

CONFERENCE FORMAT

The conference begins with pre-conference activities on Sunday and an opening session followed by an informal reception on Sunday evening. The conference ends on Wednesday late afternoon. The schedule for past conferences can be used as a general pattern for subsequent conferences. Following the pattern of the 8th WCRI, a bridging hybrid one-day symposium may be planned for 2025 (May – June) to provide momentum and encourage attendance during the 2026 conference.

Anticipated attendance: 500-800 on-site participants.

Venue: Facilities should include space for:

- plenary sessions (seating 800)
- concurrent sessions (6-7 rooms per session, each seating between 50 and 250)
- poster displays (accommodating 150 posters)
- venue for opening reception, lunches, coffee breaks

Host institutions are expected to provide conference management, audio-visual equipment and support and communication, including excellent WiFi connectivity.

Hotel accommodation: Accommodations for 500-800 participants at a range of different price levels. Include information on:

- availability of rooms
- distance to the conference venue
- price ranges
- banquet facilities for the conference dinner
- contract deadlines for hotels and banquet facilities

Local features: Include information on:

- accessibility by direct flights
- visa requirements
- local transportation
- safety situation
- likely weather conditions
- local attractions
- competing events at the planned time

Conference planning organization: Include information on any organizations and services that will help to plan the conference, including experience and fees.

Local Committee members: Include names, background and contact information of people who have agreed to serve as members of the Local Committee (approximately 4-6 people). The Chair of the Local Organizing Committee will serve as the primary local contact for the conference, and the Chair and one other member of the Local Organizing Committee will serve on the Program Committee.

Proposed budget: The budget must include all anticipated expenses and provide a realistic assessment of the funding already obtained or expected, with letters of commitment as available. Rather than serve as general expressions of support for the proposed conference, letters should describe specific commitments of financial or other support to be provided. All of the following entries should be considered when drafting the budget.

Costs

- Hotel facilities
- Conference planning agency fee
- Opening reception
- 3 buffet lunches
- 6 coffee breaks
- Banquet
- Banquet venue
- Banquet transportation
- Music, lighting, decorations at conference dinner
- Audio-visual at conference dinner
- Website development and maintenance
- On-site computer facilities
- Marketing
- Conference packets, bags and name tags
- Materials and supplies
- Audio-visual rental and support, including video recording of plenary lectures and making the videos available in mp4 format
- Streaming plenary keynote lectures with the possibility of shifting to a digital event for all conference sessions (please detail costs for digital event)
- Equipment rental
- WiFi access in conference centre
- Photographer
- Planning Meeting of the WCRIF Governing Board and the Programme Committee one year before the conference
- Registration waivers, hotel accommodation and travel support for the WCRIF Governing Board and the Programme Committee
- Registration waivers, hotel accommodation and travel support for plenary keynote speakers (with the expectation that plenary keynote speakers attend all or most of the conference to interact with attendees)
- Registration waivers and travel support for participants from Low- or Middle-Income Countries (with consideration for waivers for on-line participants from such countries)
- Comprehensive conference insurance (unless the hosting organisation provides evidence that it will and can bear the risk)
- Other expenses related to the conference
- Other expenses unique to conference site (e.g., transportation)
- Contingency fund of 10% of entire budget

Income

- Bids need to include firm expressions of intent by national sponsors from the host country for a total of at least USD 100,000 and to offer a plausible strategy to secure the sponsoring needed in the amount of USD 300,000 to 350,000. Sponsoring will only be accepted from organizations that have a demonstrated interest in promoting research integrity and whose values are consistent with the values of the World Conferences on Research Integrity. (Sponsors should be informed that funds may be used for an in-person / digital / hybrid event, depending upon circumstances.)
- Contributions from organizations in the host country (letters of support)
- Include paid registrations from 500 participants at approximately USD 700 each (and 300 virtual participants at approximately USD 300 each)