



INTERNATIONAL YOUTH
NUCLEAR CONGRESS
youth, future, nuclear



IYNC2020 Bid Guide

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The International Youth Nuclear Congress

International Youth Nuclear Congress (IYNC) is a global non-profit organisation and network, connecting students and young professionals engaged in all areas of nuclear science and technology, and proudly embraces representatives from 49 countries and six continents. The mission is:

- Develop new approaches to communicate benefits of nuclear power, as part of a balanced energy mix;
- Promote further peaceful uses of nuclear science and technology for the welfare of mankind;
- Transfer knowledge from the current generation of leading scientists to the next generation and across international boundaries; and
- Provide a platform and create an enabling environment to facilitate the building of professional networks that will open up future opportunities.

The organisational structure is illustrated below (figure 1) and the key posts for bidding and organising the event are described below:

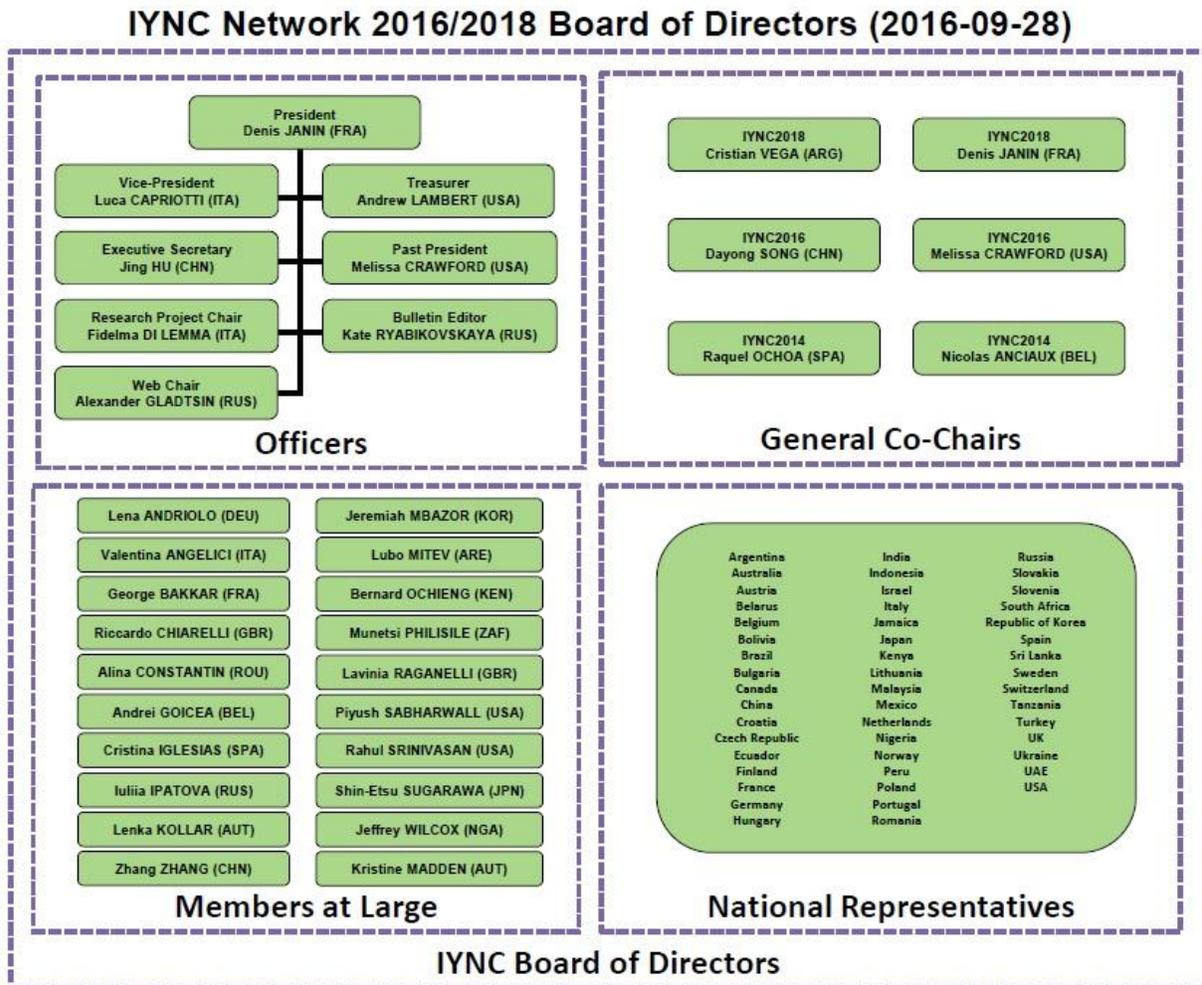


Figure 1: BoD structure IYNC 2016-2018 term

- IYNC Officers Core consists of the President, Vice-President, Past –President, Treasurer, Executive Secretary, and Web Chair. They are responsible for the overall direction of the IYNC network direction.
- Your IYNC contact for your bid development will be the IYNC Network Vice President. The IYNC Network Vice President will guarantee fairness and clearness in the bids process and consultations, he/she will support the different bids and decide while assign or not different knowledgeable IYNC "conference experts" to the different bids.
- The Local General Co-Chair from your organisation will liaise directly with the IYNC contact.

- The Board of Directors will review the bid and presentation and will be eligible to vote.

IYNC Conference Description

The IYNC network holds a series of congresses which have been held every two years since 2000: Slovakia (2000), South Korea (2002), Canada (2004), Sweden/Finland (2006), Switzerland (2008), South Africa (2010), USA (2012), Spain (2014), China (2016), Argentina (2018).

The Congress is opened by an optional IYNC Games. This is the first opportunity to get to know your global peers. While the format is up to the Local Organization Committee (LOC), it has taken the format of nuclear trivia, scavenger hunts, and childhood game indigenous to the country hosting. They definitely keep you moving, getting to know each other and excited for the rest of the week.

Following the IYNC games is the Opening Reception, which is the first of the mandatory official Special Events. The opening reception can be formal or informal but is the first structured opportunity to address the participants. Welcoming speeches should be kept to a minimum as it is the best time to encourage networking.

