

Guidelines for Proposal Preparation and Selection of IMIA-NI Conference Sites

1. Guiding Principles

- 1.1. Applications can only be accepted from the IMIA NI member societies. The bid must be submitted by the official member society representative to the Chair of IMIA-NI.
- 1.2. The bidding process takes place four years prior to the IMIA NI biennial Conference
- 1.3. The IMIA NI Board (defined as the Chair and Vice Chairs of IMIA NI) will review submitted proposals for adherence to the published protocol guidelines and completeness. Proposals deemed to be complete and complying with the guidelines will then be presented to the IMIA NI General Assembly for a vote.
- 1.4. Selection is made at the IMIA-NI General Assembly at the biennial IMIA-NI Conference, four years prior to the event. If multiple proposals are presented, the IMIA-NI Society Members will vote, as per protocol, to choose the next site of the IMIA NI Biennial Conference.

2. General Procedure

- 2.1. The Chair of IMIA NI will call for interest for submission of bids, via email and other avenues of communication, from the IMIA NI Society membership, in the year prior to the date of the IMIA NI Biennial Conference being contested.
- 2.2. Countries or combined countries that are interested in submitting a bid must inform the IMIA NI Chair, in writing / email, of their intent to submit a bid at least 4 months prior to the date of the scheduled bid presentation at the IMIA NI General Assembly.
- 2.3. The Chair of the IMIA NI will accept proposals for review per section 1 (Principles). Bids must be complete and a copy delivered electronically to the IMIA NI Chair a minimum of 30 days prior to the IMIA NI General Assembly where voting by the membership will occur.
- 2.4. The IMIA-NI Chair will review submitted bids for completeness and compliance with the published guidelines. Proposals that do not adhere to the guidelines for the “Guidelines for Proposal Preparation and Selection of IMIA-NI biennial Conference Sites” will be returned to the submitter.
- 2.5. If a proposal is deemed to be in compliance with the guidelines by the Chair of IMIA NI, the proposal will then be formally reviewed by the IMIA NI Board. Any members of the IMIA-NI Board who are from a member society that is submitting a bid must recuse from the preliminary assessment (prior to forwarding to voting by the IMIA NI membership).
- 2.6. The selection criteria (Section 4, this document) will be used to determine completeness, viability, and compliance.
- 2.7. Proposals deemed by the IMIA NI Board to be viable and complete will be forwarded to the IMIA NI General Assembly for a vote.
- 2.8. See Appendix 1 for detailed guidelines for proposal submission.

3. Protocol for “Call for Proposals to Host IMIA NI Conference”

The “Call for Proposals to Host IMIA NI Conference” will be sent out by the IMIA-NI Chair to IMIA-NI Society Members and posted on the IMIA NI website in the year prior to the IMIA NI General Assembly where the bids will be presented.

The IMIA NI General Assembly votes on the proposals four years prior to the date of the proposed NI Biennial Conference.

The Guidelines for Submission of Proposals (Appendix 1) will be made available through the IMIA-NI Chair and posted on the IMIA NI Webpage immediately following the issuance of the Call for Proposals to Host IMIA NI Conference.

A table of contents for a proposal is provided as a guide in Appendix 2.

4. Selection Criteria

The following four points are ranked in priority order:

1. The Member Society proposals must come from the designated society representative.
2. A sound and financially viable business case with a clear identification of financial accountability in the event of a loss.
3. Contribution to increasing nursing informatics knowledge and activity in the area/region (benefiting new people and new experiences).
4. Apparent expertise with regard to managing a major event, which may include the use of professional conference organisers if thought appropriate.

5. Availability of Documentation of Prior NI Conferences

Since the 2000 NI Conference in Auckland NZ each Organising Committee (OC) has documented all relevant material of the organisational process in an IMIA-NI confidential document. After the selection process is completed, the data from the prior two NI Conferences will be handed over to the OC of the incoming NI Conference by the Chair of the last NI Conference. Newly selected OC's should be aware of the responsibility to create and archive such documents for delivery after completion of their Conference.

Appendix 1:

Guidelines for the Submission of Proposals

1. What is the IMIA-NI Conference?

The formal name of the NI Conference is the “International Conference of Nursing Informatics” and is one of the most important activities of the International Medical Informatics Association - Nursing Informatics (IMIA-NI) Special Interest Group. The full International Conference of Nursing Informatics is held every four years to promote all aspects of nursing and health informatics globally.

