



GUIDELINES AND BIDDING RULES FOR IUFRO ALL-DIVISION 5 CONFERENCE 2027

1. Background

The International Union of Forestry Organisations (IUFRO) Division 5 leadership team would like to announce a call for applications to host the IUFRO All-Division 5 Conference in 2027.

This document provides guidelines that are intended to assist countries or cities or host organisations in the preparation of a bid for the 2027 International Union of Forestry Organizations All- Division 5 conference. The document has been patterned after the bidding rules that have been prepared for IUFRO World Congresses. IUFRO is a non-profit, voluntary, international scientific union open to all organizations and individuals involved in forestry research. Currently, 110 countries are represented with about 15,000 participating scientists from 700 member institutions.

The scientific activities of IUFRO members are channelled through nine Divisions. Each Division, led by a team of Divisional Coordinators, comprises several Research Groups that span the fields of science covered by the particular 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 wood and non-wood forest products and consists currently of Research Groups and Working Parties.

Information of these Research Groups and Working Parties can be found on the IUFRO Home Page: <https://www.iufro.org/science/divisions/division-5/>

Activities in IUFRO Division 5, Forest Products, reflect both current and future challenges and opportunities related to **the efficient use of both wood and non-wood forest resources**. The Division is organized into the following Research Groups:

- 5.01 Wood and Fibre Quality
- 5.03 Wood Protection
- 5.04 Wood Processing
- 5.05 Composites and Reconstituted Products
- 5.06 Properties and Utilization of Plantation Woods
- 5.07 Biorefinery and value creation
- 5.10 Forest Products Marketing and Business Management
- 5.11 Non-wood Forest Products
- 5.12 Sustainable Production of Forest Products
- 5.15 Forest Products Culture
- 5.16 Wood Identification

Each of these Research Groups may include one or several Working Parties that cover specific aspects of a particular Research Group. Over the years, forest products research conducted by IUFRO Division 5 member organizations and others, has focused on extending recovery, durability, safety, and conventional and non-traditional utilisation of forest resources, often with the goal of making products more attractive to consumers and more economic to manufacturers, relative to other raw materials, while conserving resource and furthering its wise use. Today, the focus is similar, but the goals have changed.

The most recent all-Division 5 Conference was held in Cairns, Australia in 2023, after being postponed from the intended 2022 date due to the Covid-19 pandemic. A report on the conference can be found on the Division 5 website <https://www.iufro.org/science/divisions/division-5/50000/activities/>. A report on the Cairns conference can be found at [\(PDF\) IUFRO All-Division 5 Conference 2023 in Cairns, Australia. Full-Report.](#)

This document describes Division 5 conference objectives; policies; criteria for evaluation and selection of the host country and 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. The last conference was postponed by one year due to the Covid-19 pandemic and will return to the original periodicity. This conference series 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 neighbouring countries. News media are welcome to attend. There is documentation, and websites, including Conference papers or abstracts, posters and resolutions from Business Meetings held by individual Research Groups during the conference.

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)** (<https://www.iufro.org/science/special/spdc/sap/>).

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 Division 5 Conferences.
- Host country is politically and economically stable and can ensure 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 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

- The city is convenient to an international airport, railway, bus and/or boat connection.
- Local hotels provide reasonable priced accommodation for the numbers of attendees.
- Hotel room rates range from 5-star to low budget, to accommodate for a full range of individual travel budgets, particularly students and emerging country delegates, and that the prices are appropriate for the 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. A professional conference organisation agency can be involved for support.
- 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 Organising Committee is available.

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.
- Catering for international delegates with a variety of dietary requirements, including but not limited to vegan, dairy-free, gluten-free, halal etc.

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 leisure 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 2027 Division 5 Conference

By **15 March 2025** proposals are due to be submitted to the IUFRO Division 5 Coordinators.

By **30 April 2025**, the Division 5 Leadership (Coordinators and Deputy Coordinators) will review all proposals and decide upon the venue and host organisation for the 2027 IUFRO Division 5 Conference. The Division 5 Leadership and IUFRO headquarters will then begin developing announcements and other promotional material in conjunction with the successful hosts.

5. Proposal Format (proposal not to exceed 12 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 and, if appropriate, details of the professional conference organising (PCO) agency**.

5.1.2 List of other IUFRO member organizations within the host country

5.1.3 Submission date

5.1.4 Letters of Invitation and/or Support to the IUFRO Division 5 Coordinator from institutional sponsors, government agencies, scientific organisations.

5.1.5 Host Country Forests, Forest Products and Forestry Status – 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 estimated 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 service providers, merchants and business people.

5.3 Conference Venue Information

5.3.1 Describe the specific location of the Conference Venue, and distance of the centre from major transportation hubs (airport and ground transportation) and from near-by accommodation.

5.3.2 Describe the facilities (number of rooms, seats, AV equipment and other equipment/service) for theatre seating up to **500 people** for opening and closing ceremonies, and seating capabilities for **plenary sessions, parallel sessions (if required)**

and possible satellite meetings. Prepare different budget scenarios for the conference: (1) max. 200 participants, and (2) 400 or more participants; conference duration: three to five days including 1 day in-conference and/or pre-conference/post-conference excursions

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. Recent Venues (and Regions) of D5 conferences/World Congresses

Recent World Congress or Division-5 conferences have been held in the following locations.

- 2024 IUFRO World Congress, Stockholm, Sweden
- 2023 Division 5 conference, Cairns, Australia
- 2019 IUFRO World Congress, Curitiba, Brazil
- 2017 Division 5 conference, Vancouver, Canada
- 2014 IUFRO World Conference, Salt Lake City, USA
- 2012 Division 5 conference, Estoril, Portugal
- 2010 IUFRO World Congress, Seoul, South Korea
- 2007 Division 5 conference, Taipei, Taiwan
- 2005 IUFRO World Congress, Brisbane, Australia

Applications from regions that have not hosted a Division All-5 conference in previous years is strongly encouraged.

7. Proposal Submission - Proposals are due by 15 March 2025 to:

IUFRO Division 5 Co-Coordinator

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