



WORLD CONFERENCE ON TRANSPORT RESEARCH SOCIETY

Renewed Invitation for Bids to Host WCTR-15, in 2019 and

The Process of Bidding and Site Selection of the Conference Host

Deadline extended as 15 June 2014

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Chair of the Site Selection Sub-Committee of WCTRS

WCTRS now invites bids from leading academic/research institutions who wish to be considered as prospective organisers of the 15th WCTR to be held in 2019.

I. Rational and Introduction

The World Conference on Transport Research (WCTR) is the premier event of WCTRS. It is held every three years. WCTR traditionally moves around the world and is hosted by a leading academic/research institute that is well known among the world transport research community. Over the last decade the World Conferences on Transport Research (WCTRS) were held in Istanbul (2004), Berkeley (2007), Lisbon (2010), and Rio de Janeiro (2013); and WCTR-14 will be held in Shanghai (2016). These are large conferences which require considerable advance planning, organisational capabilities and sustained commitment on the part of the host institution and which should work closely with WCTRS to ensure a high quality conference.

The Steering Committee (STC) of WCTRS assigns all matters of Site Selection of the conference to a Site Selection Sub-Committee (SSSC) of three members. However, the decision of choosing a Host Site of a WCTR is in hand of the STC after receiving recommendations from the SSSC.

The invitation includes:

Section I: Rational and Introduction.

Section II: Notes to Bidders.

Section III: Site Selection Criteria.

Section IV: Timeframe of the Steps in the Process of Site Selection for WCTR-15, 2019.

Section V: Note on the Preparation of the Bid Submission File.

Section VI: Note on Confidentiality.

Section VII: Method of Submission of Bids.

II. Notes to Bidders

1. The organisers of a WCTR should be prepared, and commit, to keep the traditions of WCTRS and the practice of running a WCTR; with the freedom to make each conference an event showing the uniqueness of the host site. Accordingly, the bidders to host a WCTR should be fully aware of the full content of the “WCTRS/WCTR Current Operating Practice 2013” (COP 2013) available on the WCTRS Website ([click here](#)), in order to be acquainted with all the responsibilities and duties of organising the conference and the traditions and practice of the society.
2. As this is an academic research conference, bids should be submitted by a University, or a University Department, or a research institute with a recognised international profile in transport research.
3. Should a bidder may wish to involve a professional conference organiser as part of their team, the conference Memorandum of Understanding (MOU) and Agreement will only be signed between WCTRS and an appropriate institute or University as indicated in “Chapter 10 of the COP 2013” ([click here](#)), which shall bear all the related responsibilities in front of the society and cannot delegate those to any other supporting agency.
4. Any bidder(s) who have submitted unsuccessful bid(s) to host any previous WCTR(s) is (are) entitled to submit bid(s) for WCTR-15, 2019. However, it should be stressed that this (these) bid(s) shall be treated as if it is (they are) new submission(s) and shall therefore have no preference or advantage whatsoever on other new submissions.
5. Bidders should be aware of the locations of previous WCTRS ([click here](#)) in order to avoid hosting the conference in one of the previous venues.
6. Although reference is made in this document to some particular chapters of the COP 2013; potential bidders should in all cases read carefully the whole document to get acquainted with WCTRS, its traditions and practice, and the responsibilities of organizing a WCTR, before deciding to bid and writing the bid proposal.
7. As WCTRS is always updating its practices and procedures, the COP document is subject to change over time (that is why it is called “Current” OP). The most recent version of COP is for 2013 (COP 2013). Along the steps in the process of site selection, bidders are advised to refer to the latest COP version at the time, if any. The changes to the COP document, nevertheless, are customary not in the core, they are mostly introduced to update and refine the practice over time.
8. One of the updates of the practice of WCTRS in running the conference is the utilization of a new Conference Management System (CMS) that must be used by the Conference Directorates (CDTs) of all future conferences. Accordingly, bidders must be aware of this obligation and should consider that WCTRS will charge the cost of its use to the host CDT.
9. Bidders responding to this call should notify the Chair of the SSSC (cc WCTRS Secretariat) of their interest to submit proposals, to bid for hosting WCTR-15, 2019. See Section VII for e-mail addresses.

