

## **APPLICATIONS TO HOST IALM CONGRESS OR OTHER MEETINGS**

Forensic and medico-legal organisations are welcome to apply to host future IALM meetings. Applications can be submitted by the individual organisation or in collaboration with a conference organiser.

Applications can be made to host the Triennial Congress (the major meeting of the Academy) or ad hoc Symposia conducted under the auspices of the IALM.

The following Key Dates are applicable to proposals for hosting a Triennial Congress. You are encouraged to lodge applications for Symposia or other meetings using the same key dates but exceptions to these dates will be considered if requested.

Queries about this process can be submitted to the IALM Secretary ([info@ialm.info](mailto:info@ialm.info)).

### **Key Dates for applications to host the 2027 Triennial Congress**

<b>1 February 2024</b>	Initial proposals close.
<b>29 February 2024</b>	Presidium response provided.
<b>1 May 2024</b>	Full proposals close.
<b>2-4 June 2024</b>	Applicant presentations and announcement of future Meetings (date to be confirmed).

## **1. Initial Proposal**

Submit a proposal to the IALM Secretary and President ([info@ialm.info](mailto:info@ialm.info) and [president@ialm.info](mailto:president@ialm.info)).

The note should contain:

- Type of meeting proposed; triennial Congress, Symposia or other meetings.
- Proposed date and location of meeting.
- A broad summary of the proposal (maximum of 2 pages).

The IALM Presidium will discuss the proposal and provide a timely response to the applicant.

## **2. Full Proposal**

If the initial proposal is accepted by the Presidium then a full proposal should be submitted. The full proposal should contain:

- Letters of support for the proposed meeting location.
- Details of the hosting forensic or medico-legal organisation.
- Proposed steering & scientific committees (optional).
- The nature and quality of the scientific and social programs including potential themes/ framework/ program outline.
- The proposed venue for the meeting, including capacity, local transport options, ease of access to venue and visa requirements.
- Proposed location(s) for the social program
- The financial and business planning arrangements including:

- *Proposed registration fees* including the cost of the Welcome Reception, coffee breaks, lunches and possibly some tours or other social activities.
- *A draft budget* based on varying numbers of full registrations, day registrations and accompanying persons.
- Details of accommodation options including pricing
- An account of what will be included in the proposed registration fee and proposals for the use of any resultant surplus.

### **3. Applicant presentations**

Individuals or organisations applying to conduct a triennial Congress will be given the opportunity to present their case to the IALM Presidium during the course of the current triennial Congress. The format of the presentation will be:

Presentation – max 10 minutes (power-point and or written materials)

Questions - 10 minutes

A laptop and screen will be provided for the presentation

The applicants will be informed of the decision during the Congress.

### **4. Fees**

The organisers of a IALM meeting will be asked to pay a flat rate for the assistance given by the IALM Presidium and Scientific committee during the preparation of the event. The actual rate is 10000 CHF for a Triennial Congress (5000 CHF for a symposium). For the Triennial Congress 2027, fees have to be paid by 31 December 2024.