

Building Simulation 2027: Call for Proposals

November 28, 2023

The board of IBPSA is pleased to issue the following call for proposals from parties interested in hosting the international conference Building Simulation 2027. A complete proposal should be sent to the Conference Committee chair, Erik Kolderup (erik@kolderupconsulting.com), no later than 31st March 2024. 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
- organization timeline
- 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, and accounting for IBPSA fees of \$100 per non-student participant, \$50 per student participant and 10% for on-line participants
- 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
- accommodation for IBPSA committee meetings, board meeting and annual general meeting
- publication of proceedings, per Building Simulation Conference Proceedings Explanatory Notes, linked below
- details of accommodation, including costs, for delegates and students
- social events
- options for pre and post conference tours, software demos and courses
- options for program for accompanying persons
- involvement of existing or planned IBPSA Regional Affiliate(s)
- experience of the organizing committee with IBPSA and with organization of similar conferences. Note that the BS'19 conference had around 1000 participants (BS'21 and BS'23 had reduced attendance due to pandemic travel issues).
- 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.
- conference mobile app (Conference4me is reasonably priced option that is compatible with ConfTool)
<https://www.conftool.net/en/configuration-documentation/conferenc4me.html>)
- visa requirements for foreign participants

Format of conference

IBPSA's preference is a high-quality on-site conference that provides the benefits of face-to-face exchange of ideas and networking opportunities. IBPSA is also aware of the need to reduce environmental impact of long-distance flying and to include people who cannot travel due to economic, political or health reasons. To address these issues, IBPSA suggests that proposals include, at a minimum, the recording of on-site presentations for later viewing online by both in-person participants and online-only participants. Other measures to promote inclusion and reduce environmental impact are also welcome though not required. IBPSA recognizes there are significant challenges and expenses associated with hybrid conference formats that accommodate all time zones.

Proposers should also consider how they would deal with the conference delivery in the event of a scenario in which no-one can travel, including consideration of economic and practical feasibility of issues such as moving fully online and the cost implications of canceling venues and other activities, for example.

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.
- Building Simulation Conference Proceedings Explanatory Notes: https://publications.ibpsa.org/wp-content/uploads/2022/03/BS_Conf.Proc_ExplanatoryNotes_header_2021-03-28.pdf
- Building Simulation Conference Proceedings, Publication Ethics and Malpractice Statement: https://publications.ibpsa.org/wp-content/uploads/2022/03/BS_Conf.Proc_Publ.EthicsMalpracticeStat_header_2021-03-28.pdf
- 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.
- Example sponsorship prospectus from previous conferences, containing 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 2027.

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%)
- Likelihood of financial success - will the conference financial plan likely lead to breaking even (at least)? A financial plan that does not rely on unconfirmed sponsorships to break even is strongly preferred. (20%)
- Support of IBPSA goals - will choosing this proposal help draw new members into IBPSA (in new regions) or support membership in existing regions? (5%)
- Inclusion - is remote participation possible for people who cannot travel due to health or economic reasons? (10%)
- Diversity of location - is this location sufficiently distant from recent conferences? (5%)
- 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. (10%)
- Industry input – are there good prospects for participation by practitioners alongside researchers (10%)

The final decision regarding the location of Building Simulation 2027 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 2024.