Conference on Environmental Enrichment

The international committee is calling for bids for the 9th International Conference on Environmental Enrichment, 2009. An early decision is so that the chosen host has more time and flexibility in planning. It is planned that the selected host for 9IEEC will attend the 8IEEC in Vienna, Austria in August 2007 when the 2009 conference venue is announced.

The following are some general points for potential conference organizers to address in preparing an expression of interest.

The location can be in any continent other than the site of the previous conference, which is Europe.

Once the host is determined details can be worked out with the international committee. There are also additional suggestions and comments prepared by previous enrichment conference organizers available on request.

CONFERENCE REQUIREMENTS

1. Meeting duration: 4 -5 days plus one registration day.

2. Space: Meeting space for at least 300 people.

Space for posters: At least 30 4'x4' posters to be displayed for the entire meeting; ideally with room for a lot of people to mingle and carry on conversations.

Space for vendor and non-profit organization tables.

Space for supplies and committee meeting: either one hotel room or one small room (separate from main meeting room) for conference supplies and correspondence and for the administrative meeting.

Banquet space for at least 300 (typically the main meeting rooms).

For the above, you need to check out the facilities of a large hotel or other conference facility to ensure adequate space.

3. The conference host is responsible for conference advertising, obtaining sponsors and donors, conference structure (including program, designating moderators, abstract review, printing the abstract book), determining the registration fee structure and other costs so that the conference will be self-sufficient, and providing conference giveaways such as T-shirts, mugs, etc.

4. All fully registered attendees shall receive a complimentary conference proceedings (digital or hardcopy). The Shape of Enrichment, Inc. will be responsible for the production and distribution of the proceedings. The conference host is responsible for providing The Shape of Enrichment, Inc/ with (1) attendee names, mailing addresses, e-mail addresses, and other contact information for all attendees who should receive a copy of the proceedings and

- (2) the necessary funds to cover production expenses for the delegates' proceedings.

SUGGESTED CONFERENCE PLANNING SCHEDULE

February 2007 – submission of bids by potential hosts for 7IEEC

August 2007 – Announcement of 9IEEC host at conference in Vienna

- Presentation by host to 8IEEC delegates.

Conference date less 18 months –

International conference committee will suggest some topics or areas, which they feel should be covered at the conference and suggest possible speakers in those areas.

Approval by international conference committee of:

- a. Conference fee (provisional)
- b. Accommodation costs (provisional)
- c. Rough program outline (themes/format)

Conference date less 15 months –

1st announcement, including rough program and a tentative registration form / preliminary call for papers

Conference date less 10 months –

2nd announcement, including tentative program and final registration form.

Conference date less 3 months

- a. Review of abstracts
- b. Send out final program

SUBMISSION OF BID

For consideration to be a host, the following information must be submitted:

1. Date
2. Meeting place
3. Approximate cost of registration
4. Location and cost of accommodations (include room rates, number of rooms the meeting guarantees to fill (usually based on previous meetings), complimentary rooms, etc
5. Transportation package (special discounts for air travel)
6. Homestay opportunities
7. Use of dormitories (via State University)
8. Additional list of hotels in area including distance from meeting place and available transportation
9. Size limitations
10. Any previous holding conferences and / or workshops

Keep other zoological conference dates for 2009 in mind when determining the date of this conference, e.g., IMATA, IAAAM, AZA

Preliminary bids or expressions of interest may be sent to:

Ms. Margaret Hawkins, Behavioural Biologist, Taronga Zoo, P.O. Box 20, Mosman, NSW, 2088, Australia.

Phone: +61 2 9978 4615, Fax: +61 2 9978 4613,

E-mail: mhawkins@zoo.nsw.gov.au.

Preliminary bids need to be received by March 1st, 2007.