The IYNC meeting comprises about four days of technical sessions combined with plenary sessions, workshops and panel session; figure 2 is a example of agenda.

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
Morning	Registration	Keynote Address	Technical Sessions	Technical Sessions	Technical Sessions	Technical Tours	Team Building or Cultural Event
		Plenary Session			Plenary Session		
Afternoon	IYNC Games	Lunch	Lunch	Lunch	Lunch		
		Technical Sessions	Technical Sessions & Workshops	Technical Sessions & Workshops	Closure and Award Session		

Evening	Welcome Reception	Cultural Event or Free Time	Cultural Event or Free Time	IYNC BoD Meeting	Farewell Dinner	Free Time	Free Time
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Figure 2: General IYNC Conference Schedule

The opening plenary is the best place for welcome speeches by local politicians, industry big wigs, IYNC president and host organisation leadership. The speakers should reflect international diversity as much as possible.

The technical sessions are breakouts held concurrently grouped by topic. The technical sessions are papers presented by students and young professionals facilitated by a young professional.

The papers presented have gone through a review process in order to be permitted to be presented and will be published papers once they've been presented.

Posters may be on display during the technical sessions. A specific Poster Session is scheduled to enhance dialogue between presenters and participants, which would normally not be possible during the oral sessions. The chosen venue needs to have space available to put these on display.

The closing plenary contains several elements. Awards should be presented. Incoming leadership of IYNC and the host organisation should be afforded the time to speak.

The fifth and final day is generally reserved for technical tours and are offered at no additional cost to the participants. The technical tours offered have ranged from NPP, new builds, repositories, and research facilities. Technical tours should always be held the same day such that participants are not divided up and opportunities for networking are maximized at the other events.

The night before the technical tours the last of the included special events is held in the form of the Farewell Dinner.

During the evenings the congress provides opportunities to network by organising Special Events. At a minimum the Local Organising Committee should organise an Opening Reception, a Cultural Event and a Farewell Dinner.

At the discretion of the LOC an optional sightseeing activity should be organised at additional cost to participants.

IYNC Board of Directors

Board of Director meetings should be held during the IYNC2020 congress week. It will run for 2 distinct sections of approx 3-5h each to avoid finishing very late. It should be at the exclusive expenses of IYNC2020 budget.

