

30 May 2008

Dear members of ISIAQ

Re : Request for bids to host Indoor Air 2011

The International Society of Indoor Air Quality and Climate (ISIAQ) invites bid proposals to host the 12th International Conference on Indoor Air Quality and Climate, *Indoor Air 2011*, to be convened in 2011.

Until the merger between ISIAQ and the International Academy of Indoor Air Sciences (IAIAS) in September 2005, the request for proposals had been made by the Executive Committee of IAIAS. Since the merger, IAIAS has been renamed as the ISIAQ Academy of Fellows (henceforth referred to as the *Academy* in this communication).

The selection process (see Annex A) requires that Fellows of the Academy have the opportunity to review a brief proposal of your plans for *Indoor Air 2011*. The proposal should be succinct and concise, at no more than 10 pages and should address at least the following five items:

- The proposed president, his/her experience, and time commitment.
- The proposed location, meeting facilities and accommodation, expected approximate cost registration fee, and cultural and recreational opportunities.
- Technical and administrative structure.
- Expected budget and financial support from for example confirmed and potential sources of support, as well as from national or private sources.
- A statement that 10% of the paid registration fees shall be given to ISIAQ.

Additional relevant information is welcomed.

ISIAQ requests responses to this request by **1 August 2008**. The proposals would be considered at the forthcoming meeting of the ISIAQ Academy of fellows in August 2008 at Indoor Air 2008.

Please send your proposal to the Secretariat at info@isiaq.org.

Yours sincerely,

Kwok Wai THAM

President, ISIAQ

Tel : +65-6516 3413

Fax : +65-6775 5502

e-mail : bdgtkw@nus.edu.sg

Annex A – Process for bid proposal, selection and award of Indoor Air conferences