III. Site Selection Criteria

The Site Selection criteria adopted by the SSSC that will be strictly followed by the SSSC in the evaluation of the bids and recommending to the STC the selected site to host WCTR-15, 2019, are given in Chapter 6 of the COP 2013 ([click here](#)). This chapter also includes further information and important obligations of the local organizers. In Chapter 5 of the COP 2013 ([click here](#)), details of how to organize a WCTR are provided.

In this section we reiterate these Site Selection criteria and add further guiding notes:

1. Adequate conference facilities, within a conference centre, or in a very close walking proximity, for a huge (> 1000 participants) multi-stream conference.

About 30 rooms are required; 2 to 3 of about 100 capacity, 6 to 8 of about 75 capacity, 5 to 6 of about 50 capacity and 12 to 15 of about 20 capacity. This is in addition to about 6 small meeting rooms for the WCTRS/WCTR Committees and WCTRS Secretariat.

If the conference is to be organized in rooms in different buildings of close proximity, the bidder should show on a map the approximate distance (km) and walking times (min) of the different buildings from the conference hub (main building).

2. Adequate quantity, quality, and price range, of accommodation in the vicinity of the conference site. Approximate distance (km) of hotels from conference site should be indicated on a map and in a tabular form by hotel category (stars) and price (Euros or US\$ at the time of the conference), including the possibility of quality dormitory, or youth hostel, rooms.

3. Sufficient and assured 'promised' public and/or private financial support to guarantee the viability of the conference.

Authorised, and signed, letters of financial support must be provided by the institutions that promise financing.

The organizing institution, of which the proposed Chair of the CDT and the proposed CDT team belong, should commit in writing to bear the costs that fail to be covered by the promised financial support.

4. An organization, and sufficient individuals, to assure managerial support for the conference.

Authorised and signed letters of this institutional support must be provided.

5. Prior experience of members of the proposed CDT with WCTRS and with large conferences.

Tabulated list of names of CDT Chair, and CDT members, active participation in organizing previous large scale multi-stream conferences; by name date and city of conference, size of the conference and the organizational responsibility of each person must be given.

6. Sufficient national/regional WCTRS membership and interest in WCTRS to ensure good base attendance, including the capability and potential of the organizers of expanding membership in under-represented countries/regions, and who this can be achieved if your site is selected.

Current membership size per region/country is available through the WCTRS secretariat (wctrs@let.ish-lyon.cnrs.fr)

7. A site with particular interest for transportation researchers.

Demonstrate how your city is of interest to the international transport research community (e.g., the challenges faced by the transport system, how the city has been and is currently coping with those challenges and the related future plans for 2019 and beyond and innovative transport technologies and transport research carried out in your institution and in the country, etc.).

8. A location consistent with a multi-purpose conference offering technical and tourist tours to the conference participants.

9. Good international transportation connections.

Indication of the scheduled daily direct (and connecting) flights to your city from major parts of all continents of the world.

If your city has no major airlines hub, the potential arrangements for connection to the proposed conference site should be indicated.

10. Stability of the proposed arrangements for the conference over a three-year time horizon (2016 to 2019). This includes not only guaranteeing sustained financial and institutional support but also ensuring the continued commitment of the host site CDT Chair and the CDT principal local team over the above time period.

11. The host site CDT is to guarantee keeping the general style and logo of WCTRS on all its “soft” and “hard” publications and correspondence material related to the conference. WCTR is a conference of the WCTRS that is jointly organized with an institution in a Host Site.

Though this being guaranteed, the host organization is encouraged to develop individual elements which make the event unique.

12. The host site CDT is to guarantee some finance to support a number of authors of papers to attend the conference. The nominations should be agreed by the Scientific Committee of the WCTR (SCC) and the STC as mentioned in “Chapter 5 of the COP 2013” ([click here](#)).

