

Guidelines for submitting an application to host the ISEA Conference 2026

The Engineering of Sport 16

Letters of Interest are due 19th April 2024

Full Applications are due 31st May 2024

Please submit applications to:

Lloyd Smith lvsmith@wsu.edu

1. General

Applications to host the International Sports Engineering Association (ISEA) biannual conference are invited, reviewed and assessed by the ISEA Executive Committee. Applications should be prepared in Times New Roman Font size 10 on no more than 6 pages following the headings and guidelines below. Appendices with supporting documentation (including letters of support, declarations etc.) are accepted. The Declaration below must be included in the proposal and signed by the nominated representative of the proposed host organisation. Note that the application will not be considered if the signed Declaration is not included. After a host organisation for the next conference has been elected out of the number of applicants by the ISEA Executive Committee and before any expenditures or commitments involving ISEA can occur, a legally binding contract will be signed by both parties.

2. Letter of Interest

Letters of Interest are encouraged but not required to submit a full application. Letters of Interest do not have a required format, but should include the name of the host organization, the city in which the conference would be hosted, the month which the conference would be hosted and the contact information for the organizing committee, including the names, postal addresses, email addresses, phone numbers of one or more individuals who will be responsible for the full application.

For questions, please contact Lloyd Smith, lvsmith@wsu.edu

3. Proposal Guidelines

3.1 Executive summary (half a page to a page max)

The summary must provide a concise overview of the proposal, including a brief description of the proposed host organisation, location and venue. In addition, you should provide in the summary a clear statement on how you intend to further the scope and reach of the ISEA and the discipline of Sports Engineering in general through this conference organisation.

3.2 Overview of host organisation and local organising committee (one page max)

Provide a detailed description of the host organisation and the proposed local organising committee that would be responsible for the preparation and organisation of the conference, day to day operations and reporting. The host organization may be an academic institution, company or association. Please state names, affiliations and respective roles of members of the committee. Make sure that you provide clear description of the track record of your organisation and team in hosting similar or relevant events through international collaboration. Also, provide evidence of organisational and/or professional support (local and international) for the proposal and of active involvement and/or interest in the discipline of Sports Engineering.

3.3 Location and venue (one page max)

Describe in detail the proposed location and venue for the conference. Insert relevant images in the proposal to illustrate your case. Note that you need to address both formal and social program needs of the conference including appropriateness of the facilities (large theatre for plenary sessions, smaller rooms for parallel sessions, breakaway rooms, availability of multimedia infrastructure and access to internet), vicinity of sporting facilities, availability and vicinity of wide range of accommodation (from budget to high standard), public transport, vicinity of international airport, vicinity of important cultural venues, etc. The vicinity (or coincidence) between the Conference sessions venue and the Accommodations (of different price range), as well as a small distance among the rooms of parallel sessions have shown to be successful factors in facilitating the networking among attendees and their ability to move from one session to another. The promotion of the ISEA conference towards other cooperating societies in terms of joint events or workshops will be considered and should be highlighted in the application.

3.4 Overview of programme schedule (half a page to a page max)

Propose tentative dates and deadlines and provide an overview of the conference program day-by-day including the provision for both formal and social events (conference banquet, tours etc.). The ISEA conference is to be held approximately two years after the previous ISEA biannual conference, normally during June or July. Note that typically the formal ISEA conference program runs over 3-4 days but this may be modified slightly depending on the proposed activities. When planning the presentation format, make provision for both paper and poster presentation sessions. Note that it is expected that each paper presentation is provided an allowance of approximately 20 minutes.

Keynotes are usually appreciated as the early morning or early afternoon presentations: note that the speakers should be internationally renowned experts in the field of sports engineering related topics and they will expect their expenses to be covered.

Oral presentations may be selected by the Conference Scientific Committee on the basis of the quality ranking feedback from the Referees of the papers. This will mainly be needed in the case of a large number of paper submissions.

Poster sessions should have a high profile and shall be considered as opportunities to enhance the exchange among researchers and ideally should be chaired allowing time for presentation and questions.

The programme schedule may also include time and location for the ISEA Annual General Meeting (AGM), Journal Open Meeting, and the ISEA Executive Committee (EC) meeting.

PLANNING RECOMMENDATIONS: the following timing prior to the meeting is recommended by the ISEA EC: changes from these recommendations should be correlated to the agreement with the Proceedings Editors.

(C Day is the date of the conference)

First Announcement: C Day – 24 months

Second announcement: C Day – 13 months

Final call: C Day – 3 months

Abstract and paper timing:

Submission date: C Day – 11 months

Acceptance/rejection advised: C Day – 10 months

Final papers received: C Day – 8 months

Paper reviewing Complete by: C Day – 6 months

Authors advised of acceptance: C Day – 5 months

(Acceptance conditional upon registration)

The meeting should be advertised and promoted broadly to maximize participation and presentation opportunities for the attendees. For planning purposes, recent meetings have had 100 -130 papers for oral presentations and 20 – 60 papers for poster presentations.

WORKSHOPS, VISITS TO LABORATORIES AND COMPANIES: the organisation of visits to test laboratories of Research Institutions or Companies is encouraged, provided that the program of the visits does not conflict with the scientific sessions. Workshops lead by Industry representatives or researchers have also been beneficial to the attendees.

PROGRAM SCHEDULE: an example of program schedule that has been successfully run over the past conferences is included in Appendix A.

