

Building Simulation 2025: Call for Proposals

The board of IBPSA is pleased to issue the following call for proposals from parties interested in hosting the international conference Building Simulation 2025. A complete proposal should be sent to the Conference Committee chair, Paul Strachan (p.a.strachan@strath.ac.uk), no later than 30th April 2022. Discussions with the Conference Committee chair of potential proposals prior to the due date are encouraged. The proposal should address the following items:

- proposed venue
- dates
- details of conference secretariat
- organisation time line
- format of conference (see below)
- details of rooms for plenary sessions, parallel sessions and posters
- availability of free Wi-Fi connections for participants
- detailed budget in local currency and in US dollars, including estimates of registration fees for both on-site and on-line participants, as appropriate
- discussion of possibilities for sponsorship
- details of the conference presentation schedule (e.g. number of parallel and plenary sessions), including innovative ideas for conference delivery methods and audience interaction
- publication of proceedings
- details of accommodation, including costs, for delegates and students
- social events
- options for pre and post conference tours, software demos and courses
- options for programme for accompanying persons
- involvement of existing or planned IBPSA Regional Affiliate(s)
- experience of the organising committee with IBPSA and with organisation of similar conferences. Note that the BS'19 conference had around 1000 participants.
- conference software for scientific review and registration: Conftool (<https://www.conftool.net>) is the preferred option as it has been widely used in previous conferences and there is support for its use by IBPSA.

Format of conference

IBPSA is aware of the need to reduce environmental impact of long-distance flying, but also recognises the benefits of face-to-face exchange of ideas and networking opportunities, and the timing difficulties with interactive on-line sessions for a global audience. IBPSA's preference is for a hybrid conference with a high quality on-site conference, whilst also allowing on-line participation from all time zones. Proposers should give a clear and costed description of their proposed conference format. Proposers should address how they will accommodate on-line attendance for all time zones, and whether they will allow on-line presentations.

Proposers should also describe how they would approach conference delivery if travel is severely restricted. This might include issues such as moving fully online and the cost implications of cancelling venues and other activities.

To assist your decision there are several documents available (please email the Conference Chair for information):

- The IBPSA Regionalization Guide (available at <http://www.ibpsa.org/downloads/IBPSA-Regionalization-Guide.pdf>) describes IBPSA's regionalization plans: we schedule all of the Building Simulation conferences in regions with existing affiliates or regions that are starting a new affiliate organization. In a region currently without an affiliate, we will only consider holding the conference there if a regional affiliate organization will be in place by the time of the conference.
- Final reports for previous Building Simulation conferences, which include details of organization, finances (e.g. planned budget and actual expenses), post-conference surveys and other information useful to organizers of future Building Simulation conferences.
- A document on sponsorship contains suggestions regarding the exposure and benefits of Building Simulation sponsors.
- A recent Memorandum of Understanding serves as an example for the contract which will be agreed between IBPSA and the organizers of Building Simulation 2025.
- A budget template.

Proposals will be evaluated using the following criteria:

- Attractiveness and accessibility of location - is this location likely to attract delegates from around the world? (10%)
- Affordability of venue - is the combination of registration fee and accommodation costs likely to be acceptable to potential delegates? (In this respect, a range of accommodation types including student hostels is a benefit.) (10%)
- Quality of conference plan and facilities - are the facilities and conference plan conducive to a well-run environmentally sustainable conference? (10%)
- Format of the conference – does the format appear attractive for both on-site and on-line participants (10%)
- Likelihood of financial success - will the conference financial plan likely lead to breaking even (at least)? Is the conference likely to be affordable for a range of participant types? A financial plan that does not rely on unconfirmed sponsorships to break even is strongly preferred. (20%)
- Approach to conference delivery in the event of severe travel disruption. (5%).
- Support of IBPSA goals - will choosing this proposal help draw new members into IBPSA (in new regions) or support membership in existing regions? (5%)
- Diversity of location - is this location sufficiently distant from recent conferences? (10%)
- Regional participation - is the proposal well-supported by volunteer effort from the regional affiliate and/or nearby regional affiliates? (10%)
- Experience of members of the organizing committee with IBPSA, and with organizing IBPSA affiliate conferences or conferences similar to Building Simulation. (5%)
- Industry input – are there good prospects for participation by practitioners alongside researchers (5%)

The final decision regarding the location of Building Simulation 2025 resides with the IBPSA Board of Directors and will be made following a thorough evaluation of all submitted proposals.

A decision regarding proposals can be expected by the end of June 2022.