13. The host site CDT is to guarantee finance of the WCTRS Young Prize. The nomination will be decided by the WCTRS Prize Sub-Committee and approved by the STC as mentioned in “Chapter 5 of the COP 2013” ([click here](#)).

14. The host site CDT should also be in full co-operation with WCTRS President, STC and Secretariat and the SCC and be prepared to give regular update of activities related to the conference preparation progress to the STC and also for inclusion in WCTRS electronic dissemination material.

IV. Timeframe of the Steps in the Process of Site Selection of the Host Site of WCTR-15, 2019

Step	Date	Notes
1	Invitations for bids to host WCTR-15, 2019	Feb, 2014 SSSC Chair
2	Submission* of Preliminary Proposals to SSSC	15 June, 2014 To SSSC Chair and WCTRS Secretariat
3	Presentation of Preliminary Proposals of the eligible bidders to the STC	22 July, 2014, Lyon SSSC decides eligible bids that are compliant with Host Site requirements and invite them to Lyon for presentation
4	Possible elimination of bidders by the STC	July, 2014 Immediately after the Lyon meeting
5	STC & SSSC comments to remaining bidders	Sept, 2014 To be sent by SSSC
6	Submission* of Final Proposals	1st Dec, 2014 To SSSC Chair and WCTRS Secretariat
7	Presentation of final Proposals to the SSSC	Jan, 2015 Washington Exact date and times (parallel to TRB) to be decided later
8		STC decision on the short listed candidates as proposed by the SSSC
9	SSSC Site visits to the short listed candidates	Mar/May, 2015 Dates to be agreed between SSSC and Candidate Site Team
10	STC decides the winning bidder to host the 2019 WCTR-15	July, 2015 Shanghai SSSC presents full report on the most preferred candidate to the STC
11	Draft MOU to be signed with winning bidder	Nov, 2015 WCTRS President to prepare the MOU based on comments of the SSSC
12	Signing the MOU with the winning bidder	Jan, 2016 Washington After approval of the STC in this Jan, 2016 meeting
13	Signing the Agreement to hold WCTR-15	July, 2016 Shanghai Closing Ceremony of WCTR-14

V. Note on the Preparation of the Bid Submission File

Bid File Organization

The SSSC recommends that all bids include the following Sections:

Introducing the institution and the city of the Bid submitters; "proposed Chair and members of the CDT of WCTR-15".

Why and how is this institution capable of organizing a huge conference like WCTR?

Why is the submitter proposing to host WCTR-15?

Why are the host site and city capable of offering a unique conference?

How does the bid respond to the site selection criteria given in Section III above, taken one by one?

The provisional Business Plan of the conference. The main plan will be given in the final bid after the first cycle of selection (see time frame in Section IV).

All the supporting formal letters of support and guarantees mentioned in Section III are to be submitted in an appendix.

Bid File Format

Soft file in "pdf".

Maximum 20 pages; A4 size.

Font Times New Roman; size 12.

Additional information to be provided in Appendices.

VI. Note on Confidentiality

WCTRS maintains a policy of transparency and openness, but recognises that in a competitive process there is a need for confidentiality. Information provided by bidders will only be made available to members of the STC of WCTRS who will respect its confidentiality. If at any stage in the process of Site Selection of the Host Sift for WCTR-15, 2019, there are elements of bids which proposers may wish to keep more confidential, this should be clearly indicated to the Chair of the SSSC and the President of WCTRS. However, since decisions on site selection are to be taken by the STC, the President of WCTRS and the Chair of SSSC will normally wish to discuss such elements with proposers with the intention of allowing any decisions to be taken on a fully informed basis.

VII. Method of Submission of Bids

All bids' Notifications and bids' Proposals are to be submitted electronically to:

Prof. Ali Huzayyin, Cahir of the SSSC of WCTRS <ali_huzayyin@yahoo.com>

WCTRS Secretariat at <wctrs@let.ish-lyon.cnrs.fr>