Alternative methods of attendance or attendee participation (such as webcasting or other technological solutions) are encouraged to enhance global participation. Financial considerations should be given to enable participation and/or attendance by persons in developing regions.

NI Conferences have been held in London (1982), Calgary (1985), Dublin (1988), Melbourne (1991), San Antonio (1994), Stockholm (1997), Auckland (2000), Rio de Janeiro (2003), Seoul (2006), Helsinki (2009), Montreal (2012), Taipei (2014), Geneva (2016).

2. Organisations Qualified to Host NI Conferences

Any IMIA-NI Society Member, organisation or a group of organisations related to nursing informatics, which includes the official and current Society Member of IMIA-NI, can host NI Conference. All bids from the “Hosting Organization” must come via the official and current Member Society of IMIA-NI to the IMIA NI Chair.

3. Procedures for Submitting a Proposal and Selecting the Site

Proposals to host the NI Conference must be submitted to the IMIA-NI Chair through the host organization’s official and current Society Member to IMIA-NI. The IMIA-NI Board reviews the proposals as detailed earlier in this document. Proposals which are deemed to be complete, in compliance with guidelines, feasible, and financially viable will be forwarded to the IMIA NI General Assembly for a vote. *(Please see “General Guidelines” page 1- in this document for due dates and general bid procedure.)*

4. Committees

Three committees are customarily formed for a NI Conference: namely, the Organising Committee (OC), the Scientific Program Committee (SPC) and the Editorial Committee (EC). The OC is usually formed prior to the proposal submission. The chairpersons of the SPC and EC committees are recommended by the OC and are subject to the approval of the IMIA-NI Board. The chairpersons of the SPC and EC committees appoint the members of the committees after consulting the IMIA-NI Board and the official and current Society Member of IMIA-NI of the host organization(s). Changes to committee

composition are permissible after obtaining approval from the IMIA-NI Board. Attention to geographic and expertise distribution is required.

The official and current Society Member of IMIA-NI from the host organization presenting the bid should be included in at least one of these three committees. In the event that the IMIA NI Society Member is no longer the representative at the time of the actual Conference, individual countries are allowed, per their own protocol, to add or replace their representative after consultation and approval of the IMIA NI Board.

It may be of benefit to appoint an “Overall Meeting Chair” to the meeting, but this is not mandatory. If an “Overall Meeting Chair” is to be chosen, this individual must be a member of or a chair of the OC, SPC, or the EC and is subject to approval by the IMIA NI Board.

4.1. Organising Committee

The Organising Committee (OC) makes all the local arrangements for the Conference and, with the Host Organization, assumes the administrative and financial responsibility for the Conference including the financial impact of the activities of the SPC and EC. The membership of the OC can be diverse, but should include members who are familiar with the meeting city/region/local area. The OC is responsible for identifying potential proceeding publishers, and works in concert with the EC (Editorial Committee) & SPC (Scientific Program Committee) to choose and negotiate with the publisher. The Organizing Committee works with the Host Organization to develop all financial arrangements for the conference and related work. The OC also works in close cooperation with IMIA-NI’s Board who is specifically supporting the OC with procedural knowledge and exhibitor’s lists, etc. The OC is the only committee specifically named at the time of bid presentation. Changes to this committee are permissible after consultation with the IMIA-NI Board.

4.2 Scientific Program Committee

The Scientific Program Committee (SPC) is responsible for the scientific structure of the Conference, soliciting and selecting papers for presentation at the Conference and developing the scientific program/main topics of the Conference. The SPC membership includes scientists from IMIA member societies and its major regions and should be conservatively sized to meet the needs and resources of the meeting. The SPC Chairperson, with assistance of the IMIA NI Board, may appoint individual scientists from countries which are not represented either to balance the SPC in its geographical distribution or to include new scientific subjects into the work of IMIA-NI. The SPC stays in close cooperation with IMIA-NI’s Board who is specifically supporting the SPC with referee lists, expertise, guidance, etc.

