

## **Guidelines for Applications to host the International Biochemistry of Exercise Conference (IBEC) in 2024**

### **Conference**

1. The International Biochemistry of Exercise Conference (the Conference) is an international conference in the area of exercise science with a focus on, but not limited to, integrative exercise physiology, biochemistry and molecular biology, and sports nutrition to promote scientific exchange, interaction and collaboration among scientists in the world and stimulate undergraduate student participation in order to disseminate the IBEC philosophy, whose passion is exercise biochemistry and its subsequent new exercise fields such as molecular and nutrition biologies.
2. The Conference will be held every two or three years at a site to be selected by the International Research Group on Biochemistry of Exercise (the Research Group). In 2022, the Conference will take place in Toronto, Canada. The next IBEC will be organized for 2024 at a place to be determined. The Research Group will put efforts to promote an itinerant meeting around the world
3. The official language of the Conference is English.
4. The Conference is to be at least 3 days in duration and have a minimum of 18 invited speakers covering at least 6 sessions, each with a different scientific theme. Each speaker is limited to one (1) oral presentation. Among these speakers, there are the winners of the Honour Award (1) and the Young Investigator Award (1).

### **Application**

1. Any academic, institute, research center, faculty or laboratory member affiliated with a University may apply to host the Conference.
2. The individual nominated to put forward the proposal will be assigned the Chair of the local organizing committee (LOC) and will become a member of the Research Group with a duration through the subsequent IBEC meeting after their local meeting.
3. The application is to provide:
  - a. location of the Conference (city and country);
  - b. proposed dates of the Conference \*;
  - c. a description of the facilities for the lecture and poster sessions;
  - d. housing arrangements and their costs;
  - e. registration fee and details of the items this fee will cover, such as meal plan, airport-conference center travel, special airfare packages, social events, etc.;
  - f. draft budget for the Conference;
  - g. a list of prospective sponsors and/or corporate support for the Conference; and
  - h. a copy of the proposed logo and letterhead to be used for the Conference and necessary communications.

IBEC, itself, has limited income, and thus does not fund the meeting. IBEC has had 18 meetings since the funding meeting in 1968 in Belgium with this funding formula. .

4. The application is to provide a list of the members of the LOC #. The chair will be the official contact person between the LOC and the Research Group. In order to provide some continuity and to keep the spirit of previous IBEC conferences, the LOC Chair should have attended an IBEC meeting at least twice, previously.
5. If successful, the LOC is to pay a fee of US\$2000 to the Research Group within two months after the Conference.
6. The LOC Chair must guarantee that the email addresses of the attendees of their meeting will be sent to the Research Group within two months after the Conference.
7. The applications are to be sent to the secretary of the Research Group, Robyn Murphy ([r.murphy@latrobe.edu.au](mailto:r.murphy@latrobe.edu.au)) by 31 March 2022. An acknowledgment of receipt will be sent.
8. Applicants, at their own expense, will be expected to make a formal application presentation to the Research Group at the Conference, which will take place in Toronto, Canada between May 25 and 28, 2022.
9. The Chairman of the Research Group or his/her proxy will be provided with travel and lodging costs by the host organization for the Toronto Conference and the members of the Research Group attending the Conference will not be charged the registration fee.
10. The final scientific program must be presented to and accepted by the Research Group no later than six months before the conference.
11. Every effort should be made to ensure publication of the Proceedings of the Conference within 12 months after the last meeting day. The Chair or other member of the LOC will serve as editor of the Proceedings. The chairman of the Research Group or, in case of his/her withdrawal, another member of the Research Group selected by the members will serve as co-editor of the Proceedings both to a) assist the Editor by providing the expertise gained from the many previous Conferences and b) to help ensure that the Proceedings reflect the scientific standards of the Research Group.

#### **Selection criteria and process**

1. Applications must demonstrate the capability to offer an economically sound, procedurally well-organized and scientifically stimulating meeting.
2. \* The dates will be decided by the LOC and research group in order to ensure they do not conflict with other major conferences generally attended by scientists who participate in the IBEC.
3. # To ensure the link between the local organizers and the Research Group, the chairman of the Research Group or his/her designate will serve as member of the LOC.