



INTERNATIONAL ASSOCIATION OF APPLIED PSYCHOLOGY

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

Instructions

To apply for organizing the 2034 International Congress of Applied Psychology (ICAP), please send a **letter of intent** by e-mail to the President (president@iaapsy.org) and the Secretary-General (secretarygeneral@iaapsy.org) of IAAP, with a copy to the IAAP Operation Center (operationscenter@iaapsy.org) before September 30, 2025.

Before January 31, 2026, the **final Application** should be sent by e-mail to the President (president@iaapsy.org) and the Secretary-General (secretarygeneral@iaapsy.org) of IAAP, with a copy to the IAAP Operation Center (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 supported by a **national 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

It is essential to provide assurance that participants from all nations will be allowed to enter your country to attend the congress. This assurance is required for the final selection of a proposed site to be approved. Written confirmation from your country's government (e.g., the Ministry/Department of Foreign Affairs) should explicitly state that there will be no restrictions on entry for participants, aside from standard passport and visa requirements, and that your country supports the [International Science Council's \(ISC\) position on freedom of movement for scientists](#). At the preliminary stage, it is sufficient for the applicant to confirm, to the best of their knowledge, that these conditions will be met.

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

A Professional Congress Organizer (PCO) is generally expected to be involved. Please, if available, provide the name and qualifications of the proposed PCO (including details of previous congresses organized, such as names, size, and dates).

7. SUPPORT

Congress organizers should explore potential sources of support whenever possible.

7.1. Participation of Other Scholarly Societies

Support is expected from a regional or national psychological society, with a letter from an Officer of that society should be included. The letter should outline the type and extent of their support, including any plans to co-sponsor the congress. If known specific responsibilities will be assigned to members of their group, the letter should also identify these individuals and detail their areas of responsibility.

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.
- the Vice-President / chairperson of the organizing 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 Low-Income Countries (Low GDP)

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, food 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, and congress kit if any. Based on the table below, Congress organizers determine the proposed “**early bird**” registration fee.

Category ICAP	IAAP Members Category A	IAAP Members Category B	IAAP Members Category C	Non-IAAP Members	Students
ICAP 2034					

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?

Are there any restrictions on exchanging the local currency?

Are banking or currency exchange facilities available at or near the congress location?

Are ATMs accessible for withdrawing local currency using credit cards near the congress location?

To what extent are major credit cards 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

Provide advice about inoculations/immunizations/health risks in the congress area.

18. SAFETY AND SECURITY

Provide advice regarding safety and security in the congress area, including:

- The potential for terrorist activity.
- Any ongoing civil unrest, political tension, or incidents of violence.

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 –