



Call for expressions of interest to host the 13th WIOMSA Scientific Symposium in 2025

We are seeking expressions of interest in hosting the 13th WIOMSA Scientific Symposium in the second half of 2025. The Symposium brings together a wide community of scientists and practitioners to discuss, promote, and advance maritime science and management.

We are soliciting expressions of interest from Western Indian Ocean (WIO)-based organizations interested in serving as hosts. The host can be one institution or a consortium of institutions.

The role of the Symposium host is to advise on the planning process and provide crucial knowledge and connections as well as assisting with identifying suitable hotels, venues, catering and reception options, transport options, resource mobilization and sponsorships as well as community engagement strategies to enhance the Symposium's visibility.

If you are interested in serving as symposium host, please contact the WIOMSA Executive Director, with a letter outlining an expression of interest. Please send your letter of expression to: secretary@wiomsa.org marked for the attention of the Executive Director.

The deadline to submit expressions of interest is 28th February 2024.

KEY DATES AND OUTLINE OF THE SELECTION PROCESS

STAGE 1 28th February 2024	STAGE 2 31st March 2024	STAGE 3 4th April 2024	STAGE 4 May 2024	STAGE 5 June 2024
<p>Deadline to submit formal Expression of Interest letters to the WIOMSA Secretariat.</p> <p>Submissions must include the required information as outlined in this document. The Secretariat will confirm receipt of the letter.</p>	<p>Final proposals are submitted to the WIOMSA Secretariat.</p> <p>Submissions must include the required information as outlined in this document.</p>	<p>The Secretariat reviews all submissions for completeness.</p> <p>Submissions that meet the criteria will be considered and a shortlist of candidates developed for evaluation by the WIOMSA Board of Trustees</p>	<p>The WIOMSA Board of Trustees evaluates the proposals. Contingent on the volume of proposals received, the Board reserves the right to appoint a committee to evaluate the proposals. Please note that candidates may be called upon to make a presentation to the selection committee/board. The WIOMSA Board decides on the host of the 13th WIOMSA Symposium</p>	<p>Candidates are notified of the decision.</p>

STAGE 1 – EXPRESSION OF INTEREST REQUIREMENTS

Institutions/consortiums interested in hosting the Symposium should send a formal Expression of Interest letter by email no later than **28th February 2024** to the Executive Director at secretary@wiomsa.org. Please indicate **“13th WIOMSA Scientific Symposium 2025 Expression of Interest”** in the email subject field. This letter must be signed by the President or Chair of the prospective host institution and should clearly state the association’s interest in being the host for the Symposium.

The letter should include the following information:

- Connection to WIOMSA and the field of marine science and management
- A description of any prior experiences in hosting conferences/ symposiums
- Preferred dates for the Symposium.
- Thoughts on venue options including cost estimates that could accommodate up to 800 delegates (5 days) and 7 rooms for parallel sessions. (Convention centers or break out centers with a capacity to accommodate 30 special sessions will be given preference.) The venue should have adequate spaces for registration, posters (or e-posters) and exhibition booths; catering areas for coffee breaks & lunch. Please note we are open to a variety of venue spaces, including universities, conference centres, and hotels.
- Initial thoughts for a programme of events around the conference that will engage with the local community to raise the visibility of the Symposium and advance the understanding marine science (for example links with schools, local community venues)
- An indication of the potential resources from in country sources.

Following receipt of this letter, the Secretariat will provide applicants with the Evaluation Criteria for the proposals document.

STAGE 2: FULL PROPOSAL SUBMISSION

After sending an Expression of Interest letter, the proposing institution must submit a written proposal **31st March 2024** to the Executive Director at secretary@wiomsa.org. Submissions should be no 10 pages with additional supporting materials included in appendices (e.g. Letters of Support). Please indicate **“13th WIOMSA Scientific Symposium Proposal”** in the email subject field. The proposal must include but not limited to the following items, as outlined in the Evaluation Criteria for Proposals:

- Local Organizing Committee and if known the Chair.
- Proposed date and city (with supporting rationale for their selection). Please advise if there are any local or national events that might conflict with or enhance the conference. If there may be a conflict or a more beneficial date, please propose alternative dates for the conference.
- Proposed venue or convention centre:
- An audio-visual capacity, including the ability to support hybrid/virtual participation.
- A proposed overview of the marketing/communication plan for the event
- Letter of support (e.g. Convention bureaus, City, Government, etc.).
- An indicative resource mobilization strategy to cover some of the costs associated with the Symposium (welcome or closing dinner).
- Proposed accommodation for attendees including distance from the proposed venue, available means of transportation to reach the venue and the cost of the accommodation options
- Means of transport from the main airport to the conference city.
- Proposed social events and optionally pre/post symposium tours
- Advantages of the proposal (describe why the Board should select your proposal).
- Staff from the local organising committee to support the day-to-day management of the event.

Information about Stages 3 to 5 will be provided to short-listed organizations in due time.