3.5 Budget plan (half a page to a page max)

Make provision for standard registrations, student registrations and day registrations. Registration discounts for ISEA members is encouraged and may be negotiated as part of the contract agreement. A minimum of 150 fully-registered participants is expected. The budget plan should be based on this estimate with justification for additional registrations (provide strategies and justifications to achieve and perhaps exceed this target). Typically, the conference has had between 200 and 300 participants. The budget plan should be provided in the format of an MS Excel spreadsheet showing clearly all budgeted items for income and expenditure. ISEA membership is not required for registration.

Recommendations by the ISEA EC:

- Registration fees should be kept as low as possible for attendees. Delegates are increasingly seeking 'good value' in their conference choices.
- Sponsorships and vendors booths: to reduce the registration costs, the organizers are encouraged to obtain sponsorships and vendor booths. Some sponsorships are encouraged to support awards (e.g. best paper).
- Food/banquet for the conference: buffet arrangements may be more practical for the lunch arrangements, with table arrangements that enhance the possibilities of meeting and exchanges. Costs for the banquet shall not be excessive.
- Early, regular and late registration fees are recommended. Presenters should be expected to register during the early registration period.

3.6 Proceedings

The conference organiser is responsible for identifying and negotiating with a suitable publisher of the conference proceedings. Previous conferences have used the online service of MDPI to publish the papers online. Papers must be fully citable with a DOI and the proceedings themselves must have an ISSN. See the proceedings of the 2018 conference for [examples](#). The conference applicant must commit to how and where the conference papers will be published. This must include a plan for online full open access via an online publication platform.

3.7 Scientific papers revision process

The ISEA conference is the major opportunity of the ISEA association to showcase its contribution to the progress of sports engineering and technology: therefore, the quality of papers, posters and presentations will give visibility to the association. It is therefore essential that the papers accepted for oral or poster presentation and that will be published as papers in the proceedings will be of high scientific and editorial quality. The revision process shall be well organised in advance, with a number of experts being invited to revise papers in their field of expertise. Two referees shall be assigned to each paper. The recommendations from the reviewers shall be undertaken by authors with an answer letter and double checked by the referees. Submitted

papers not meeting the minimum requirements for acceptance or not implementing the recommendations of the referees without written justification shall be rejected. A member of the Conference Scientific Committee acting as supervisor for the different topics of the conference will manage the review process. The ISEA will assist with identifying appropriate reviewers, but the local organising committee should demonstrate that they can manage the refereeing process.

3.8 Conference Awards (half a page)

ISEA strongly recommends the institution of awards during the conference.

The ISEA will award 500 GBP to a student prize competition. This is normally judged by members of the ISEA Executive Committee after papers have been shortlisted by the Conference Scientific Committee. It is the responsibility of the student to declare their paper eligible for the competition.

Other prizes can be awarded subject to sponsorship or budgetary allowance. Prizes that have been awarded in the past are:

- Best paper award
- Best poster award
- Best paper on a specific topic (e.g. footwear)

Awards shall be decided by the Conference Scientific Conference before the closing ceremony and shall be awarded to winners on the last day at the closing ceremony. Awards may consist of a certain amount of money which is to be defined within the Conference budget. Previous conferences have also included prizes from industrial sponsors; in which the cost does not need to be allocated in the budget.

3.9 Conference Website (half a page)

An official conference web site shall be launched not later than 18 months before the conference. The website shall report the format of the Abstract/ Papers, the deadlines and the fees for the different types of registration. The Website shall also report the fees for industry sponsors.

4. Notification and cancellation policy

Note that the applicant will be informed by the ISEA of the outcomes of this application within 1 month of submission. If awarded, the host organisation is required to formally announce and launch the conference at the preceding biennial ISEA conference typically two years before the planned event takes place and launch an official conference web site no later than 18 months before the conference. Application for cancellation of conference organisation will NOT be accepted by the ISEA EC less than 1 year from the advertised date of conference opening. Failure to abide by these conditions will constitute a breach of agreement with the host organisation barring the costs of damages incurred by the ISEA due to cancellation.

5. Support from the ISEA

The ISEA will provide the host organisation with a mentor to help with the planning and delivery of the conference. The mentor will be a member of the ISEA executive committee or a previous host of the conference and will act as the main point of contact between the ISEA and the new organisers. Through the mentor, the ISEA will support with promoting the conference and advising on the schedule and reviewing papers. The ISEA will also distribute conference promotional materials to its members made available by the conference organizers.

It is expected that the host organisation provides reports detailing the progress of the conference planning to be presented at the quarterly executive committee meetings. The report should at a minimum include status of the conference program schedule, paper submissions registrations, and any changes from the proposal.

6. Declaration

You must include and sign the following declaration at the end of your proposal:

"I (Full Name) of (Organisation Name) hereby undertake full responsibility for the proposal provided in this submission and agree to the terms and conditions outlined by the International Sports Engineering Association (ISEA). I understand that (organisation name) takes full responsibility for financial risk involved with organising the ISEA conference."

Appendix A

The following schedule is an example: Poster sessions, ISEA AGM, Conference Banquet and Closing Ceremony need to be included in the program.

Table 1 - Example conference programme

	Day 1	Day 2	Day 3	Day 4
AM	Registration	Keynote 2	Keynote 3	Keynote 4
		Morning sessions	Morning sessions	Morning sessions
Lunch	Welcome address	Poster session	Poster session	Poster session
PM	Keynote 1	ISEA AGM	Panel discussion	Afternoon sessions
	Afternoon sessions	Afternoon sessions	Afternoon sessions	Closing ceremony and banquet
	Welcome reception	Evening activity	Evening activity	