

International Congress of Nutrition and Dietetics 2032

HOST BID PROCESS

The International Confederation of Dietetic Associations selects a national dietetic association to host the International Congress of Nutrition and Dietetics every four years. The Congress in 2024 is being held in Toronto, Canada and in 2028 in Dublin, Ireland.

The ICDA Board of Directors is calling for proposals from national dietetic associations interested in hosting the 2032 International Congress of Nutrition and Dietetics (ICND). This call is directed to the Board of Directors of each national dietetic association member of the International Confederation of Dietetic Associations. The Congress is scheduled for three (3) full days as selected by the Host country organization. The official language of ICND is English.

Hosting ICND will raise the profile of a national dietetic association host and provide its members new opportunities and an enjoyable and memorable experience. At the same time, hosting ICND comes with full responsibility and accountability. The success of ICND depends on strong national and local presence in Congress organization and within the Congress program.

Timeline:

- Call for expressions of interest: November 2023
- Expressions of Interest due: January 25, 2024
- Proposals invited from eligible associations: March 18, 2024
- Deadline for receipt of bids (host proposals): May 31, 2024
- ICDA Board evaluates proposals based on responses to ICDA requirements and other matters as outlined in this Call. Two (2) or a maximum of three (3) proponents will be invited to attend a meeting of members to make a formal bid presentation: May 13, 2024
- Formal bid presentations and VOTING by official Representatives: Tuesday, June 11, 2024
- 2032 Congress may be promoted following close of ICND 2028

Bids are to be sent electronically to: ICDA@internationaldietetics.org

Requests for more information should be addressed to the ICDA Secretariat by email to

ICDA@internationaldietetics.org

ATTENTION: (Secretary, Board of Directors).



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General Policies

Overall responsibility for the International Congress of Nutrition and Dietetics rests with the Host national dietetic association, including overall operational management: financial management, marketing and communications, registration policy and procedures, scientific program design and content, and social program.

It is recommended that the Host national dietetic association form a limited liability company to be responsible for the Congress, although alternate financial risk management approaches may be described in the proposal.

ICND will run for at least three full days, and will have a number of special features:

Leadership - Evidence - Practice. Each congress is to be designed with the purpose of promoting and recognizing dietetics leadership, application of food and nutrition sciences within various social, economic, and behavioral contexts for professional practice, and advancing practice.

Theme. Each congress has a theme, which is developed in many of the sessions.

Format. Other than plenaries, sessions should be organized to be as interactive as possible and to involve as many participants as possible. Interactivity can take the form of debates, workshops, and suitable time for audience questions and discussion.

Profile of participants. Since 2000, the ICND has drawn on average 500 - 600 international participants. Success depends on strong regional, national, and local presence in Congress organization and within the congress program. Strong regional/national/local presence is key to attracting congress financial support from private, public and charitable sources. The Congress should not compete with other key meetings, such as the International Congress of Nutrition or key regional or national dietetic association conferences in the region.

Food. The meals and other food and drink organized for the Congress are to align with healthy eating and sustainability objectives, promote local food, and promote experience with established local/national/ regional food culture(s).

National recognition. Congresses are designed to attract attention at high political levels and media in the host country. Specialist journalists and writers can be invited to report on the Congress and also to make presentations. Protocol for such guests is the responsibility of the Host organization.

Financial: Host is independently responsible for any financial loss and may retain any surplus revenue after all expenses and repayment of the 'seed grant' with required inflationary increases (described below).

Registration Fees: Decided by the Host as part of its overall business plan. Due to dependence on national and local participation for success, fees should be sensitive to national and local circumstances. In addition, engagement of students and professionals from developing nations as participants and speakers is a very important consideration. Each congress Host develops policies that consider the economic constraints of students and professionals from developing nations.

Contributions, sponsorship and advertising: Any sponsorship, advertising or other financial contribution must not compromise the independence of the International Confederation of Dietetic Associations; see ICDA policy "Strategic Collaboration, Working in Partnership. "Contributions" from



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regional associations of dietetic associations, national dietetic associations, governments, other not-for-profit associations, charitable organizations, corporations, foundations and trusts may be associated with aspects of the program as long as the scientific committee responsible for the program has independently reviewed and approved the session.

Translation: English is the official language and there is no requirement to translate materials or provide simultaneous translation of congress sessions. The Host may choose to provide simultaneous translation, in one or more languages, depending on the capacity of its budget.

