

# International Society of Sport Psychology

## Call for Hosting the 16<sup>th</sup> World (ISSP) Congress in Sport Psychology in 2025

The International Society of Sport Psychology (ISSP) encourages groups and organizations to host the 16<sup>th</sup> World Congress in Sport Psychology.

ISSP organizes a World event in sport psychology every four years, namely: the *ISSP World Congress in Sport Psychology* consisting of:

- a) Total planning involves 7 days:
  - a. five full days of scientific program;
  - b. an opening ceremony; an opening reception; a conference banquet; a closing ceremony; a minimum of 6 keynote presentations; parallel sessions of oral and poster presentations, roundtables, and/or workshops; five or more pre-congress workshops; and
  - c. two full days prior to the opening ceremony day for ISSP Managing Council (MC) meetings.

The Managing Council initiates the procedure for candidatures for hosting the *ISSP World Congress in Sport Psychology* at minimum 3 years before the date of its organization. **Selection is a three-step process: first**, letters of intent are invited by 1<sup>st</sup> of December, 2018; **second**, the full application/portfolio is submitted by 1<sup>st</sup> of April, 2019; **and third**, presentation and discussion of the portfolio at the MC meeting that will be held in Taipei in 2021. **The second and third phases are open only to those groups or organizations invited to submit the portfolio. The text below presents guidelines for all phases.**

### **General Requirements**

In order to be a candidate for hosting the *2025 ISSP World Congress in Sport Psychology* the organizers need:

- a) **Phase 1:** To submit a letter of intent **before 1<sup>st</sup> of December 2018** to the ISSP Site & Relations Committee Chair:
  - a. confirming the willingness *and* capability to organize the conference,

- b. the acceptance of the requirements stated in this document,
  - c. a succinctly summarized version of the information to be provided in the portfolio (see below).
- b) **Phase 2:** The following is to be submitted **before 1<sup>st</sup> of April 2019** to the ISSP Site & Relations Committee Chair:
- a. a fully detailed portfolio as stipulated in this document (see below),
  - b. a letter by the Chairperson of your organizing committee acknowledging the full and continued support of the organization for the candidature;
- c) **Phase 3:** The Local Organizing Committee Chair or designate is to attend a Managing Council (MC) meeting (in 2021, at the 15<sup>th</sup> World Congress in Taipei) in order to present and/or discuss the submitted portfolio, where the final outcome will be rendered;
- d) If selected as host for the *2025 ISSP World Congress in Sport Psychology*:
- a. to present the progress of the event organization at the annual MC meeting two years before the congress in order to discuss the organization of the event,
  - b. to prepare an advertising strategy and, upon its approval by ISSP, advertise the event at least 24 months before it actually takes place (email lists, distribution of flyers, presentations at international and national congresses/conferences, etc.);
  - c. to present the detailed progress report and show key sites of the congress at least 12 months before the congress.

### **Information to be provided in the portfolio**

#### A. General

- a. Confirmation and acceptance of the theme as provided by the ISSP MC or a variation of this theme provided by the prospective group or organization and agreed upon by the ISSP MC.

#### B. Full contact details of applicant

- a. Names, addresses, phone numbers, fax numbers and E-mail of the official contact person and the members of the local organizing committee (LOC).

#### C. General aspects of organization

The portfolio submitted needs to confirm and ensure that:

- a. English will be the official language (translation into other languages would be encouraged if local organizers can provide it);
- b. Facilities and technical support are provided to hold the ISSP General Assembly (GA) and MC meetings at the ISSP Congress;
- c. Free board and accommodation (in individual rooms) in the hotel of the congress/conference's primary hotel are provided for the members of the MC (from one day before the ISSP MC meeting to one day after the Congress);
- d. Free transport to and from the closest major international airport and/or train station for the members of the ISSP MC and other officially invited guests (e.g., Congress keynote speakers; ISSP award recipients) to and from the conference venue;
- e. Reduced congress fees for individual members of ISSP, and further reduced fees for students and those traveling from emerging countries—that is, from countries with a GDP lower than USD 5,000 according to the World GDP Ranking—are provided;
- f. The conference theme and title, the conference topics, key note speakers, invited symposia, and the scientific program are developed and finalized in concordance with the ISSP MC instructions; the accompanying and touristic programs are developed and finalized following proposals by LOC in concordance with the ISSP MC;
- g. The settlement of accounts is presented to the ISSP MC no later than **two months** after the closing ceremony of the event;
- h. Contact is made with the ISSP Treasurer in order to ensure that ISSP receives **within three months** after the closing ceremony of the event a payment to its bank account of the 7% of the total amount of participants' registrations fees for the given event.

#### D. Specific aspects of organization

##### a. Organization

- i. Names and addresses of the members of the organizational committee.
- ii. Provide specific organizational and individual contact information about organizations / people responsible for the organizational and financial matters of the Congress (i.e., the LOC).

