

**GUIDELINES AND BIDDING RULES**  
**DIVISION 5 CONFERENCE**  
**International Union of Forest Research Organizations**  
**2017**

**1. Background**

These guidelines are meant to provide assistance to countries or cities to prepare a bid for the IUFRO Division 5 conferences. The document has been patterned after the bidding rules that have been prepared for IUFRO World Congresses.

The International Union of Forestry Organizations (IUFRO) is a **non-profit, voluntary, international scientific union** open to all organizations and individuals involved in forestry research. Currently, 100 countries are represented with about 15,000 participating scientists from 700 member institutions.

The scientific activities of IUFRO members are channelled through eight Divisions. Each Division, led by a Divisional Coordinator, comprises a number of Research Groups that span the fields of science covered by the Division. Each Research Group may have one or more Working Parties dealing with specialist topics.

Division 5, **Forest Products**, focuses on the broad field of forest products and consists of 11 Research Groups and 26 Working Parties. Almost all of these Research Groups and Working Parties have terms of reference on the IUFRO Home Page: <http://www.iufro.org/science/divisions/division-5/>.

Activities in IUFRO Division 5, **Forest Products**, reflect both current and predicted problems and opportunities related to the effective use of both wood and non-wood forest resources. The Division is organized into Research Groups on Wood Quality (5.01), Engineering Properties and Use of Wood and Wood-based Materials (5.02), Wood Protection (5.03), Wood Processing (5.04), Composites and Reconstituted Products (5.05), Properties and Utilization of Plantation Woods (5.06), Energy and Chemicals from Forest Biomass (5.07), Forest Products Marketing (5.10), Non-wood Forest Products (5.11), Sustainable Production of Forest Products (5.12) and Forest Products Education (5.14), and Pulp and Paper (5.07.01). Each of these Research Groups can include one or several Working Parties that cover specific aspects of a particular Research Group. In addition, these activities of D5 are also to be linked to the relevant activities of IUFRO Task Forces to address current forest science issues and institutional goals (thematic areas) of a 5-year IUFRO Strategy. The new IUFRO Strategy 2015 – 2019 (hence thematic areas) will be announced after the 2014 IUFRO World Congress in Salt Lake City, Utah, USA.

Over the years, forest products research conducted by IUFRO Division 5 member organizations and others has focused on extending recovery, durability, safety, and use, often with the goal of making products more attractive to consumers and more economic to manufacturer, relative to other raw materials, while conserving the resource and using it wisely. Today, the focus is similar, but the goals have changed. Rising demands have meant that we need to look at all resources and use them independently or in combination, where they are best culturally, socially, environmentally and economically. The goal is now conservation of all raw materials in concert to meet people's needs worldwide.

The most recent all-Division 5 Conference was held in Estoril, Portugal, from 8-13 June 2012 to address some of these challenges. The conference was a good example of the many different conferences endorsed or sponsored by IUFRO each year that bring researchers from throughout the world together to share research progress and develop collaborative efforts for future work. At Estoril, over 500 delegates and accompanying persons from many nations discussed their progress, needs and concerns in research to improve the sustainable utilization of the forest resource and agreed on further collaborative action to carry forward ideas developed. Keynote speakers emphasized the importance of forest products for the future wellbeing of societies worldwide and repeatedly noted that there is an increasing need to maintain communication with the public, who are becoming more aware of forests in general and their role in maintaining both the environment and the economy. To play its role effectively in an increasingly resource oriented and dependent world and to continue to provide the primary economic incentive for sound forest management, the forest products industry must remain competitive. In doing this, it is essential that the forest resource be used effectively and that products removed from the forests be used wisely and efficiently. A report on the conference can be found on the Division 5 website.

You are most welcome to join us in the Division 5 research activity most closely associated with your interests in Forest Products. Contact any Division 5 officer from the various Research Groups, Working Parties, or the IUFRO Secretariat in Vienna, Austria to become involved. Contact names can be obtained from the IUFRO web site at <http://www.iufro.org/science/divisions/division-5/>, or from the IUFRO Secretariat (<http://www.iufro.org/>).

