

Who may apply: Any legally-constituted National / Regional HUPO or Proteomics Society

Calendar:

- **March 15, 2012:** Deadline for receipt of applications. Applications will be scored and voted by the HUPO Executive Committee
- **April 16:** Notice of decision sent to applicants. Successful applicant will be sent Memo of Understanding (MOU).
- **July 16, 2012:** Deadline for finalized MOU signed by both parties. If no MOU is finalized, HUPO reserves the right to select another proposal.

The normal 3-year rotation Cycle for HUPO Annual World Congress is as follows: Americas, Asia/Oceania, Europe and Africa. 2015 is the Americas. At the discretion of the HUPO executive committee, HUPO has the right to consider applicants from a region outside the normal 3-year cycle if no acceptable bids are submitted from the projected region for a particular year.

Please provide the following (supporting documents may be appended as needed).

1. Your Local Organization Name:

Please append

- 1.a Copy of the organization's articles of association
- 1.b Copy of the latest annual report
- 1.c Summary of the history of the organization
- 1.d List of meetings organized by the organization
- 1.e List of officers

Number of members in your organization:

Note: If you are credentialed person (s) established in the area of proteome science making this application, a 2nd MOU will be required between you and a legally constituted National / Regional HUPO or Proteomics organization. This MOU #2 should state how you and that body intend to function, the preparedness of that body to co-sign MOU #1, and the degree of financial risk they are prepared to accept.

2. Chief Applicant (e.g.; President of host National / Regional HUPO or Proteomics organization).

Note: this person will be the key contact between the successful bid and HUPO International.

Name: _____ Term of office: _____

Address: _____

Position: _____ Tel: _____

E-mail: _____ Fax: _____

if a successor will take office before the meeting occurs, please provide secondary contact who will retain responsibility for the conduct of the meeting.

Secondary contact: _____

E-mail: _____ Tel: _____

3. Proposed date for HUPO 2015 World Congress (be sure your dates do not conflict with major holidays or competing conferences):

4. Congress City and Venue Details. Include description of attractive features of venue

City/Country:

Description of attractive features of venue:

Append or insert photos of venue

Congress venue (name of convention center):

Have you secured a hold on proposed venue? Yes No If no, is venue available on your proposed dates? Yes No Do not know

Please describe below how you see the venue space being utilized for the Congress and the seating capacity for the rooms. The plenary session room should seat 1,200-1,500 people. The exhibit hall should be a minimum of 25,000 sq meters.

- **Plenary Session room:** _____ **Capacity:** _____
- **Parallel Session room 1:** _____ **Capacity** _____
- **Parallel Session room 2:** _____ **Capacity:** _____
- **Parallel Session room 3:** _____ **Capacity:** _____
- **Exhibit Hall for exh booths/posters:** _____ **Sq meters:** _____
- **List additional rooms for lunch seminars, committee meetings, office space:**

Please insert or append diagrams and proposed use of rooms and capacities:

Transport (closest International airport and airport transportation options:

Accommodations (range of accommodations including affordable option for students, estimated cost):

	Cost/night	# of rooms or beds
• Hotel 1: _____	_____	_____
• Hotel 2: _____	_____	_____
• Student option: _____	_____	_____
• Other options: _____	_____	_____

Visa requirements (any known restrictions for international participants):

Health issues (any vaccinations, etc. required):

5. Financial Plan

Please complete the budget template in USD. 2006 congress amounts are included as a guide.

Note 1: Please note the MOU requires that Congress surplus or profit shall be shared with HUPO International at 70% to HUPO International and 30% to Congress host organization.

Note 2: Do you have start-up funds in place to cover up-front costs such as venue rental or will you require a loan from HUPO?

HUPO would consider a loan request up to \$50,000 USD to cover up-front Congress venue

rental. This loan shall be repaid by December 31st of the year of the Congress. Prior to issuing such a loan HUPO requires a legally-binding clause written into the MOU stating that the Organizers have an insurance policy that specifically covers refund of the venue deposit in the event that the Congress is cancelled due to 'an act of god' - or words to that effect.

Note 4: You are cautioned not to sign any contracts with convention center, hotels or PCO (professional conference organizer) contracts until the MOU is finalized. All contracts should be reviewed by HUPO international staff to assure you the benefit of their experience.

6. **Why host HUPO Congress?** Describe why you wish to host the Congress and include whether this congress will provide any leverage with your National / Regional Governments, research funding bodies, assist local proteomics researchers, etc)
7. **Any concurrent / co-joint meetings with HUPO Congress planned?**
Indicate whether any meetings, workshops, courses or fund-raising events would be held in conjunction with or co-jointly with the proposed HUPO Congress. Specify the nature of the co-organization. Any profit/surplus sharing with a separate organization may not impact or reduce the 70% profit share to HUPO.
8. **HUPO requires the Congress to utilize the online registration system and abstract management system provided by HUPO.** Software licenses for these independently contracted modules shall be expensed to the Congress. Registration fees will be determined by the congress costs estimated by the organizers approximately one year prior to the Congress. Discounts will be offered to HUPO members and to students. An accounting of revenue collected through the system will be provided to organizers monthly. Registration shall be in USD.
9. **Congress web site.** HUPO will provide a template for the Congress web site. The organizers shall be responsible for content.
10. **Information sharing**
 - All contracts and agreements entered into for the organization and planning of the Congress will be made available to HUPO International.
 - A final detailed report of the congress is required within 4 months of the congress.