ICDA Requirements:

- Expression of Interest (Signed form) that indemnifies ICDA and its Directors, Officers and Secretariat
- Liability insurance with ICDA and its Directors and Officers specifically named as insured
- Two days prior to the Congress: Meeting space for the Board of Directors; 7-9 persons for a half day meeting. All expenses for this meeting will be covered by the host of the Congress (meeting room, audio-visuals and catering).
- Two days prior to the Congress: Meeting space for a half day Workshop followed by a full day Workshop and official business meeting of Representatives of Members (national dietetic associations); estimate 100 persons. All expenses for this meeting will be covered by the host of the congress (meeting room, audio-visuals and catering).
- The national dietetic association hosting the congress will sponsor an invitation-only social event for official ICDA Member Representatives on the day before the Congress starts or during the Congress. All expenses for this meeting will be covered by the host of the congress (meeting room, audio-visuals and catering).
- ICDA Board Chair Welcome Message presented during Congress Opening Protocol
- ICDA Plenary Conference following the opening keynote speaker of the Congress. The ICDA Plenary will be given by the ICDA Chair and the topic will be decided by the Board of Directors who will notify the Congress Organizing Committee. The speaker's expenses (travel, accommodation and full registration) will be covered by the Congress host.
- ICDA Symposiums/ Workshops: 90 minute interactive sessions for debate and discussion leading to common ground on those issues that the ICDA Board of Directors have selected for their importance in advancement of the profession and ICDA. Speakers named by ICDA Board and speaker expenses covered by ICDA.
- ICDA will participate in the closing session of the Congress with an ICDA Board member elected by the Board. The closing ends with a brief promotion of the organisers of the next ICND.
- The publicity of the Congress may be customised with the slogan or characteristics of the national congress of the National Dietetic Association, however, all congress advertising must clearly include the ICDA logo and mention that the International Congress of Nutrition and Dietetics is the international congress of the ICDA where all dietitians/nutritionists of the world meet.
- The host provides an ICDA photocall area to serve as a meeting point for ICDA and NDA directors.
- The host provides a vertical banner in the largest room of the congress with ICDA branding.
- If there is an audiovisual projection of logos between the conferences, include the ICDA logo.

ICDA Commitments:

- A repayable “seed” grant to cover early expenses, provided approximately 4 years in advance of the event. The seed grant is provided in US dollars. The amount is to be increased by the Congress Host as calculated in the Host country or US rate of inflation (whichever is lower) for each year until the seed money is passed on to the next congress host organization.
- Congress Report from each of the prior 2 ICNDs.



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- Timely input to Congress planners as needed for meeting ICDA Requirements.
- Opportunities and means to promote the congress, more specifically:
 - ICND Closing Ceremony 2028 – allocated time to promote ICND 2032
 - A web site Home Page feature and feature banner following close of 2028 Congress
 - ICDA communications vehicles: Dietetics and Nutrition Around the World, Web Site discussion for ICND 2032, web site announcements displayed on Home Page at critical stages in planning, ICDA web site Congress pages for linking to ICND 2032 information sources.
 - Use of ICDA’s broadcast mail tool for marketing and distribution of information to national dietetic association members of ICDA
 - ICDA logo in appropriate format for approved uses



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ICD 2032 Bid Submission to include the following information:

1. Host

- Organization Name:
- Address:
- Website:
- Phone:
- Board of Directors (names and personal contact information):

Partner Organization (if any):

- Key contact:
- Address:
- Website:
- Phone:
- Role of Partner Organization:

2. Congress Planning Organization: Provide:

- Committee Structure, Congress Management services, and Administrative support
- Resume of the Congress Chair with an emphasis on major event management experience
- Resume of the Scientific Program Chair with an emphasis on related national and international meeting experience – Call for Speakers and Abstracts, program planning, abstract review for scientific meeting.

3. Business plan: Submit an outline of the business plan.

- Details of experience the Host has had with organizing an international meeting. Include information about numbers attending, financial summary, and evaluation from participants.
- An outline budget that includes projected attendance and fees, sources of local and national support, and expenditures by major category.
- Confirmation that a limited liability company or organization that will be responsible for the Congress profit or loss and other liabilities of the Congress or describe an alternative risk management plan established by the Host.
- Confirmation of a suitable venue to host a meeting of 800-2000 registrants in keeping with the business plan. Provide overview of venue: recent international meetings, space limitation for plenary/keynote sessions, breakout and concurrent sessions, exhibits, research posters, nutrition/meal services, during proposed dates.
- Details about availability, variety and cost of local accommodation within easy access of the venue. If accommodation is not within walking distance of the venue, what options are there for transport? What will this cost per person per day?
- Details about access to local affordable restaurants or other food and beverage outlets nearby?
- Optional: Describe the cultural, entertainment and other attractions that can be offered by the venue or others. Can these be secured at preferred rates?
- Details about cost and ease of access of the venue for overseas and local travel

4. Of Interest

- Proposed Theme (subject to refinement)
- Dates
- Visa policy – will delegates from all countries with association members be able to attend; is assistance available to facilitate the visa process (e.g. official letters of invitation)



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- Any special considerations you believe will be important for decision-makers

Process for shortlisting

Based on process followed in 2020 when selecting host for ICND2028

- As they are received, submissions are uploaded to a dedicated document storage account.
- Shortlisting is undertaken by those Directors with no conflict of interest. The final shortlist is decided at a meeting on Zoom.
- Criteria for shortlisting to be taken from the document sent to all interested NDAs.
- Shortlisted NDAs informed, with details of when and how presentations will be made.
- 2 -3 shortlisted bids are presented to the members and members vote to select host.