



The International Society for Comparative Physical Education and Sport (ISCPES) was founded in 1978 at the First International Seminar on Comparative Physical Education and Sport held at the Wingate Institute of Physical Education in Israel. Since then conferences have been held every two years: Halifax, Canada (1980), Minneapolis, USA (1982), Malente/Kiel, FRG (1984), Vancouver, Canada (1986), Hong Kong (1988), Bisham Abbey, Great Britain (1990), Houston, USA (1992), Prague, Czech Republic (1994), Tokyo, Japan (1996), Leuven, Belgium (1998) Sunshine Coast, Australia (2000), Windsor, Canada (2001), Manchester, England (2002), London, Canada (2004), Macau, China (2008); Nairobi, Kenya (2010), Mérida, Venezuela (2012);. Moscow (2014), Borovets, Bulgaria (2017), Oporto, Portugal (2019). Regional summit of the Society has been held in Maracay, Maturin and Rubio, Venezuela (2005); Varadero, Cuba (2007); Vancouver, Canada (2009), Shanghai, China (2011); Tianjin, China (2013).

ISCPES Bid Proposal (Guidelines)

Please complete the following and return the document to the ISCPES President by the date specified in letter of invitation.

Part I: General Information:

1. Please Indicate Bid Selection:
 - ISCPES Biennial Conference
 - ISCPES Regional Summit
 - ISCPES Seminar
 - ISCPES Workshop
 - Other

2. Name of Institute/Association/University:

3. Name of Responsible Person/Chair: _____

4. Title/Position: _____

5. Address: _____

6. Tel. No.: _____

7. Fax No.: _____

8. E-mail: _____

Part II: Please complete the following information

Categories	Sub-Categories & Remarks
Date	CONFERENCE DATE AND DURATION (Please suggest optional dates and rational, if possible)
	Comment:

Categories	Sub-Categories and Remarks
Venue	CONFERENCE VENUE (Name, Address and Facilities)
	Comment:
	NUMBER OF SEMINAR ROOMS
	Comment:
	NUMBER OF LECTURE ROOMS
	Comment:
	ACCOMMODATION (Hotel, Address and Facilities)
	Comment:
	ACCOMMODATION (Student/Youth Hostel and Facilities)
	Comment:
ACCOMMODATION (Distance from Conference Venue)	
Comment:	

Categories	Sub-Categories and Remarks
Transportation	SERVICE TO AND FROM AIRPORT (Transportation arrangement and logistics)
	Comment:
	SERVICE TO AND FROM ACCOMMODATIONS (if applicable)
	Comment:

Categories	Sub-Categories and Remarks
Finance	CONFERENCE FEE (Payment: ISCPES Member; Student Member, Accompany Person, etc)
	Comment:

	ACCOMMODATION COSTS (Single, Double, and Student)
	Comments:
	PAYMENT OPTIONS (Cash, Money Order, Credit Card, etc.)
	Comments:
	OPERATIONAL FUNDS (Potential Sources, Agency and Sponsors)
	Comment:
	SCHOLARSHIPS (Number and Monetary Value)
Comment:	

Categories	Sub-Categories and Remarks
Program	CONFERENCE THEME
	Comment:
	CONFERENCE SUB-THEME/AREAS
	Comment:
	THEMATIC SESSIONS / SEMINARS / WORKSHOPS / OPEN FORUMS
	Comment:
	SOCIAL PROGRAMS
	Comment:
	PUBLICATIONS (Abstracts / Proceedings / Book Volumes)
Comment:	

Categories	Sub-Categories and Remarks
Keynote	PROPOSED KEYNOTES (Number and Monetary Support)
	Comment:

Categories	Sub-Categories and Remarks
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ISCPES Executive Board	TRAVEL, ACCOMMODATION AND HOSPITALITY (Monetary Support)
	Comment:
	BUSINESS MEETING (Proposed Dates and Timing)
	Comments:

Categories	Sub-Categories and Remarks
Schedule of Works	OUTLINE THE PROGRAM
	Comment:

Remarks: _____

Signature: _____

Name of Institute: _____

Date: _____

Operating Code
Conditions and Guidelines for the
ISCPES BIENNIAL CONFERENCE ORGANIZING COMMITTEE

I. ISCPES's Biennial Conference

The Conference is a biennial program of ISCPES and must be conducted according to the conditions and guidelines, and/or any modified addendum as set by ISCPES.

II. Participants

All individual or organizational participants must be a registered member of ISCPES.

