

## VPH2018 bidding rules

### Foreword

The International Conference on the Virtual Physiological Human (VPH) is a conference series held biennially on even years, whose objective is to provide a forum for the discussion and the dissemination of the broad field of *in silico* medicine.

The conference is intended also as an opportunity for researchers from all over the world to establish collaborations regardless of geopolitical barriers, identifying areas of cooperation, and promoting the development of partnerships for new research and educational initiatives in the area of *in silico* medicine.

The issues organised so far are:

- VPH2010 – Brussels
- VPH2012 – London
- VPH2014 – Trondheim (Norway)

The forthcoming VPH2016 will take place in Amsterdam on 26-28 Sept 2016.

More information on the conference can be found on: <http://vph-conference.org/>

### Organisation

Each conference is organised by a local organising committee, selected through a public bid by the Board of Directors of the VPH Institute for Biomedical Integrative Research.

### VPH2018 Conference bid

#### *Call for bid and selection process*

- The call for bid opens in September 2015 and will close on February 15<sup>th</sup>, 2016. Each bidder must submit to Mrs Martina Contin, VPH Institute Manager, a written proposal with all the requested information. Proposal must be submitted by e-mail to <[manager@vph-institute.org](mailto:manager@vph-institute.org)>; receipt will be acknowledged soon thereafter.
- Eventual requests for supplemental information will be made to the bidders no later than February 29<sup>th</sup>, 2016 and shall be supplied before March 15<sup>th</sup>, 2016 again by e-mailing them to the VPH Institute manager.
- The winning bid for VPH2018 will be selected at the VPH Institute Board of Directors meeting. Bidders will be informed on the results of the selection soon after.
- The organisers of VPH2018 will present the event at VPH2016.

- The September 2017 Board meeting will be hosted by the organisers of VPH2018, to allow a site visit by the Board, and to provide an update on the organisation of the conference.

### *Bidding rules*

- Relationship between the VPH Institute and the organising institution
  - The VPH Institute is the owner of the VPH conference series, and of all the associated visual and textual elements, which will be made available to the organising institution for the production of visual materials associated to the conference;
  - Each VPH conference is a separate event: the organising institution assumes in full the commercial risk associated with the event, while the VPH Institute ensures that the scientific and organisation standards of the conference series are respected;
  - Upon request, the VPH Institute will make available to the organising institution an advance of €5,000 to cover the initial costs of the conference organisation; the sum must be returned to the VPH Institute no later than two weeks after the early bird deadline;
  - Within two months after the end of the conference, the organising institution will pay to the VPH Institute €20.00 per paying delegate as a forfeiter contribution to the support the Institute has provided to the organising institution. The organising institution will be waived this repayment only if the conference is cancelled for reason of major majeure. These resources will be used by the VPH Institute to sustain activities related to the conference series and aimed to promote the VPH, its development, and the academic community that it is forming around this vision.
  - The chair of the meeting and the members of the Board of Directors of the VPH Institute will become the guest editorial board for the special issue of an internationally peer reviewed journal that will publish as proceedings selected papers presented at the conference. The number of abstracts for which an invitation to submit a full paper will be issued will be significantly larger than the number of publishable papers, so as to ensure to additional element of peer-reviewing.
- Mandatory requirements
  - The call should be submitted by a representative of a VPHi member (in good standing);
  - Define a date, between the last week of August and the last week of September, to ensure continuity with previous conferences, which is not in conflict with any major event relevant for the VPH conference attendance;
  - Discount for students: a discounted rate must be available for students; the smaller the fee for students, the more positively the bid will be evaluated;
  - Discount for members of the VPH Institute: a discounted rate must be available for participants who are affiliated to organisations members in good standing of the VPH Institute; the larger is the discount for them, the more positively the bid will be evaluated;

- The program must include spaces and time slots for the General Assembly of the VPH Institute, and for one Board of Directors meeting, plus a plenary session slot to present plans for the next conference;
  - The members of the Board of Directors of the VPH Institute must be included in the International Scientific Committee of the conference, and will serve as reviewers for the abstracts;
  - The submission of the following documents:
    - Meeting fee model
    - Composition of the Scientific and Organising committees
    - Paper and/or abstract evaluation and acceptance process
    - Strategic layout of the scientific program, including the major topics
    - A tentative list of keynote speakers
    - Mobility and accommodation, with price range for recommended hotels
    - Description of the venue and of the location
    - A declaration in which the organisers agrees that any modification to what is described in the above documents must be approved by the Board of Directors of the VPH Institute.
  - If considered necessary, the Board of Directors of the VPH Institute reserves the right to call for a formal presentation of the bid, during a face-to-face or teleconference meeting.
- Evaluation Criteria
- Full compliance with previous rules
  - Proposed keynote lectures
  - Strategic layout of the scientific program
  - International scientific board, with a minority of locals
  - Specific actions aimed to broaden the participation
  - Attention to all branches of *in silico* medicine
  - Clear and detailed meeting fee structure
  - Reduction of fees for students
  - Effective mobility and accommodation plan
  - Track record of the bidding organisation in hosting similar events
  - Location and the area attractions