**ISEK Biennial Conference**

**Expression of Interest – Conference Chair, Different Destination**

Complete this EOI if you wish to be considered for Conference Chair and are suggesting a conference destination that is different than you home. Submissions must be submitted using Calibri size 11 font.

1. **Professional Background**: Outline your professional background and research interests in the fields of study that comprise Electrophysiology and Kinesiology. Include the length of time you have been a member in good standing with ISEK and any previous involvement with the ISEK Council or committees. Also include any other relevant society specific information you think the council should be aware of. This section should be no longer than 1 page in length.
2. **Conference Experience**: Outline your experience in the organization and planning of any upcoming or past conferences. Include the name of the host organization (i.e. ISEK), the name and year of the conference (i.e. 2022 Biennial Conference), and the duties for which you were responsible.
3. **Institutional Support:** Outline any approvals required from your institution for you to accept the responsibility of being the Conference Chair. Include the expected time it would take to secure these approvals. If these approvals have already been granted, please provide proof of such approval.
4. **Proposed Organising Committee**: Provide a list of potential candidates to serve on the core committees (Scientific Program, Awards, Vendors/Sponsors) with you. Include their full names and affiliations and indicate if they are current ISEK members.
5. **Reason for Applying**: Please include your reason for wanting to be considered as Conference Chair and why you feel you would be able to help ISEK delivery a high-quality conference. This section should be no more than ½ page in length
6. **Venue Details**: Explain why you are suggesting this destination. Why is it a desirable conference destination? Describe and provide a website address for the proposed venue. Indicate what type of venue it is (i.e. conference hotel, convention centre, University meeting venue). If it is a Convention Centre or University Meeting Venue, please provide suggestions for delegate accommodations and include website addresses for each of these properties. Indicate the benefits of hosting the conference at the venue as proposed.
7. **Financial Support**: Please indicate the financial or other support that your institute or other local partners are able to guarantee to support the Conference. Include any letters confirming such support.

Submission Deadline: December 1, 2022, no extensions allowed

For enquiries and submissions, please contact:

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