



IFHRS
International Federation
of Hair Research Societies

March 15, 2024

GUIDING PRINCIPLES FOR THE OPEN SLOT 2030 BID PREPARATION

In this unique instance, a bid to host the **OPEN SLOT** need not come from an existing IFHRS member society. However, the bid must come from a Bid Team with a genuine interest in promoting Hair Research with the strengths, and capabilities to organize and host this event and **MOST IMPORTANTLY** with compelling reasons for their choice of location/timing which make the event unique in the cycle of hair research congresses.

1. The Bid Team should articulate their reasons for applying to host the **OPEN SLOT**
2. The Bid Team should have appointed a Congress Chairperson and be prepared to act as an organizing committee for the event
3. The Bid Team should demonstrate their capacity for securing seed-corn sponsorship and providing event insurance, a suitable event space, and professional conferencing partner support.
4. The WCHR should be held in a country where visa requirements are not onerous for delegates and at a time of year that delivers appropriate weather for the congress activities.
5. Sponsors of the WCHR are essential. The bid team should present their strategy for engaging sponsors and including sponsored sessions and an exhibition. If partnering with another event, considerations should be given to joint sponsorship and associated benefits/discounts for sponsors and written assurances from the partners that a joint event can be planned.
6. Practical considerations such as international travel, transportation links to hotel and venue, local economy, and cost of hotels and meals, etc. should be considered.
7. As with all congresses, the bid should outline the programme design to meet expectations of both the science and clinical communities, the relevance to industry and inclusion of sponsor related programme items; the proportion of invited vs selected speakers; type of poster sessions; balance of experienced vs early career speakers and chairs with consideration of EDI (equality, diversity, inclusion).
8. The Bid Team might consider innovations in their programme that offer benefits to early career researchers, such as meet the expert, trainee events and a pre-congress education day and provision for travel grants, prizes etc. to attract early career researchers.

9. Depending on the circumstances for proposing the bid for the **OPEN SLOT** the bid team might also consider the logistics of running a hybrid event to attract and reach a wider global audience, as well as partnership options with a similar event in the same week, that attracts delegates who might not ordinarily attend in person.
10. The bid should be supported by a dynamic presentation, website (in draft), video, draft programme, budget, and Bid Team members biographies with an attractive package for sponsors, an engaging social programme and benefits to all stakeholders.
11. The Bid Team should state if they would require a start-up loan from the IFHRS

The following headings are provided to help prepare the **FINAL** bid and are not exhaustive. Bids can be prepared as documents or Powerpoint Presentations.

APPLICANT DETAILS:

Name of bid Chairperson:

Address:

Telephone:

E-mail:

Affiliation:

WHY ARE YOU BIDDING FOR THE OPEN SLOT

What is the unique difference? Describe why your application is relevant for the **OPEN SLOT**

This section should reflect what was in the Expression of Interest submitted to the IFHRS Board.

To apply for the **OPEN SLOT** the bid team must outline one or more compelling reasons, for example: -

- A country (or group of countries) never having hosted the event before which would result in a growth in the worldwide hair research community ^{1,2}
- Alignment in dates with another major event subject to clear written agreement with that other event committee that a co-staged event is in both best interests
- Celebration of some sort where another global event makes it a sensible choice ³
- In these environmentally conscious times, consideration of sustainability in the bid would be an advantage whether this relates to a hybrid, net zero or legacy arrangements ⁴
- Links with societies that oversee specialisms that compliment hair research ⁵

1. Countries who have/will host the WCHR includes: Belgium, USA (x3), Japan (x2), Germany, Canada, Australia(x2), UK, Korea (x2), Spain.

2. Societies: AHRS, EHRS, AHWRS, KHRS, JHRS, UHRS, RHRS, CHRS

3. Major sporting or cultural event provided there are no competing interests for resources

4. Links to a major global environmental activity/event/innovation or purpose in that country/region

5. Local Dermatology or Trichology Societies, Cosmetic Science, Pharma, considering that sponsors should not be placed in a position where there is competition for their support.

PROPOSED SITE AND DATES

Indicate proposed country and city: Indicate approximate proposed dates.

ACCESS

Does the city have an international airport and good public transportation links between transport hubs and hotel/venue

FREEDOM OF ENTRY

Assurance is necessary that all participants from all nations will be allowed to enter your country to attend the congress. At the bid stage, it is sufficient that the applicant states, from his/her own understanding, that this will be the case.

