



INSTRUCTIONS TO SUBMIT A BID FOR HOSTING THE ICEF15 IN 2027

Country representatives, representing association of food engineers, desiring to host and organise the International Congress on Engineering and Food (ICEF) shall issue a formal letter of Expression of Interest (EOI) (2 pages maximum) to host the ICEF15 with three sections:

- Country's Food Engineering Capacity
- Reasons for organizing ICEF
- Merits of the city as the host of the Congress

This EOI should outline briefly the merits of the country bid and is to be submitted by **14 October 2022** to Alain LE-BAIL (alain.lebail@oniris-nantes.fr)

The International Association for Engineering and Food (IAEF) will short list up to 4 candidate country/institution and instructions will be provided to the short list to elaborate a bidding proposal to be received by **15th January 2023**, which will be kept confidential. The bidding document should contain the following section:

- Letters of Support
- Congress Structure & Themes
- Program Highlights (e.g. Opening ceremony, Scientific Program and Sessions Themes),
- Committees (e.g. Honorary, International Scientific Committee, National Scientific Committee, Executive Committee and Local Organizing Committee) and Roles
- Advantage of the host city (e.g. recognition, connection to the world)
- Congress venue, travel access, accommodations
- Preliminary Budget Estimates (e.g. Funding Support and Potential Sponsors) and attendance fees

A meeting with all IAEF representatives will be held on 19th June 2023 from approx. 16:00 to 18:00 prior to the ICEF14. In this meeting, **an oral presentation of the bid (duration 10 min plus 10 min Q&A) will be performed by the 2-4 bidding institutions/countries** to summarise the bidding document and answer questions of IAEF representatives:

- Why the country?
- Why the city of the country?
- Program Highlights
- Organizational Structure
- Final Destination

Country representatives will be secretly voting to determine the winning bid. The IAEF president will announce the winning institution/country during the closing ceremony. The winning institution/country will be invited to briefly present the venue to the ICEF13 Attendees at the closing ceremony. Criteria for evaluation are outlined in the annex.

CONGRESS ORGANISATION:

The ICEF objectives are to examine topics of international importance in the field of food engineering; to provide a forum for the presentation of new research findings; to explore new paths for innovation; to provide an environment for exchange of information for persons with international interests in food engineering; to discuss food engineering research, development, training directions for the future. The goal is to lead to a better understanding of issues that are important to countries worldwide and facilitate the career development and exchange of professionals in the field of food engineering.

The host country shall be completely responsible for planning and staging an international congress, once its invitation has been accepted. It shall seek and consider the advice and counsel of the IAEF with respect to subject matter for papers, invited speakers, session chairs, etc.

The Congress budget shall include provision for assisted participation of students from the host country and other countries (a student package), and of food scientists from developing countries. Facility for one-day registration is also an option to be considered. The Congress budget shall also include provision to assist participation of plenary and keynote speakers.

The Congress Organising Committee is encouraged to set, at an early stage of preparation, the congress theme that reflects the major goals of the scientific program.

The scientific program will last 3-4 days and will be comprised of:

- Plenary Lectures by Invited (3-10) and keynote speakers (20-40 speakers)
- Volunteer Oral Technical Sessions (40 sessions)
- Special Symposia and Targeted Workshops (6-10)
- Poster Technical Sessions (1-2 sessions/day).
- Exhibits (e.g. Table Top or kiosks for companies)

FORMER COUNTRY HOSTS OF ICEF:

1976	Boston (USA)
1979	Helsinki (Finland)
1983	Dublin (Ireland)
1985	Edmonton (Canada)
1989	Cologne (Germany)
1993	Chiba (Japan)
1997	Brighton (UK)
2000	Puebla (Mexico)
2004	Montpellier (France)
2008	Vina Del Mar (Chili)
2011	Athens (Greece)
2015	Quebec (Canada)
2019	Melbourne (Australia)
2022	Nantes (France)

ANNEX – EVALUATION CRITERIA OF THE BID

Categories of Evaluation	Criteria/ Areas for consideration
COMPATIBILITY WITH IAEF MANDATE	<p>To advocate and promote the food engineering profession by linking professionals from industry, government and academia.</p> <p>To provide a forum for the exchange of scientific, educational & business ideas and information.</p> <p>To be a major voice on scientific issues and public policy relating to food engineering.</p> <p>To promote the professional development and careers of young food engineers worldwide.</p> <p>To position the food engineering community as an important asset within the country.</p>
SUITABILITY/ FEASIBILITY / SUPPORT	<p>Attractiveness to delegates as a host country; ability to develop an engaging program; ability to attract suitable speakers; impact of/extent of support from the chosen city tourism bureau; overall ability to stage an event of this size.</p> <p>Support from other Food Engineering Institutions and Societies in the country that would support the congress.</p>
RESSOURCES (E.G. FINANCIAL, VOLUNTEERS, CONTRACTORS)	<p>Financial: Responsibility to oversee financial management; financial impact of identifying staff vs. volunteer roles/responsibilities; cash flow/upfront financial obligations; Volunteers: ID of chairs and co-chairs and members of the organizing committee, desired committee size and ability to populate committee; volunteer characteristics and management; anticipated ability to fulfil volunteer commitments;</p> <p>Contractors: Identification of requirements and roles, Request for Proposal (RFP) process, timing of hiring, supervision of contractors</p>
CITY CHARACTERISTICS	<p>Ability to accommodate meeting requirements; attractiveness to potential delegates; proximity to majority of delegates; extent of support in the bid process; extent of meeting planning support; extent of in-kind and financial support</p>
OTHER FACTORS	<p>“Readiness” to stage event; comfort level with financial risks; comfort level with commitment to stage event four years from now</p>