4.3 Editorial Committee

The Editorial Committee (EC) is responsible for preparing the accepted papers for the publication in the proceedings. The proceedings shall follow the tradition of the preceding editions with the minimal expectation is that the proceedings will be published and distributed at the meeting. Innovation is encouraged. The EC Chairperson sets the standards for publication and obtains permission from the IMIA NI Board regarding any planned innovation. If possible, it may be beneficial to include a member of the *subsequent* IMIA-NI Conference OC on the EC. The EC Chairperson collaborates with the OC Chair in choosing the publisher and negotiating the publishing contract. The EC

works closely with the OC, SPC, & the IMIA-NI Board. The IMIA-NI Board specifically supports the EC with procedural knowledge regarding the edition of the proceedings, choosing publishers, negotiating publishing contracts, enhancing distribution, and in obtaining indexing in major electronic sources such as PubMed.

5. Proceedings

For past Conferences, it has been tradition to publish a hard cover volume(s) of proceedings containing full papers and abstracts of other submissions, which are distributed to all participants at the time of Conference. This tradition has changed to publication in electronic format and free access provided to download the proceedings. Priority and attention should be given to widespread distribution and indexing of proceedings in major medical electronic sources (i.e. PubMed). The NI Conference and the Post Conference are the property of IMIA-NI.

6. Publicity

For past Conferences, 4 or 5 mailings of publicity related material have been distributed before the Conference; namely, preliminary announcement (in 2 years preceding NI Conference), call for submissions (year -2), call for registration (year -1), preliminary program (month -6). This tradition can be modified after approval of the IMIA-NI Board, but it should be noted that publicity is a key to the success of the Conference. IMIA-NI's electronic services should be used extensively to promote the NI Conference and innovation is encouraged. All IMIA-NI representatives from the member societies are requested to distribute the materials within their own countries. Publicity commences at the NI Conference being held 2 years prior to the event and not before.

7. Exhibition, Tutorials, Seminars, etc.

Past NI Conferences have included exhibitions, tutorials, workshop, a post conference, etc. although this has not been mandatory. It is the choice of the host organization to determine whether to organise an exhibition area, tutorials, workshops, post conference etc. Such activities become part of the official Conference budget. However, IMIA-NI expects that activities directly related to NI Conference will financially contribute to IMIA-NI and are set up in cooperation with the IMIA NI Board.

8. Composition of the Proposal

The proposal to host an IMIA-NI Conference must be submitted according to the guidelines and principles provided earlier in this document. Proposals should be distributable through IMIA-NI's electronic services and should be about 10-15 pages long. The proposals distributed at the IMIA NI General Assembly should be in hard copy to allow review by voting members of the IMIA-NI. The hard copy proposals should be distributed on day one of the IMIA NI General Assembly with voting on day 2 unless a majority decision is made to vote at the end of day 1 of the IMIA-NI General Assembly.

9. Financial Arrangements

The financial risk of the Conference is assumed by the host organization(s). The financial arrangements for all Conference activities are made by the OC in cooperation with the host organization(s). IMIA may give a loan to the host organiser(s) prior to the Conference; this loan has to be returned to the IMIA before the Conference account is

closed. The cost of the proceedings, committees, the Post-Conference and hosting the NI General Assembly meeting must be met by the Conference budget.

It is suggested that financial considerations be given to potential registrants from developing regions of the world, stratified on the World Bank classifications based on per capita income of low, middle and high. The decision of whether or not to consider this and specific implementation strategies are left up to the OC, with advice from the IMIA-NI Board. Details of this classification can be found on the World Bank website (<http://www.worldbank.org/>) under the search term of “classifications”.

IMIA-NI will receive a 3 percentage of the registration fees of participants and exhibition revenues. The guarantee minimum proceeds from the Conference will be based on the expected number of registrations and exhibition revenues as identified in the bid proposal. Alterations in this percentage can be discussed with the IMIA NI Board. Formal approval by the IMIA NI Board, on a case-by-case basis, may be granted to protect funds in the case of meeting failure due to natural disasters, acts of war, and the like (often not covered by meeting insurance).

10. Post Conference Workshop

A two and one-half to 3-day workshop immediately following the main Conference is customary. The participants are by invitation only. A Post-Conference Chair will be chosen by the overall Conference Meeting Chair (if one exists), the OC, SPC, and EC Chairs with guidance and final approval from the IMIA NI Board. The Post-Conference Chair has responsibility for accomplishing the publication(s) resulting from this meeting, and in concert with the IMIA-NI Board and the OC, SPC, & EC Chairs, will arrange for the content and process for the meeting.