III. Program

- A. A proposed theme for the Conference shall be submitted by the Organizing Committee (OC) at least twelve (12) months prior to the first day of the Conference, and approved by the Executive Board of ISCPES.
- B. The completed abstract form as instructed by the OC for presentation consideration shall be submitted at least six (6) months prior to the first day of the Conference to the OC headquarters for distribution to the Scientific Committee. The Scientific Committee consisting of at least five (5) members appointed in consultation with the ISCPES President, two (2) of which shall be the ISCPES President and Journal Editor, shall review and approve or disapprove, and notify the result of its review to each applicant at least five (5) months prior to the first day of the Conference.
- C. The names of those individuals recommended by the OC to be keynote speakers along with their brief background information shall be submitted to the Executive Board of ISCPES for its approval at least six (6) months prior to the Conference.

IV. Conference Registration Procedures

- A. OC headquarters shall be the center for all conference registration procedures and processes, including the receiving of abstracts. All participants shall have the ability to register in accordance with the established procedures at either the conference website or by submission of registration application along with appropriate fees to the headquarters.

V. Registration Fees

- A. Unless otherwise negotiated, there shall be three registration fee categories for the ISCPES Conference. On the basis of economic status of the country in which the participant resides and works as defined by the Executive Board of the ISCPES, the members in Group A countries pay 100% of the conference registration fees; in Group B, 75%; and in Group C, 50%.
- B. The OC's proposed registration fees for the Conference shall be submitted to the Executive Board of ISCPES at least twelve (12) months prior to the first day to the Conference with the understanding that consideration will be given to affordability in setting the fees.
- C. The proposed registration fees may be adjusted by a joint effort and cooperation between the OC and the Executive Board of ISCPES.
- D. The net surplus of the Conference shall be distributed equally between the OC (50%) and ISCPES (50%).
- E. All ISCPES membership fees (100%) received by the OC shall be submitted with applications to the ISCPES Treasurer before or at Closing Ceremony of the Conference.
- F. The Executive Board of ISCPES reserves the right to negotiate the Conference registration fees and net surplus with the OC, especially giving consideration to those developing countries.

VI. Exhibit Fees

Administration and Operation of Exhibits and the setting of fees shall be the prerogative of the Conference Organizing Committee.

VII. Budget

The Organizing Committee shall develop and submit a detailed initial budget including estimated revenues and expenses from all sources when applying for the bid, and provide an interim budget report to the Executive Board of ISCPES for review three (3) months prior to the Conference.

VIII. Finances

The Conference Organizing Committee is solely for financing any and all costs for the preparation, organization, and carrying out of all responsibilities for the Conference.

IX. Housing and Expenses

In order to encourage a large attendance, the Conference Organizing Committee must make every effort to reduce traveling and accommodation expenses for participants and their accompanying family members or guests. For example, reasonable tariffs and discount rates should be established for hotel rooms and meals, and less expensive public or governmental housing facilities should be offered whenever possible.

X. Official Language

The Conference shall be conducted in English and, where possible, provide simultaneous interpretation for the language spoken in the host country or another language at the discretion of the Organizing Committee and ISCPES. The Organizing Committee and the Executive Board of ISCPES may decide to provide multi-interpretation services if it is deemed an absolute necessity.

XI. Facilities and Meeting Rooms

The Organizing Committee of the Conference must arrange suitable facilities for the Conference and its programmes including the Opening Ceremony, Closing Ceremony, Executive Board Meetings, the Regional Meetings, and Committees' and Commissions' Meetings. In general, the Executive Board's Meetings of ISCPES shall be held prior to, during, and after the Conference, if necessary.

XII. Identification Card

An identification card shall be issued for all participants in the Conference. It shall contain: (a) surname; (b) given names; (c) nationality; (d) conference function; and, if possible, (e) participant's photograph. The I.D. card may be issued by the OC for a participant's accompanying family members or guests by charging a minimal fee. The colors of the I.D. card may be different in order to differentiate bearer's function in the Conference.

XIII. Transportation

In the event, the venue(s) of the Conference or its programmes is more than a reasonable walking distance from the official hotel, the OC must provide a scheduled transportation service to and from the official hotel and the venue.

XIV. ISCPES Officers Preparation Visit

At the discretion of ISCPES and the Organizing Committee, the OC may organize and sponsor a preparation visit for a pre-coordinating working session for the Conference including officers (President and Vice President) or other designated members of the Executive Board as appointed by the President.

XV. Special Accommodation and Air Fares

The Organizing Committee for the Conference shall provide financial support and appropriate room and board for the members of the Executive Board of ISCPES.

XVI. Fee Exemption and Reduction of Congress Registration Fees

- A. The President of ISCPES and the Editor of the ISCPES Journal shall be exempted 100% of the conference registration fees.
- B. The Executive Board members of ISCPES, the Scientific Committee members, and those on the OC (7 members only) shall pay 50% of the conference registration fees.

