**Biodiversity Information Standards (TDWG) Time and Place Strategy 2012-2017**

**The Time and Place Sub-Committee**

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**Scope**

1. Develop a broad planning document for location and timing of conferences for the next 6 years

2. Develop process and documents for :

* 1. seeking expressions of interest
  2. lodging expressions of interest for hosting conferences
  3. selection of conference locations and times
  4. detailed submission by preferred host for final acceptance

(Note: Any interactions with other conferences or opportunities of leveraging existing conferences should be part of the detailed submission document.)

**Goa**l

To establish a six year rolling plan for the hosting of TDWG meetings, which seeks to expand the influence of TDWG whilst retaining and increasing its core membership base.

**Considerations in Achieving the Goal**

1. Expanding the TDWG community
2. Maintaining existing community
3. Maintaining functionality of interest and task groups
4. Taking advantage of funding for hosting opportunities e.g. Africa and JRS

1. **The Strategy for selecting hosts for Future TDWG conferences - a 6 year approach: Broad Planning Document**

**Background**

The Biodiversity Information Standards community spans the six continents of North and South America, Africa, Asia, Europe and Oceania. The majority of members are from North America, Europe and Oceania and this is reflected in the past hosting of meetings by continent. Recent statistics show that, there have been 10 meetings in North America, 11 in Europe, 4 in Oceania, 1 in each of Asia and South and Central America and 1 in Africa. In the past 10 years there has been 3 in North America, 1 in South and Central America, 4 in Europe and 2 in Oceania. In the past 6 years there have been 3 in the Americas (all North) and 2 in Europe and 1 in Oceania.

**Policy**

**Selection of Continents**

This is to be done strategically so that TDWG has a rolling 6 year schedule for identifying the continent from which a host is to be selected, with a 3 year rolling plan for identifying the host and location of meetings. The process is to be based around the soliciting of expressions of interest by continents.

* The selection of continents is flexible and needs follow no set pattern but should consider the following :
  + Context of other meeting localities over the previous decade
  + The proportion of members by continent
  + Funding opportunities for meetings
  + Potential Outreach
  + Potential Membership growth
  + Potential Benefit to organize joint meetings with other organizations
  + Likely meeting attendance
* The preferred selection of continents should be identified 6 years in advance
  + the 6 year program of continents is to be featured prominently on the TDWG website
  + the 6 year program of continents is to be announced each year at TDWG’s annual meeting

**Selection of hosts** **within continents**

1. The hosts, time and place for meetings should be established in writing 3 years in advance.
2. To achieve this requires the following steps involving the TDWG Exec but driven by the Time and Place Committee (refer to Table below for timing):
   1. Call for expressions of interest (EOI) 4 years prior to the target year of the meeting
   2. Submission of EoI by potential hosts no later than 4 months after the current year’s TDWG meeting
   3. TDWG Exec to review and select the successful bidder by January three years prior to target year of meeting
   4. Request a letter of intent to host the meeting from the host institution by March three years prior to meeting
   5. Preliminary proposal for hosting the meeting by June, three years prior to year of meeting,
   6. Announce host at TDWG meeting three years prior to target year of the meeting.
   7. At least one representative of the successful host will attend TDWG meetings and be available to meet with the Exec and report to membership on plans for the meeting.
   8. Final proposal submission (including detailed hotel/meeting costs) should be submitted in January the year before the target year of the meeting
   9. Acceptance of full submission no later than 2 months before the meeting the year before hosting. Committees chosen
   10. Host of the upcoming meeting invited to attend the current year’s meeting and make presentations (opening/closing sessions) to encourage/invite conferees to attend the next meeting.
   11. Selection of program Committee and local organizing Committee prior to meeting year before hosting for announcement at that meeting.
   12. Responsibilities of the Place/time sub-Committee cease and are handed to the local arrangements and program committees. A preselected Program Chair and Local Arrangements Chair should be involved in the selection process so that a seamless handoff from Time/Place Committee is achieved
   13. if a chosen host withdraws the situation will be treated on a case by case basis. The only real deterrent we have to withdrawal is the associated embarrassment that would cause for them in the international community.
   14. Failing to meet the requirements at any stage of the negotiation process will require the TDWG Exec to work closely with the host to get matters back in hand.

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| Timeframe | TDWG minus 4 | TDWG minus 3 | TDWG minus 2 | TDWG minus 1 | TDWG |
| Conference | a. Call for EoI | f. Announce host and location.  g. Meet with Exec | g. Meet with Exec to confirm progress | j. Host presents invitation to TDWG meeting.  k. Program and local organising committees identified.  l. Time and Place committee hands over to Local Arrangements committee |  |
| Within 4 months | b. Submission of EoI’s due |  |  | Program committee begins works with local organising committee |  |
| Within 6 months | c. Review EoI’s and select successful bidder.  d. Request letter of intent from host institution |  | h. Full Proposal due |  |  |
| Within 10 months | e. Preliminary proposal due |  | i. Full proposal accepted  Program and local organising committees chosen |  |  |

**Implementation**

Over the past 10 years the meeting locations have been focused in the strongholds of TDWG - USA, Europe and Oceania. The next 10 years provides the opportunity to broaden the impact and community base of TDWG whilst ensuring that the core membership is well served and maintained.

With this in mind we recommend that the next 6 years we visit all 6 continents with the ensuing 4 years being used to either consolidate gains made or return to our core constituency if membership gains in the continents of Asia and Africa are not sufficiently realized.

The identification of a 6 year hosting schedule has many benefits for both TDWG as an organization and for our members :

- ability for attendees to plan ahead and prioritize which meetings they will attend

- capacity for hosts to attract more sponsorship funding with a greater lead time

- greater opportunities to build linkages in the vicinity of the hosting location