The decision on who should host the **IAPS 2020** and **IAPS 202** conferences (and subsequent IAPS conferences) will be based on a two stage submission process as outlined below:

Stage 1 – (Deadline: November 30th,2017) – following a call for expression of interest from the President, any interested parties should submit a brief outline proposal that includes:
1. a conference theme
2. information on the proposed venue
3. a statement with supporting evidence to confirm that there is the organisational capacity to undertake this event.

The secretary will then provide detailed guidance and support to assist interested parties in submitting their proposal (stage 2).

Stage 2 – (Deadline: March 31th,2018) – the final submission to host the conference must include information on the following:
1. The conference title and theme, including the sub-categories for submitting presentations.
2. The date and place of the conference taking into consideration the Networks Meetings, the Young Researchers Workshops and the Photographic Exhibition
3. Type of institution(s) to which the proposed conference is tied.
4. Tentative assistance to the conference: number of participants expected, proportion of design professionals, human scientists, etc. proportion of local and regional attendance.
5. Any special arrangements for students i.e. what is being planned to attract them?
6. A breakdown of costs for members including: registration fees, social events, field trips and accommodation.
7. Any financial support or sponsorship obtained (or planned) for the conference (see section 8 of the conference guidelines).
8. Existence of relevant external relationships/connections that could introduce IAPS to a wider audience.
9. The potential benefits to IAPS that would result from hosting the conference in this location.
10. Any planned innovations (for example, changes to the conference format) that would help to further the aims of IAPS.
11. Support for organising the conference (agreed or planned); this would include room bookings, website, registration, abstract submission and review, catering, etc.
12. Suggestions for keynote themes and keynote speakers
13. A breakdown of the conference budget covering expected income and expenditure.
14. Type of field trips and envisaged partnerships.
15. Arrangements for accompanying persons.
16. Initial proposals for the conference book

The document should not exceed 4-5 pages. This submission will be considered by the IAPS Board and a final decision will be made at the Board meeting next July 7th in Rome (Italy). The successful candidates will be announced at the next AGM.