##### b. Dates, venue and languages

- i. Proposed dates;

- ii. Proposed venue;
  - iii. Official language(s) if applicable, besides English
- c. Budget, registration fees
  - i. A realistic draft budget reflecting the economic feasibility of the conference;
  - ii. Proposed conference fees including conference proceedings;
  - iii. Reduced congress fees for individual and group members of ISSP, and further reduced fees for students and those traveling from emerging countries are provided;
  - iv. Sponsors.
- d. Proceedings, publications, and website
  - i. The website including:
    - 1. The online registration procedure,
    - 2. The online registration payment procedure,
    - 3. The online submission of abstracts,
    - 4. The online proceedings;
  - ii. The conference proceedings (Book and/or USB) to be ready before the start of the congress.
- e. Facilities and accommodation
  - i. The ISSP Managing Council consists of 16 members and meets 2 days prior to the Congress in the Congress location; a conference/meeting room for this purpose should be provided by the Organizers.
  - ii. Additionally, three rooms for the pre-Congress workshops, organized by ISSP MC, are also expected to be available during day three, where the workshops will happen prior to the Congress opening ceremony.
  - iii. Office and technological facilities and, in particular, auxiliary audiovisual and computer support services should be provided.
  - iv. Secretarial and copying services should be provided to MC to serve the needs of the pre-conference workshops and the MC election.
  - v. A large meeting hall (at least 800 - 1000 people) is needed for keynote lectures, performances, the General Assembly, and also the closing ceremony.
  - vi. The Congress site must be accessible for international Congress attendees as well as for people with disabilities. The LOC is expected

to provide security policies relevant to the Congress site and the participants.

- vii. The conference venue should be within walking distance (maximum 15 minutes) from the hotel and other relevant places of accommodation. If not, please specify;
- viii. Describe specifically the conference facilities (size and number of conference rooms; possibility for poster sessions; exhibition area; number of seats; equipment available, etc.);
- ix. Describe briefly the facilities for sport and recreation;
- x. Describe the opportunities for child care;
- xi. There should be specified accommodation options:
  - 1. Hotel names;
  - 2. Standards
    - a. If possible, suggest accommodation of different classes and prices (i.e., from student dormitories to 5-star hotels);
  - 3. Number of rooms;
  - 4. Prices
    - a. Provide low rate accommodation for students and other participants in need
  - 5. Distance for the Congress site;
  - 6. Related transportation options.
- xii. Assign 1-2 hotels to host the ISSP MC members, keynote speakers and other invited guests. These need to be of an acceptable (comparable to 5-star) standard and should be at the same location as most hotels selected by LOC;
- xiii. The number of participants that can be accommodated.

f. Social Events

- i. The Congress Organizers are expected to plan:
    - 1. An opening reception (with food and drinks) as part of the opening ceremony (first evening),
    - 2. A banquet on the final evening of the Congress,
    - 3. A half-day cultural event for the Congress participants without additional payment (i.e., included in registration fee).
  - ii. More tourist / cultural opportunities can be provided for additional payment.
- g. Promotion of the event should take initiative in promoting programmatic and scientific activities that can be considered within a broad cultural, political, and geographic mosaic.

## h. Registration Fees

- i. It is recommended to have several registration categories (for example):
  1. delegate fee for ISSP members,
  2. delegate fee for non-ISSP members,
  3. one-day registration fee,
  4. student fee,
  5. lowered fee (for participants from emerging countries),
  6. accompanying person fee.
- ii. The accommodation for 8 nights and food for all seven days, and registration fees of the 16 ISSP Managing Council members are to be paid by the LOC (but not their travel expenses).
- iii. The LOC is expected to pay travelling, accommodation, food and registration fees for all keynote speakers (i.e., minimum of 6).
- iv. The ISSP MC members, ISSP Distinguished International Sport Psychologist Award recipients (currently 4 scholars who might attend) and around 15 Award winners and ISSP guests are expected to have their Congress registration fee waived.
- v. The LOC should also review costs as per previous ISSP Congresses to ensure that they suggest prices comparable with previous Congresses.

### **Former Sites of the ISSP World Congress**

1965	Rome, Italy	1993	Lisbon, Portugal
1968	Washington DC, USA	1997	Netanya, Israel
1973	Madrid, Spain	2001	Skiathos, Greece
1977	Prague, Czech Republic	2005	Sydney, Australia
1981	Ottawa, Canada	2009	Marrakesh, Morocco
1985	Copenhagen, Denmark	2013	Beijing, China
1989	Singapore	2017	Seville, Spain

The 2021 Congress will be held in Taipei.

ISSP seeks geopolitical outreach and, therefore, geographical location is one of the assessment criteria of the selected candidates invited to submit full proposal/portfolio. Other criteria at this stage deal with accessibility for international attendees as well as their health and physical safety.

International Society  of Sport Psychology

**Candidature for Organizing of the 16<sup>th</sup> World ISSP Congress  
in Sport Psychology in 2025**

**To be mailed / sent before 1<sup>st</sup> of April 2019 to the ISSP Site Relations  
Committee Chair**

Date and  
place of  
nomination \_\_\_\_\_ City,  
Country \_\_\_\_\_ Date  
(day/month/year)

Name of  
group  
member \_\_\_\_\_ Full  
name) \_\_\_\_\_ Abbreviation

As Chairperson I declare that \_\_\_\_\_ (abbreviation of group member)  
submits its candidature to organize the 16<sup>th</sup> World (ISSP) Congress  
in Sport Psychology in 2025.

I hereby also declare that \_\_\_\_\_ (abbreviation of group member):

- Has included all information as required by ISSP in the attached portfolio;
- Will comply with requirements as formulated by ISSP;
- Has appointed \_\_\_\_\_ as representative(s) of  
\_\_\_\_\_ ( abbreviation of group) as contact person(s) on this  
candidature for Congress
- Will provide its full and continued support to this candidature during the  
selection process and, when selected, in the preparation, organization and  
follow-up of the 16<sup>th</sup> World ISSP Congress in Sport Psychology.

Name

Signature

Place and Date