



## INTERNATIONAL ASSOCIATION OF APPLIED PSYCHOLOGY

### *Application Form for Submitting a Bid for an International Congress of Applied Psychology*

#### Instructions

To apply for organizing the 2030 International Congress of Applied Psychology (ICAP), please send a **letter of intent** by e-mail to the President ([president@iaapsy.org](mailto:president@iaapsy.org)) and the Secretary General ([secretarygeneral@iaapsy.org](mailto:secretarygeneral@iaapsy.org)) of IAAP, with a copy to the IAAP Operation Center ([operationscenter@iaapsy.org](mailto:operationscenter@iaapsy.org)) by January 31<sup>st</sup> 2023.

By March 15, 2023, the **final Application** should be sent by e-mail to the President ([president@iaapsy.org](mailto:president@iaapsy.org)) and the Secretary General ([secretarygeneral@iaapsy.org](mailto:secretarygeneral@iaapsy.org)) of IAAP, with a copy to the IAAP Operation Center ([operationscenter@iaapsy.org](mailto:operationscenter@iaapsy.org)).

#### **1. IDENTIFICATION**

Any national psychological association in a given country may submit an application for organizing an ICAP. Any IAAP Full Member or Fellow in good standing may also submit an application for organizing an ICAP. In the latter case, however, the application must be submitted through a **psychological association**.

Please complete the relevant section below; do not hesitate to add any aspects that are not directly mentioned in this template.

#### SECTION TO BE COMPLETED BY THE APPLICANT:

Name of sponsoring psychological association:

Address:

Telephone:

E-mail:

Name of IAAP member representing the Association (contact person):

Affiliation:

Address:

Telephone:

E-mail:

*Please note that a letter of agreement to sponsor the IAAP congress signed by an officer of the psychological association must accompany the application form.*

## **2. PROPOSED SITE AND DATES**

Indicate proposed country and city:

Indicate approximate proposed dates:

Indicate if an IAAP congress has been held in this country previously:

If so, state dates of congress and name of host city:

## **3. ACCESS**

Does the city have an international airport:

## **4. FREEDOM OF ENTRY**

Assurance is necessary that all participants from all nations will be allowed to enter your country to attend the congress. This is required for the final selection of a proposed site to be approved. Assurance that participants' entry will not be restricted must be provided in writing by your country's government, stating explicitly that your country adheres to the Principle of Free Circulation of Scientists as set out by the International Council for Science (ICSU) (ICSU, Statute 5). At the preliminary stage, it is sufficient that the applicant states, from his/her own understanding, that this will be the case.

## **5. CONGRESS FACILITIES**

Describe the facilities available in the proposed city for holding major conferences or meetings (congress center, hotel meeting rooms, university, etc.):

Provide information about technology available for presentations in the various facilities:

## **6. CONGRESS ORGANIZERS**

If a Professional Congress Organizer (PCO) is to be used, provide name, qualifications (previous congresses organized, including names, size, and dates):

If available, provide additional information about the PCO.

## **7. SUPPORT**

There are sources of support that the congress organizer should seek, where possible.

### **7.1. Participation of Other Scholarly Societies**

What kind of support are expected, e.g., from another local, regional or national psychological society, or if such an organization will co-sponsor the congress, a letter to that effect from an officer of that society should be included. The letter should refer to the kind and extent of their participation. If they will take specific responsibility for tasks to members of their group, these people and their areas of responsibility should be indicated.

## **7.2. Participation of Senior Psychologists**

Provide the name, position, and current institutional affiliation of the psychologists in the country (including members of the Board of Directors of IAAP or members in good standing of IAAP) who have indicated a willingness to serve as:

- The President/ general chairperson of the congress;
- the Vice-President/ chairperson of the scientific program committee.

## **7.3. Participation of Other On-Site Colleagues**

Provide the name, position, and current institutional affiliation of other on-site colleagues (IAAP members or non-members) who could reasonably be expected to assist with conference planning, fund raising and organization.

## **7.4. Academic Auspices**

Provide the name of leading universities in this region conferring graduate degrees in psychology, and state their willingness to assume responsibilities for sponsorship, scientific program, etc.

