

International Environmental Enrichment Conference Committee

Call for bids for Conference Host for the International Conference on Environmental Enrichment

The international committee is calling for bids to host the 13th International Conference on Environmental Enrichment 2017 to be submitted by the end of October 2014. This is so the chosen host has plenty of time and flexibility in planning. Ideally, the host for the subsequent ICEE will be announced at the 12th ICEE meeting in Beijing, China in May 2015 and there will be provision of time on the last day of the conference for an announcement and presentation.

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 that of the previous conference.**

CONFERENCE REQUIREMENTS

1. Meeting duration: 4 -5 days plus one registration day.
 2. Space:
 - a. Meeting space for at least 300 people.
 - b. 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.
 - c. Space for vendor and non-profit organization tables.
 - d. Space for conference 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 conference committee's administrative meeting.
 - e. Banquet space for at least 300 (typically the main meeting rooms).
 - f. You will need to check out the facilities of a large hotel or other conference facility to ensure adequate space.
 3. Accommodation: It is desirable to have a variety of accommodation options including budget housing in university dormitories or home-stays as well as a range of hotels.
 4. The conference host, which must be a zoological institution that houses captive animals, is responsible for the full conference structure, including planning the program, abstract review and printing the abstract book.
- The conference committee, if requested, is happy to make topic suggestions and possible speakers.
5. The conference host is responsible for conference advertising, obtaining sponsors and donors. They need to determine the registration fee structure and balance other costs so that the conference will be affordable and self-sufficient. The provision of conference giveaways such as T-shirts, mugs, etc.

FOR SUBMISSION OF BID

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

1. Host organization must be a zoological institution that holds captive animals and shows a strong practical commitment to the principles of behavioural management.
2. Planned date. Investigate and avoid the proposed 2013 dates for other zoological conferences - IMATA, IAAAM, AZA, EAZA, SEAZA, ZAA, ICZ.
3. Meeting city/venue – accessibility, security provisions, attractions.
4. Conference venue options – size, facilities, cost, whether accommodation available at venue (include room rates, guarantees required, extra rooms etc. Size limitations.
5. Accommodation: List of hotels in area with approximate room rates. Include distance from meeting place and available transportation
6. Budget accommodation: Homestay opportunities; use of university dormitories.
7. Approximate cost of registration and what will be included and excluded.
8. Transportation options to host country – alternative airlines, discount packages. Transportation within host city.
9. Previous experience hosting conferences and / or workshops

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.

SUGGESTED CONFERENCE PLANNING SCHEDULE

October 2014 Submission of bid to host 13 ICEE to conference committee

December 2014 Decision by conference committee and notification of bidders.

May 2015 Announcement of the venue for the next ICEE with a presentation from host institution to 12th ICEE conference delegates on the final day of that conference.

Date less 18 months International conference committee can on request suggest topics areas, which they feel should be covered at the conference and suggest possible speakers for those topics.

Approval by international conference committee of:

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

Date less 12 months –

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

Date less 8 months –

2nd announcement, including registration form and abstract submission details.

Date less 4 months

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

Enquiries, preliminary bids or expressions of interest should be sent to:

Ms. Margaret Hawkins,

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17 Ruby Street, Mosman, NSW, 2088, Australia.**

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Preliminary bids should be received by October 31st 2014.