Country Selection Preference

Consecutive Congresses should not be hosted by the same continent. In the case there are no suitable bid(s), the Board has the right to accept bids from any continents. By implementing a structured bidding process, applicants will know if their bid is eligible well in advance of the IYNC Board meeting.

Creating the Bid

Bidding to host an IYNC event is a stage-gated process requiring inputs and producing outputs at various stages. If you have received this document you will have already received and submitted the Intent to Bid. In conjunction with this guidance document a *Bid to Host IYNC2020* template should have been provided. The intent of these documents is to provide guidance and information to the bidding country such that the expectations and requirements of a bid are clearly communicated. It is also to ensure

that bids are consistent from all countries which is necessary for a fair analysis and selection process. The *Bid to Host IYNC2020* template, is a skeleton document which has identified the required structure of the document. Under each heading in the template there is a brief description in grey of what should be included. It is important to note that the use of this template is strongly encouraged, as it clearly highlights the information required for the selection process. If the bidding country feels an alternate format is better, than this should be discussed with the IYNC contact and providing all required information is included than this is welcomed. During the bid development process, the Bid Chair is encouraged to engage with and ask as many questions as necessary of the IYNC Bid Contact to ensure the bid is as attractive and informative as possible to increase the selection potential.

Executive Committee

The Executive Committee will be formed for each general Congress meeting ("the Ex-com") and is the decision making body. The Ex-com will consist of the following positions.

- Network President as General Co-Chair
- Local General Co-Chair from local country
- Technical Program Chair
- Publications Chair
- Finance Chair
- Public Relations Chair
- Registration Chair
- Corporate Sponsorship Chair

Additional members can be added to the Ex-com as needed. Volunteer members of the Ex-com are recruited by the Network President and Local General Co-Chair, with the goal of forming an internationally balanced committee. The final composition of the Ex-com is approved by the Board of Directors.

Here below it is reported a short description of the different roles in the Ex-com:

Network President as General Co-Chair

Responsible for all international arrangements, finances, and supporting conference promotional activities at various ex-com meetings. Will lead Ex-Com Meetings and Skype Teleconference.

Local General Co-chair:

Responsible for all in-country arrangements, finances, and supporting conference promotional activities at various ex-com meetings. Will lead Ex-Com Meetings and Skype Teleconference. Local General Co-Chair will act as liaison between IYNC and the Local YGN Organisation.

Technical Program Chair

Responsible for the organization of the Technical Committee. Responsible for choosing plenary sessions, workshop, panel sessions and tracks chairs. Responsible for coordinating the discussions about program matters like: plenary sessions topics and speakers, number of plenary sessions and workshops. In charge of reviewers and elect the Technical Awards.

Publications Chair

Responsible for coordinating activities related to publications sponsored by IYNC2020. Collaborate with promotion item and relation chair to have ready leaflets, call for papers and call for registration. He/She will assist Local chair in publishing the IYNC web page, LinkedIn, and Facebook accounts. Also he/she will coordinate articles related to IYNC2020.

Finance Chair

Responsible for the overall conference finance situation, to open and maintain the IYNC ad-hoc bank account for the conference. He/she collaborate with sponsorship chair to

allow smooth process of sponsorships incoming. He/she collaborate with the IYNC network treasure for the day to day management of financial matter between network and conference (if any).

Public Relations Chair

Responsible for disseminating call for paper and registration date in Companies and international organizations (IAEA or NEA), responsible for spreading promotional leaflet to recruit attendees and information about IYNC 2020 in International Congresses. In addition, in charge to contact with international publications to inform about IYNC.

Registration Chair:

Responsible for handling all registration details of participants including meeting registration, visas and hotel arrangements for VIPs in advance of the meeting and running the registration desk. Prepare the information related to registration to be included in leaflet and announcement.

Corporate Sponsorship Chair

Responsible for the fundraiser of IYNC2020 through sponsors research. He/she is in charge of contacting the different companies/organization.