This document describes Division 5 conference objectives; policies; criteria for evaluation and selection of the host country, host city, conference venue and excursions; the selection process; and, proposal guidelines.

## **2. Division 5 (Forest Products) Conference**

The IUFRO Division 5 Conference is held every 5 years. This is an apolitical, international forum open to all nations, for conduct of the Division's business, and for exchange of scientific, professional and technical information on forest products related subjects consistent with the Division's structure. The Conference is frequently extended by post-Conference excursions that may include visits to neighboring countries. News media are welcome to attend. There is documentation, by Proceedings and websites, including Conference papers, posters and resolutions from Business Meetings.

Costs associated with the hosting of a IUFRO Division 5 Conference are offset by registration fees. The host institution is responsible for covering remaining costs, through resources that include direct contributions of the host member institutions, and through the contribution of sponsors and donors. Host country and international donor contributions are particularly important for partial travel support of IUFRO participants from developing countries, through the **Scientist Assistance Program (SAP)**. IUFRO Division 5 itself provides some **seed money** which must be returned within **6 months** after the conference.

Host country selections should rotate among geographic regions, thereby reflecting over time the distribution and interests of the IUFRO membership. Such geographic rotation also increases the opportunity to feature different forest products topics

during in-Conference excursions.

To be eligible for selection, host country applicants must adhere to the announced proposal guidelines and due dates.

### 3. Criteria for Selection.

In evaluating proposals and selecting the Conference site, the Division 5 Officers will use criteria for: the host country; the host city; the Congress venue, and, excursions.

- 3.1 Criteria for Selection of the Host Country
  - \* Different geographic region from recent D5 Conferences.
  - \* Host country is politically and economically stable, and can support an apolitical forum. ***Host country can provide assurance that no prospective conference participant will be excluded for political reasons from entering the country.***
  - \* Significant within-country forest products activities, as demonstrated by the presence of forests, forest products and utilization research organizations
  - \* Host institution financial commitment is demonstrated by a letter of invitation from the institution that indicates the extent of potential financial support
  - \* Good infrastructure exists within the country for communications (availability of phones, faxes, and Internet) and transportation (international airports, railways and other ground transportation).
  - \* Environmental and socio-political factors within the host country cause no undue concern relative to health and safety.
  - \* Organizational plans for Conference management, including financial management, are sound.
- 3.2 Criteria for Selection of the Host City and Institution
  - \* Location of the city is convenient to an international airport, railways, bus and/or boat connections.
  - \* Local hotels provide attractive accommodations for the numbers of attendees anticipated.
  - \* Hotel room rates range from high-standard to low-priced accommodations; prices are appropriate for advertised quality of the hotel.
  - \* Host city offers amenities for a comfortable and pleasant visit for scientists and accompanying persons.
  - \* Host institution is active in IUFRO and has experience in participation in previous Division 5 conferences.
  - \* Proposed Local Organizing Committee is familiar with the needs of IUFRO conferences and can be assured of spending considerable time for the year preceding the Conference coordinating the Conference organization in consultation with the IUFRO Conference Organizing Committee.

- \* Dependable communication with the proposed Local Organizing Committee is available with e-mail, phone, fax, and mail.
- **3.3 Criteria for Selection of the Congress Venue**
  - \* Conference venue can accommodate the meeting/exhibit space and equipment needs.
  - \* Conference venue can cater for functions and special events.
  - \* Conference venue conveniently located relative to local transportation hubs and designated hotels for the Congress.
- **3.4 Criteria for Excursions**
  - \* In-Conference excursions feature a variety of forests and forest products activities.
  - \* Location of professional excursions are described, and projected hotel/transportation costs are reasonable.
  - \* Location of non-professional excursions are described, and projected hotel/transportation costs are reasonable.
  - \* Sightseeing options offer a range of activities for participants and accompanying persons.
  - \* Participation fees for tours are estimated, and range in affordability.

#### **4. Selection Process for the 2017 Division 5 Conference**

- By **February 28, 2014** proposals are due to the IUFRO Division 5 Coordinator.
- By **April 10, 2014** the Division 5 Leadership reviews all proposals and decides upon the venue for the next IUFRO Division 5 Conference, and starts developing announcements and other promotional material in concert with the host country, city and institution.