## **7.5. Governmental Auspices**

State willingness of governmental agencies (education, health, etc.) to provide support for the congress.

# **8. RESOURCES**

## **8.1. Financial Support**

International Congresses of Applied Psychology are self-supporting. The actual costs of the congress should be provided by registration fees together with whatever support can be arranged from government and private sources.

State the extent to which organizers, national society, governmental agencies, foundations, travel agencies, airlines, hotels, or any other groups would provide advance funding for expenses of pre-congress planning, promotions, and costs of facilities.

## **8.2. Subsidies for Psychologists from Countries with Low GNP**

Describe how you will support the participation of colleagues from low-income countries.

## **8.3. Psychological Services**

Identify examples of governmental, hospital and municipal services, counseling services, clinics, etc., employing psychologists in the region.

#### 8.4. Psychological Research Centers

Provide names and locations of major centers of applied psychological research in the area.

#### 9. CONGRESS VENUE

Indicate where the congress will take place (government institution, university, conference center, hotel, etc.). If there is more than one congress venue, please provide details for each venue.

What is the variety of room sizes, and the number of rooms of each size?

How far in advance are reservations required for meeting rooms?

Will meeting rooms, foods services and other facilities be available to the congress and the congress participants?

What is the availability of the facilities (exclusive, shared with other groups, limitation in times, etc.)?

Are there facilities for coffee breaks, lunches, etc.

Can food services provide meals for those with dietary restrictions?

#### 10. REGISTRATION FEE

The registration fee should entitle participants to the opening and closing ceremonies, all sessions, welcome reception, exhibition, abstract book and congress kit.

What is the proposed "early bird" registration fee?

IAAP Members	Non-Members	Developing Countries	Students

#### 11. ACCOMMODATIONS

List names and classes of hotels and other accommodations, as well as approximate distance (or travel time) from main meeting site.

Is it reasonable to expect congress participants to walk between their accommodation and the main meeting site? If not, what transportation is available?

Provide the prices of each type of accommodation, and the availability especially of lower priced accommodation for participants from low-income countries.

What is the number of rooms available at high, medium and low cost?

What is the range of prices in each category?

How far in advance are reservations required for accommodation?

What forms of payment are acceptable for accommodations?

## **12. MEALS**

Provide information about number and type of restaurants near the meeting site.

What are the approximate meal costs in the area near the meeting site, especially for lunches and evening meals?

## **13. TRANSPORTATION WITHIN THE CITY**

Provide information about public transportation at the congress site (between hotels and meeting sites, between airport and hotels, etc.).

## **14. MONEY AND EXCHANGE**

What is the official local currency?

Is the currency convertible?

Are there banking or currency exchange facilities in or near the congress location?

Are there ATMs for changing local currency from credit cards in or near the congress location?

Indicate to what extent major credit cards are accepted in the proposed city?

## **15. SUPPORT SERVICE FACILITIES**

Will Wi-Fi be available?

## **16. COST OF LIVING**

Provide details of the daily cost of living in the proposed city.

## **17. HEALTH**

Advice about inoculations/immunizations/health risks in the congress area.

## **18. SAFETY AND SECURITY**

Advice about safety and security in the congress area.

- Any terrorism?
- Any civil unrest or political tension (incidents of violence, etc.)?

## **19. PRE OR POST CONGRESS WORKSHOPS OR RELATED MEETINGS**

If you know of plans or have plans to develop pre or post congress workshops or other related meetings, please describe them.

## **20. LOCAL TOURS AND EVENING SOCIAL PROGRAM**

It would be useful to include information concerning any reason why the proposed site is particularly desirable because of cultural, historical, scenic, or other special attractions in the nearby area.

Also, it would be useful to provide information about possible local cultural tours and to indicate whether such tours will be available during the congress. Likewise, it would be useful to provide details of possible visits of professional interests to participants during the congress.

List possible evening social events during the congress, and possible sponsorship (e.g., reception at City Hall).

## **21. PRE AND POST CONGRESS TOURS**

If you know of plans or have plans to develop pre and/or post congress tours, please describe them.

## **22. OTHER**

Include other points in favor of this congress site that are not covered above.

– end –