The invitee list for the post-conference will be assembled by the Post-Conference Chair with the assistance of the Chairs of the SPC, OC, EC, the overall meeting chair (if one exists) & the IMIA NI Board. The final invitee list is determined by the Post-Conference Chair and the IMIA NI Board. Inclusion of experts most relevant to the topic of the Post-conference is to be expected. In addition, the invitation list should include the IMIA NI Board and a minimum of two members from the next IMIA NI Conference team. The size of the invitee list is related to the topic and feasibility.

The topic for the Post-Conference should be relevant and timely for NI. The cost of the post-conference must be covered by the Main Conference.

A publication or a series of publications are the expected deliverables of the post-conference. The revenue from any publication from the Post-Conference is the property of IMIA-NI.

Appendix 2

TABLE OF CONTENTS OF A BID PROPOSAL

1. The Host Organisation and the Organising Committee

This section includes the name(s) and the description of the host organisation(s). It is advisable to describe other related organisations that support the Conference. The name of the Overall Chair of the meeting (if one exists at time of proposal) and the Chairperson of the Organising Committee, their relationships to the Host Organisation(s) and the composition of the Organising Committee must be included at time of proposal. Other committees are not named at this time. Letter of support from the Host Organization is required, specifically addressing acceptance of financial risk. Other letters of support related to the proposal are permissible

2. The Status of Nursing Informatics in the Host Member Society

This section describes as background information the professional organisation(s) of nursing informatics, leading institutions of nursing informatics, industries relating to nursing informatics, etc. of the host member society).

3. The Host City and Conference Facilities.

This section describes the host city and, in detail, the Conference facilities. It is advisable to include information on hotel accommodation, transportation, climate, procedures to enter the country, etc. Important points are how attendants of the Conference can reach the host city, what air fares can be expected for IMIA-NI society members' countries, and how many reasonable hotel rooms will be available in close vicinity of the conference site. Accommodations that will support a variety of budgets are strongly encouraged. Description of planned social events is permissible. Technological capacities of the conference facility should be included, particularly if web casting or other similar technological approaches are being proposed.

4. Scientific Program of the Conference

Although the Scientific Program Committee decides the scientific program, the document can propose some characteristic features of the program for that particular NI Conference and the structure of the Conference. This includes information about exhibitions, tutorials, seminars, etc. linked to the Conference. Mention of plans for a Post-Conference is permissible. . Alternative methods of attendance or attendee participation (such as web casting or other technological solutions) are encouraged and should be detailed if included.

5. Electronic Infrastructure for OC, SPC, and EC

This section shall describe how the workflow will be organised between the OC, the SPC, the EC, the IMIA-NI Board, and IMIA-NI's electronic services.

6. Finance Arrangements and Budget

The document must contain an itemized budget. The budget must be expressed in \$US. Inclusion of a plan for bursaries for developing nation attendance is strongly encouraged as are alternative ways to encourage diverse global participation. Plans for financial considerations that may encourage attendees from developing regions of the world to participate are encouraged.

The budget must include at least the following items:

REVENUE

Attendance Revenue (registration fee according to the various categories of attendants, estimated number of paying participants, etc.)

Exhibition/Tutorial/Post conference workshop/etc. Revenue, profit sharing (if applicable).

Other Revenue (expected contributions from governments, industries, or sponsorship of certain aspects of program, etc).

EXPENSES

OC Expenses (secretariat, electronic communication, mailing, printing of call for papers, etc.)

SPC Expenses (no. of expected members, no. of meeting, travel, mailing, etc.)

EC Expenses (no. of expected members, no of meeting, travel, mailing, etc. excluding the cost of proceedings).

IMIA-NI Board: Expense for cost of hosting the Chair (and Board members if possible) e.g. Accommodation, Congress fee waiver etc)

IMIA Chairperson: Expense for cost of hosting the Chair e.g. Accommodation, Congress fee waiver etc)

Proceedings Expenses (no. of participants' copies, no. of additional copies, marketing strategy (if applying) unit cost of proceedings etc.).

Conference Expenses (rental of conference facilities & equipment, conference organiser fee, cost of conference kit, etc.)

Social Program Expenses (reception, banquet, etc.)

Post Conference Expenses (transportation, lodging and meals, facilities, etc.)

BALANCE-ACCOUNT

Expected net profit

Break-even analysis

Measures to cope with the situation if the Conference ends up with a financial deficit

Projected income for IMIA NI