

## IASDR Congress 2019

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### Introduction

These notes are for proposals for the hosting of the 2019 IASDR conference. The process is as follows:

1. Expressions of interest, following which there may be an invitation for an
2. initial detailed proposal, following which there would be an expectation of a
3. fully detailed proposal.

At each stage, it is expected that proposals will be discussed and developed iteratively with representatives of IASDR.

The purpose of the International Association of Societies of Design Research (IASDR) is to promote research or study into or about the activity of design in all its many fields of application, through encouraging collaboration on an international level between its member societies. The biennial IASDR Congress is the most important shared event for member societies to disseminate the research of their members. Therefore the conference should cover as wide a range of topics as possible in line with member societies' interests. Also, the Congress must satisfy the member societies in terms of quality and active participation and interchange between conference delegates.

Congresses are held every two years, in the 'odd-numbered' years – i.e. 2015, 2017, etc., and usually in the second half of the year (autumn/fall in the northern hemisphere). Each previous Congress has lasted 4 days. Growth in the size of the Congress indicates the growth of design research on an international scale, but continued growth in numbers is not a requirement for all future Congresses; it is more important to maintain or improve quality.

IASDR Congresses are normally hosted by universities. The most recent Congress was hosted by QUT in Brisbane Australia, November 2015. On the day before the conference, research workshops and a doctoral colloquium were hosted. Papers presented numbered 168 following a peer review process with a 60 per cent acceptance rate. Delegates numbered 342. The following conference will be hosted by University of Cincinnati USA on 31 October to 3 November 2017.

The IASDR Board keeps peer review processes under consideration, and to simplify the process and assure quality, the Board now requires that only full papers are invited for submission, thus eliminating the first round of submissions of proposals or abstracts.

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### **General principles for Congress organisation include:**

IASDR does not support or underwrite the Congress financially. The host organisers should assume a comfortable financial 'break-even' point in terms of numbers of delegates, bearing in mind a reasonable registration fee for mainly academic delegates. The guiding principle is that the conference organisers must not feel pressured to compromise the standards of peer review in order to meet their registration targets.

IASDR requires a contribution of 5% of the delegate fee income from Congress registrations, in return for its member societies' promotion of the event.

The planning and programme committees must include suitable representation of members from the IASDR Board and member societies. An outline of the conference management structure should form part of the proposal.

The standard of papers accepted must be of a high quality and a rigorous reviewing process must be implemented. IASDR member societies are expected to be involved and to assist in the reviewing process (e.g. providing lists of reviewers known to be rigorous and reliable). The peer review process should be overseen by a nominee appointed by the IASDR Board.

If there is a conference theme it should not be exclusive and the emphasis should be on a broad-based event which provides an overview of the international state of the art in design research. The conference title should be of the form:- IASDR 2019:[host city or country]. Doctoral and other research related workshops are welcome additions to the main programme.

The conference location should provide a unified site where all activities can take place within a compact area, allowing delegates easy access to all sessions and freedom to move around between conference sessions as they choose. The location should provide a good range of convenient accommodation and opportunities for social activities. Creating an excellent social environment should be part of the plans.

Because of the mixed international audience, all communication and information, including the conference website, must be clear, straightforward and accessible. The principal Congress language must be English.

The conference organisers must pay attention to the financial and scholarly imperatives that must be met for international contributors to have the opportunity to take part, an important aspect of which is the peer review and publication process. An acceptable format for publication of the proceedings to delegates is a printed summary booklet with a full version in CD or similar electronic format with ISBN. The full conference proceedings publication must be available at the event.

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Within a reasonable time after the conference, proceedings must be permanently archived in the university's repository to gold open access standards, with DOI for each individual paper, indexed and fully searchable.

It is expected that the successful bidder for IASDR 2019 will make an announcement at the 2017 event in Cincinnati. Accordingly, sufficient time has been allowed for this call and the subsequent approval process, for the successful bidder to prepare an announcement presentation and to attend the 2017 event.

### Key Dates:

Expressions of interest	24 May 2017 (midnight UTC)
Initial detailed proposal	9 June 2017 (midnight UTC)
Fully developed plan to be agreed	7 July 2017 (midnight UTC)
Notification of successful bidder	14 July 2017
Presentation at Cincinnati Congress	November 2017
Event website, public announcement	January 2018
Call for papers	mid 2018

(provisional deadlines that may be revised once the conference dates are confirmed)

### Check list for the proposal:

There is not a standard form for either expressions of interest or for full proposals. Organisers may wish to emphasise the uniqueness of their intended event and/or venue, and report in a suitable format. The notes below cover the criteria for selection that will be considered by the IASDR Board.

- **Title/ theme (if there is a theme proposal):** It is customary for the title to primarily reflect that this is an IASDR conference. Therefore the title might be IASDR 2019: [country]. Additionally there might be a further line indicating a particular focus for this conference.
- **Location:** Provide the address for the intended location, including the city. Be explicit about the nature of the venue for example conference centre, university buildings etc., and why the venue would be attractive to overseas visitors.
- **Dates and timetable:** Provide provisional dates - these may be provisional but should be firm by the time the first public announcement is made. Indicate any pre- or post-conference events, including receptions, dinners, closing session, and any social programme etc.

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- **Principal organiser:** who is the chair or co-chairs representing the organisers? Short biographical notes would be helpful, as would membership of any IASDR society.
- **Experience:** Indicate the organising team's experience of organising similar scale events.
- **Structure of planning/organising committee(s):** There must be a chair or co-chairs for the organisers, and normally an organising committee. There will also be a chair for the review committee, normally appointed by IASDR. Members for the review committee may be suggested by IASDR. The review committee must be independent of the organisers. There may be other committees as required.
- **Strategy for reviewing and selecting papers:** IASDR will take responsibility for the quality of reviewed papers. IASDR can supply a list of past reviewers. It is the organisers' responsibility to establish an online conference paper review system by negotiation. The final decision on quality of papers accepted for the conference is by the review committee.
- **Facilities:** Provide an outline of facilities for the various aspects of the conference, including: plenary venue and parallel-track accommodation, daytime catering, conference dinner/event, availability of delegate hotel accommodation at a range of prices, social facilities in the area, additional events (e.g. industry or cultural tours) etc.
- **Logistics:** Any necessary logistical organisation, for example is the whole conference to be held in one place, or are there plans for split site working and transporting delegates to and from the conference or dinner venues.
- **Plan for dissemination of proceedings:** The minimum is for an A5 booklet plus CD/DVD or memory stick given to delegates at time of registration. Organisers may also wish to make the proceedings or schedule available to delegates before the conference, and/or invite journal special editions of selected papers after the event. In addition, the conference proceedings must be permanently archived in the university's repository to gold open access standards, with DOI for each individual paper, indexed and fully searchable.
- **Cost and pricing structure:** It is recognised that detailed costing will be subject to refinement during the lead-in to the conference. It will be helpful at this stage to have an indication of the assumptions for an overall budget, including a break-even number of delegates, fixed and variable costs, likely delegate fees etc. Indicate any external funding to support this event., and the nature of that support for example regional, governmental etc.
- **Risk:** Statement that the host institution will support the event and accept the financial risks involved.
- **Promotion:** Indicate whether a representative from the organisers will attend IASDR2017 in Cincinnati November 2017 and make a public announcement.

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### **Enquiries**

Please do not hesitate to ask for clarification of or additions to the above. IASDR recognises that organising such an event is a major undertaking, and is prepared to advise on or negotiate any of the requirements made here.

For further enquiries or to send proposals, please email:

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Secretary General IASDR

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