Local Organising Committee

If your organisation is successful, it must set up a Local Organising Committee to organise and execute the event, lead by a Local General Co-Chair. The Local General co-chair oversees both the local organising committee and the international members of the IYNC Executive Committee. The Local General Co-Chair should have some previous leadership responsibility. The local organising committee is responsible for the logistics within the hosting country. Members of the local YGN should be identified to fill each of these roles in the Bid. Take into account their proximity to the hosting city,

workload and previous involvement in YGN activities when filling positions. Common positions are Local Finance Chair, Local Sponsorship Chair, Technical Tours Chair, Special events chair; here below example of 2 roles responsibilities are reported.

Local Finance Chair:

Responsible for developing a meeting budget and keeping track of all income and expenses. Templates will be provided, but attention to detail is crucial. Local Finance Chair will provide a report quarterly to the IYNC Treasurer as an update of IYNC 2020 financial state.

Local Sponsorship Chair:

Responsible for preparing and carrying out the fundraising strategy and contacting host country companies for sponsorship. He/she will collaborate with the Corporate Sponsorship Chair to prepare a common strategy for fundraising.

Registration Fees

Typically there are two types of Registration fees: Young Professional and Student. A third for professionals not eligible for YGN membership can be incorporated at the Local YGN's discretion. It is also up to the Local YGN how to handle Speakers Registration. The Student Registration Fee should be no more than 75% of the Young Professional Registration Fee, and ideally should be closer to 50%. Each of the Registration Fees should be considered an "Early Registration Fee" and 75 to 100usd should be added for late registration which starts approximately one month before the Congress commences. The Early Registration Fee is what is published in the bid, but please reference the Surplus Description section of this Bid Guide for more information.

Insurance

General Liability Insurance must be provided by the Local YGN or parent organization for no less than 50,000USD.

Tax Status

IYNC is currently a 501(c)(3) non-profit registered in the United States of America. In order to partner with IYNC and sign a memorandum of understanding (MOU), the hosting YGN organisation needs to have a similar tax status. If there is any question about the compatibility of tax status, contact the IYNC Treasurer immediately.

Memorandum of Understanding (MoU)

MoU is the legal document binding IYNC and the YGN host organizing the congress. MoU has to be signed when completing and sending the full bid application to IYNC. In order to sign the MoU the YGN host or parental nuclear society needs to be a registered organization with similar tax status (as mentioned already in Tax Status).

Surplus Description

It is expected that IYNC 2020 will result in a surplus in order to allow IYNC and the host YGN to continue its work in advocating the peaceful use of nuclear science and technology. The surplus will be split 75% IYNC and 25% to the hosting YGN. Although each congress is different, the expected total surplus should be able to finance the IYNC network activities.

However, in order to ensure all bids are comparable, the hosting YGN should submit a break even budget. During the congress planning process the budget will be scrutinized

by the IYNC Executive Committee and the actual registration fee may fluctuate to allow for surplus, changing economics, lack of sponsorship or to remain in line with previous registration fees.

Fact Sheet

	2000	2002	2004	2006	2008	2010	2012	2014	2016
Host Country	Slovakia	South Korea	Canada	Sweden/ Finland	Switzerland	South Africa	USA	Spain	China
Host City	Bratislava	Daejeon	Toronto	Stockholm	Interlaken	Cape Town	Charlotte	Burgos	Hangzhou
Month	April	April	May	June	September	July	August	July	July
Attendance	300	300+	265	450	320	264	~600	300	~400
Number of Papers			200		130	110	Unknown	240	280
Registration Fee				325 €	€ Early: 325 Normal 650 Senior Late: 375 Normal 750 Senior	450 €	\$ Early: 525 Normal 625 Senior Late: 725 Normal 825 Senior	€ Early: 490 Normal 590 Senior Late: 590 Normal 690 Senior	\$ Early: 490 Normal 615 Senior Late: 738 Normal 877 Senior

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Student Registration Fee					€ Early: 175 Late: 225		\$ Early: 425 Late: 625	€ Early: 290 Late: 390	\$ Early: 369 Late: 615
Total Cost					≈450000 CHF		790 \$	471 €	
Total Local Sponsorship					≈210000CHF		296000 \$	68000 €	
Total International Sponsorship					≈290000 CHF inkl. The local Sponsorship		376000 \$ inkl. The local Sponsorship	95000 € inkl. The local Sponsorship	
Theme		A World of Opportunities			Time Does Matter	The Second Half	Strategic Planning: Opportunity for Innovative Growth	Up to the Challenge	Nuclear Powering our life