XVII. Official Report and Program

- A. Within fifteen (15) days of the last day of the Conference, OC shall submit a financial report and submit to ISCPES an international certified check consisting of 50% of the net surplus. All ISCPES membership fees (100%)

received by the OC shall be submitted with applications to the ISCPES Treasurer before or at the Closing Ceremony of the Conference.

- B. On the completion of the Conference, the OC must provide and submit an official report of the Conference within forty-five (45) days from the last day of the Conference including: (a) detailed final financial report; (b) a copy of each participant's registration application; (c) a copy of all publications (information brochures, programmes, etc.); (d) a copy of all Conference related photographs; (e) names and addresses of all keynote speakers; (f) names and addresses of principal members of the OC; and (g) names and addresses of organizations that made significant contributions to the Conference.
- C. The Program of the Conference must be assembled and published by the OC and disseminated on the first day of the Congress. The publication must be of a high quality. The OC is also responsible to disseminate the Program directly to individuals and organizations that are entitled to receive it in accordance with arrangements as established by the OC, and approved by ISCPES.
- D. ISCPES shall be entitled to ten (10) complimentary copies of the Program of the Conference.

XVIII. Proceedings

It is the responsibility of OC to assemble and published the Proceedings of the Conference within six (6) months of the last day of the Conference. The publication must be of a high quality. The OC is also responsible to disseminate the Proceedings directly to individuals and organizations that are entitled to receive it by appropriate means, and as approved by ISCPES.

XIX. Publicity

It is the responsibility of OC to promote and to advertise the Conference, especially at the national level. ISCPES shall join the OC's efforts to promote and advertise on the international level.

XX. Miscellaneous OC Responsibilities

- A. The OC is responsible to organize any special event in cooperation with the Executive Board of ISCPES.
- B. The OC is responsible to select official carriers and hotels.
- C. The OC is responsible to search for corporate sponsors and governmental subsidies for the Conference.
- D. The OC is jointly responsible with ISCPES to make their best effort and to create new ideas for the greatest success of the Conference.
- E. All preparations and administration of the Conference shall be orchestrated by the OC and ISCPES.

XXI. Bidding and Selection

- A. The ISCPES President shall serve as Chair of the Conference Planning and Selection Committee.
- B. The Vice Presidents and the Editor of the Journal shall coordinate and evaluate the various programs of all commissions (special interest groups), together with the Conference Planning and Selection Committee of the ISCPES.
- C. The Immediate Past President and Treasurer shall review the budget and financial report of the Conference Organizing Committee, and report findings and recommendations to the President for consideration.
- D. The ISCPES Country Representatives shall be responsible to promote and to maximize attendance at the Conference from the geographic region that he or she represents. Additionally, he or she shall be responsible to organize ISCPES regional meetings of his/her geographical jurisdiction as established by ISCPES in cooperation with the President of ISCPES and the Conference Organizing Committee.
- E. The ISCPES Membership Executive Board member shall be responsible for the promotion and maximization of attendance at the Conference of all current ISCPES members.
- F. The Executive Board shall suggest program components to the Scientific Committee of the OC and solicit papers in their area.

- G. The ISCPES Research Coordinator shall recommend a special set of research papers on a specific topic to the Conference Planning Committee, and the Scientific Committee of the OC.
- H. The Editor of the ISCPES Journal shall be responsible to develop an organized publicity plan and carry out promotional strategy for the Conference through the ISCPES Journal.

XXII. Bidding and Selection Procedures

- A. Bidding to host the ISCPES Conference shall only be made by a member of the society or an institutional member in good standing with the Executive Board.
- B. The bidding member must submit a letter of application along with the documents specified below.
 - 1. A statement of endorsement to honor and comply with the conditions and guidelines as stipulated in this Operating Code.
 - 2. A detailed response to the questions outlined in the ISCPES Bid Proposal document, including a budget, accommodations, registration fees, promotional materials, description of the site and a list of supporting local and national organizations.
 - 3. A projection of the number of participants expected from the hosting country and abroad.
 - 4. At least two letters of recommendation preferably from a university president and the mayor of the city, or the ministry of sport or education or any other related governmental authorities.
- C. The selection shall be made by the Executive Board of ISCPES.
- D. The President upon consultation with the ISCPES Executive Board shall develop the schedules for the selection procedures and make such announcements through the ISCPES publications.
- E. The Executive Board reserves the right to negotiate the conditions in the best interest of the ISCPES through the Office of the President when it is deemed necessary.