CONGRESS FACILITIES

If a venue is not yet chosen, 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, including hybrid running.

CONGRESS ORGANIZERS

If a Professional Congress Organizer (PCO) is to be used, provide names of suggested PCOs and any prior experience.

OTHER SUPPORT

What sources of support are available locally such as a city tourist office; International conference support schemes and funds (subvention); Convention bureau, etc. The availability of such support might influence city choice?

PARTNERSHIPS

- *For participation/partnership with other Societies*, what kind of support is expected, e.g., from another local, regional, or national society? Or if such an organization will co-sponsor the congress, a letter to that effect from an officer of that society should be included. The letter should refer to the kind and extent of their participation – e.g., co-sponsorship arrangements with industry.
- *For participation of Local Senior Hair Researchers/Clinicians*. Provide the name, position, and current institutional affiliation who have indicated a willingness to serve as:
 - The President/ general chairperson of the congress;
 - Chairperson of the scientific program committee.
- *Participation of local Colleagues*. Provide the name, position, and current institutional affiliation of other on-site colleagues who could assist with conference planning, fund raising and organization. These may also be included in the Bid Team.

PROGRAMME

Briefly outline the suggested programme. How will you balance the needs of basic science and clinical research? How will you accommodate industry participation? Will there be parallel sessions? Will the event be run on a hybrid basis? Will posters be digital or presented in person? What sort of abstract submission process will there be? Who will be on the international programme committee?

RESOURCES & FINANCE

WCHR are self-supporting. The actual costs of the congress should be provided by registration fees together with whatever support can be arranged from sponsorship and exhibition. Describe how you will support the participation of colleagues from low-income countries. Will you consider having subsidies or grants for students/trainees?

The IFHRS may be able to provide a loan to cover start-up funding which must be applied to in writing to the Chair of the IFHRS. State in the bid of a loan is required. All loans must be paid back.

If there is a profit, indicate to which society/entity the profit will be given.

CONGRESS VENUE

Indicate where the congress will take place (or options). Give an indication of the fit of the venue to the proposed programme e.g., to account for parallel sessions, exhibition area, sponsored sessions, workshops, meeting rooms, hybrid running etc. What is the availability of the facilities (exclusive, shared with other groups, limitation in times, etc.)?

REGISTRATION FEE

The registration fee should entitle participants to the opening and closing ceremonies, all sessions, welcome reception, exhibition, abstract book, and congress kit. Is there a proposed "early bird" registration fee? Are the fee categories different from previous years? If so, why?

ACCOMMODATION and LOCAL FACILITIES

What types of hotels and other accommodations are available? How much do they charge? Can you obtain a reduced rate? What is the approximate distance (or travel time) from the 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? What pressure on booking accommodation early is there for the city? What is the range of prices in each class of accommodation? How far in advance are reservations required for accommodation? What forms of payment are acceptable for accommodation? Is all food available on site? How close by are facilities for evening meals when social events are not available?

TRANSPORTATION WITHIN THE CITY

Provide information about public transportation to/from the congress site, between hotels and congress site and between airport and hotels, etc.).

CURRENCY AND EXCHANGE

What is the official local currency? Is the currency convertible? Are there banking or currency exchange facilities in or near the congress location? Are there ATMs for changing local currency from credit cards in or near the congress location? Indicate to what extent major credit cards are accepted in the proposed city?

SUPPORT SERVICE FACILITIES

Will Wi-Fi be available throughout the congress? Does the venue have in house support for presentations, audio and – if desired – can they accommodate hybrid running?

COST OF LIVING

Provide details of the cost of living in the proposed city; e.g., price of a 2-course meal and single drink.

HEALTH

Advise on any health-related issues in the country and area of the congress. Is there good air quality? Are vaccinations required?

PERSONAL SAFETY AND SECURITY

Advice about safety and security in the congress area. Is there or has there been any civil unrest or political tension (incidents of violence, etc.)? Are there specific travel advice measures recommended such as walking alone, use of taxis, no-go areas in the city?

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.

LOCAL TOURS AND EVENING SOCIAL PROGRAM

Include information concerning any reasons that the proposed site is particularly desirable for the **OPEN SLOT** because of the cultural, historical, scenic, sporting, or other special attractions in the nearby area. What local cultural tours will be available during the congress. What evening social events will there be during the congress?

ACCOMPANYING PERSONS

If you know of plans or have plans to develop an accompanying person's programme, please describe them.

OTHER

Include other points in favor of this congress site that are not covered above.