

ATBC Conference Proposal Eligibility and Submission Guidelines

We invite proposals from members, institutions, and organizations worldwide and especially encourage proposals from institutions and organizations in the Global South, which will receive priority in this selection cycle. In alignment with ATBC's tradition of rotating annual meetings across regions to foster global participation and inclusivity, proposals to host the conference on the African continent in 2027, in Latin America in 2028, and in the Asia-Pacific region in 2029 will receive special priority.

Key Dates and Regional Priorities

We are looking for creative, diverse, and innovative proposals, particularly those that highlight new solutions to pressing conservation challenges. Deadline for proposals:

- **2027 Conference:** Deadline – December 1, 2025 | Notification – January 15, 2026
- **2028 Conference:** Deadline – May 1, 2026 | Notification – July 15, 2026
- **2029 Conference:** Deadline – December 1, 2026 | Notification – January 15, 2027

Proposal Submission Process

The meeting chair should submit proposals on behalf of the Local Organizing Committee (LOC) at the following link: <https://www.xcdsystem.com/atbc/forms/index.cfm?ID=I1iLO3Y>, following the Proposal Guidelines provided below.

The ATBC Conferences Committee will evaluate all proposals, and final decisions will be made by the ATBC Council based on their recommendations.

Eligibility and Submission Guidelines

This section outlines the requirements for hosting and the specific information that must be included in the proposal.

I. ELIGIBILITY CRITERIA:

- **Dedication to Tropical Biology and Conservation:** The host institution must have a strong commitment to tropical biology and conservation. At the same time, the proposal should also demonstrate a strong commitment to the ATBC mission (<https://tropicalbiology.org/about-us/>).

- **Commitment to Diversity, Equity, and Inclusion:** The Local Organizing Committee (LOC) should be composed of diverse individuals in terms of gender, geography, expertise, and career stage. At least one member of the LOC must be based at the host institution.
- **Institutional Support:** The hosting institution must have strong institutional support, including financial, logistical, and human resources, to ensure the event's success.
- **Meeting Facilities and Financial Viability:** The proposed venue must have adequate facilities and resources to support the conference. Additionally, a clear budget must be submitted demonstrating the financial feasibility of the event, including costs associated with conference facilities, services, and operational expenses.
- **Experience in Event Organization:** The hosting institution should have previous experience in organizing and successfully executing scientific and/or conservation events.

II. CONFERENCE STRUCTURE:

- The proposed Conference should be five days long, although workshops, short courses, and field trips can take place before/after those dates.
- The five days should include an opening ceremony and welcome mixer on the first evening (held on Sunday), followed by four days of plenaries, scientific talks, poster presentations, and social events.
- Pre- and post-conference workshops can be offered at the venue or other locations, before and/or after the leading conference.
- Field trips led by local conservation experts to nearby conservation sites are encouraged.
- The primary language for the meeting is English; however, inclusive opportunities should be provided for delegates to participate using other languages.
- The registration fee should include the delegate's materials, participation in the welcome mixer, two coffee/tea breaks daily, and lunch for each day of the conference.

III. PROPOSAL GUIDELINES:

1. Location and Contacts:
 - Host Institution
 - Unit / Division / Institute / Department / Center / Other
 - Location
 - Specific venue for the meeting, including town/city
 - Tentative list of Local Organizing Committee (LOC) members
2. Meeting dates and theme
 - Proposed dates
 - Proposed theme
 - Justification for the theme and its relevance to conservation biology needs/challenges globally
3. Proposal Preamble:
 - Background on the appropriateness of the host institution for hosting the meeting
 - Overall aims and justification for hosting the meeting in the context of the call
 - Expected benefits from the proposed meeting (locally and globally)
 - Potential partners and other sources of support for the meeting organization
 - Brief statements on each of the participating institutions' conservation biology activities and experience in hosting conferences
4. Meeting Logistics and Facilities:
 - Capacity to host such a meeting (e.g., hosted similar events, involvement of LOC in previous meetings)
 - Meeting facilities (meeting halls/room numbers/occupancy/availability; rooms for presentation testing/rehearsal; internet access/projectors/presentation equipment; spaces for exhibitors; security/safety)
 - Detailed information on local, regional, and international air travel to the meeting venue, including connections and availability of flights
 - Detailed information on local and regional road/ground transportation and how it favors the meeting venue, including town ride & hotel pickups
5. Costs and Budget:
 - Estimates for registration-related facility costs
 - Estimates for registration-related delegate costs and optional costs (if any) to delegates

- Estimates for additional costs attributed to awards and plenary speakers' invitation
 - Registration fees
 - Plans on registration support (sponsorship, especially for students and oral presenting professionals from low- and middle-income countries)
 - Meeting sources of income.
6. Host Institution Support Letter:
- Please provide a support letter signed by the Institution's authorities. The letter must express the institution's commitment to the conference and, as much as possible, detail the resources, facilities, or assistance it will offer for the organization of the event.
7. Potential field trips
- These field trips can provide educational experiences aligned with the conference theme, as well as promote sustainable tourism practices
8. Additional comments or information (optional)
9. Submit _____ form _____ via:
<https://www.xcdsystem.com/atbc/forms/index.cfm?ID=I1iLO3Y>

Questions? Please direct any questions or concerns to the ATBC Conferences Coordinator at conferences@tropicalbiology.org.