#### **5. Proposal Format (proposal not to exceed 15 pages)**

- **5.1 Host Country Information**
  - 5.1.1 Name of the Host Country and contact information for the IUFRO lead member organization responsible for Conference coordination.
  - 5.1.2 List of other IUFRO member organizations within the host country
  - 5.1.3 Submission date
  - 5.1.4 Letters of Invitation to the IUFRO Division 5 Coordinator from institutional sponsors.
  - 5.1.5 Host Country Forests, Forest Products and Forestry - Brief narrative that describes forests, forestry, forestry research and

forest industry within the host country.

-5.1.6 Host Country Introduction - Brief narrative on the host country's geography, system of governance, economy, and environment. Aspects of the infrastructure relevant to the success of a Conference should be described, such as communications and transportation.

-5.1.7 Organizational Plan - Narrative that describes the organizational structure, staff, and resources of the lead member organization for Conference management and coordination (the Local Organizing Committee). A general financial plan should be described, including the percentage of anticipated costs to be covered by Convention participants, the host country, donors and sponsors.

- 5.2 Host City Information

-5.2.1 Location - Narrative should describe city's location relative to international airports, railways, bus and boat connections, and cultural and other features unique to the city.

-5.2.2 Hotel and other Accommodation - Narrative should provide information on number of hotels, beds per hotel and room rates per night, location of hotels relative to the Conference Venue, and any special accommodations offered by Conference hotels. Affordable accommodation especially for university students as well as delegates from developing countries should also be included.

-5.2.3 Local amenities for a comfortable visit – Narrative should describe local restaurants, number of restaurants convenient to Conference Venue and shops, banking services, public transportation, entertainment and cultural attractions, general language capabilities of local area, and merchants and business people

- 5.3 Conference Venue Information

-5.3.1 Describe the specific location of the Conference Venue, and distance of the center from major transportation hubs (airport and ground transportation)

-5.3.2 Describe the facilities (number of rooms, seats, AV equipment and other equipment/service) for theater seating up to 500 people for opening and closing ceremonies, and seating capabilities for plenary sessions, parallel sessions and satellite meetings.

-5.3.3 Describe facilities for hospitality, such as catering, services for on-site registration, messages, excursion information, hotel information and media room for preparation of session materials.

-5.3.4 Describe facilities for poster exhibits - the sizes of room(s), the number of poster boards and tables available.

-5.3.5 Describe facilities for special events, such as receptions.

- **5.4 Conference Excursions**

- 5.4.1 Social Program and Tours - Narrative should describe options for sightseeing, day excursions and non-professional pre-Conference and post-Conference tours. In particular, include information on location, transportation and estimated costs for non-professional excursions.

- 5.4.2 Professional Excursions (In-conference) - Narrative should describe options for professional excursions, including anticipated locations, transportation and costs.

**6. Last xxx Venues (and Regions) of D5 conferences/World Congresses**

- Estoril, Portugal – Europe (July 1012)
- IUFRO2010 World Congress, Seoul, South Korea – Asia (August 2010)
- Taipei, Taiwan – Asia (October, 2007)
- IUFRO2005 World Congress, Brisbane, Australia – Australasia (August 2005)
- Rotorua, New Zealand – Australasia (March, 2003)
- IUFRO2000 World Congress, Kuala Lumpur, Malaysia – Asia (August 2000)
- Pullman, Washington, United States – North America (August, 1997)
- IUFRO1995 World Congress, Tampere, Finland – Europe (August 1995)
- Nancy, France – Europe (August, 1992)
- IUFRO1990 World Congress, Montreal, Canada – North America
- Sao Paulo, Brazil – South America (May, 1988)
- Madison, Wisconsin, United States – North America (July, 1983)
- Oxford, England – Europe (April, 1980)

**7. Proposal Submission** - Proposals are due by **February 29, 2014** to:

Andrew Wong, IUFRO Division 5 Coordinator,  
awong.unimas@gmail.com