**Invitation for**

**Expressions of Interest**

**from potential host countries for the**

**12th International Congress on Medical Librarianship (ICML)**

**2017**

**August 2013**

**Introduction**

**About the Congress**

The IFLA Health and Biosciences Section [H&BS] invites expressions of interest to host the 12th International Congress on Medical Librarianship [ICML] in 2017. The ICML takes place in a city selected through a competitive process.

The Congress normally attracts 500+ attendees from around the world.

The host organisation will be responsible for the congress budget which will be generated from delegate registrations, exhibition sales, sponsorship and industry and government support. There will be no funding from IFLA.

The Congress programme runs over several days, including tours, continuing education seminars and a trade exhibition. The host organisation is responsible for working with the Congress Planning Committee [CPC].

Expressions of interests with all required information should be submitted by **31October 2013**to Mr Brian Galvin, Chair, IFLA Health & Biosciences Section; email [bgalvin@hrb.ie](mailto:bgalvin@hrb.ie)

Please include in the email subject field “Confidential – ICML 2017 Expression of Interest”.

**About ICML**

The first ICML was held in London by leaders from medical libraries not long after World War II. Around this period the Armed Forces Medical Library (USA) was being transformed and would eventually become the National Library of Medicine in1956. Topics included library education, administration and operations, the high costs of journals and the history of medicine. UNESCO had established an international exchange of publications in medical libraries which was helping those countries impacted by war to re-establish medical library services. At the inaugural meeting the “difficult state of libraries in Asia, Africa, Australia and Latin America was of great concern”.

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| YEAR | LOCATION | CONGRESS AND THEME |
| 2013 | Boston, Mass, USA | Eleventh -- One World – in conjunction with MLA’13 |
| 2009 | Brisbane, Qld, Australia | Tenth – Positioning the Profession |
| 2005 | Salvador, Bahia, Brazil | Ninth – Commitment to Equity |
| 2000 | London, UK | Eighth – Converge on London |
| 1995 | Washington DC, USA | Seventh – Health information for the global village |
| 1990 | New Delhi, India | Sixth – Medical libraries – keys to health information |
| 1985 | Tokyo, Japan | Fifth – Medical libraries – one world: resources, cooperation, services |
| 1980 | Belgrade, Yugoslavia | Fourth – Health information for a developing world |
| 1969 | Amsterdam, The Netherlands | Third – World progress in medical librarianship |
| 1963 | Washington DC, USA | Second – To foster the development and improvement of medical library service throughout the world |
| 1953 | London, UK | First – Survey the current position and activity of medical libraries throughout the world |

A detailed history is available in HLA News, <http://www.alia.org.au/groups/healthnat/pubs/docs/hla.news-october.2006.pdf>

1. **Outline of the selection process**

There is a two stage process of host country selection.

* Stage 1 -A call for expressions of interest to host the 11th ICML in 2017.

Submissions must include the required information as set out in the criteria nominated in this document. All submissions will be reviewed by IFLA H&BS for completeness and if necessary clarification may be sought on some details. Submissions that meet the criteria will be considered by the IFLA H&BS, which will make the selection based on the information provided relevant to each criteria.

* Stage 2 – in January 2014, IFLA H&BS will advise the successful and unsuccessful candidates.

1. **Proposed Timing schedule for the selection process for 2017 ICML**

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| **ICML 2017** | **Expected dates** |
| **Stage 1** |  |
| EOI released | 31 August 2013 |
| Host country bid information to be submitted | 31October 2013 |
| **Stage 2** |  |
| Confirmation of successful bidder | 31 January 2014 |

**3. Criteria against which submissions will be considered**

1. **Committee Roles and Responsibilities**

The Congress Planning Committee [CPC] is the principal organising body of ICML 2017. The CPC should be comprised of representatives of the international, national, regional and local health library and information sector. It is expected that meetings of the CPC be held electronically e.g. Skype. The main responsibility of the CPC is to provide advice to the Organising Committee [OC].

The OC responsibilities are:

* 1. Organise national, regional and local government sponsorship or incentives
  2. Develop the Congress logo, theme and program
  3. Prepare and manage the budget
  4. Arrange keynote speakers
  5. Recruit volunteers, allocation of tasks and liaison during Congress
  6. Organise the opening ceremony and cultural evening social events
  7. Organise Library visits
  8. Organise the programme and tours for accompanying persons
  9. Organise host country invitation letters and visa application assistance and liaise with embassies and consulates
  10. Organise local and national media campaign
  11. Organise trade exhibition

1. **The host**
2. Details of host organisation, background, size and level of support available for health sciences. Please include details of the persons responsible for the bid.
3. Explain how the host organisation will form the CPC and OC. Explain how the OC will work collaboratively and productively with other national organisations.
4. The goals of the bid representative body and local profession for hosting a successful ICML.
5. Opportunities that the host organisation will provide to place an international focus on the local and regional profession, and for the local and regional profession to take an international focus.
6. The types of support offered.
7. Current and potential membership of IFLA within the host country, such as participation in past ICMLs and membership of IFLA committees.
8. Letters of Support/Testimonials
9. **Proposed Program**
   1. Date of congress
   2. Theme suggestion
   3. Program suggestions
   4. Library tours
   5. Plans to promote the congress
10. **Local and regional professional activity**
    1. Professional activity and innovative ideas that would be of interest to delegates
    2. Recent medical librarianship activity in the host country, such as meetings, seminars, workshops, conferences
    3. If you are proposing that the ICML could be held jointly with or adjacent to a national or regional conference please provide a clear business case for this
    4. Other conferences scheduled in your region for 2017 that may also attract ICML delegates, or detract from ICML attendance
    5. Unique characteristics of the country or region, that could benefit the ICML programme and the delegates experience
    6. Suggested venues for social events e.g. cultural events, proposed continuing education program.
11. **Financial Feasibility**
    1. Indicative budget and registration fees
    2. Government and industryincentives and sponsorship
    3. Expected level of financial and other support from host organisation
12. **Host City**
    1. Locality map
    2. Location
    3. City cost comparison
    4. Climate
    5. Safety
    6. Cultural and religious considerations
    7. Local costs
13. **Congress Venue**
    1. Description, capacity, facilities, location, etc.

1. **Accommodation**
   1. Rooms per star rating (within 10-15kms of Congress venue)
   2. Proximity of hotels to the venue
   3. Proximity of hotels to airport
   4. New hotel development
2. **Air Access & Transport**
   1. Airports – International
   2. Airports – Domestic
   3. Local transport
3. **Visa Entry**
   1. Visa policy and process
   2. Identify visa restrictions on any countries
4. **Recreation & Pre and Post Touring**
   1. City
   2. Country

Bid committees are encouraged to contact their local Convention Centre to find out what support they can offer in the process.

Please submit any supporting documents, such as official letters to provide evidence of any promised support.