



INTERNATIONAL YOUTH
NUCLEAR CONGRESS
youth, future, nuclear

IYNC2022 Bid Guide



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Foreword

Bidding to host an IYNC event is a stage-gated process requiring inputs and producing outputs at various stages.

Please note that if you are reading this document, you will have to have already submitted the Intent to Bid.

The present Bid Guide document serves as guidance for bidding countries to generate their application to host an IYNC conference. It ensures that bids from all bidding countries are consistent, making the selection process fair.

Its purpose is to clearly inform bidding countries about requirements and expectations and to guide the bidders in the filling of the “Bid to Host IYNC2022 template”.

The “Bid to Host IYNC2022 template” is a skeleton document which clearly identifies the required structure of the bidding document. Under each heading in the template you will find a brief description (in grey) of what should be included in each section. 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. Alternate formats (e.g. video or booklets) are welcome as long as they include all required information. It is recommended that the order of the bid template is maintained, even if alternative formats are adopted. Any change in format should be discussed beforehand with the IYNC contacts.

Your bid application should be composed of the following mandatory documents:

- Updated Bid Template
- Signed MoU
- High level budget clearly indicating the amount of sponsorship required to BREAK EVEN and possible scenario of revenue (optional)
- Detailed budget supplied in appendix of the template, with supporting documents
- Document proving registration/tax status of organization
- Document proving insurance coverage of the organization

Any other document enriching your bid application is welcome, but optional.

During the bid development process, the YGN Bid Chair is encouraged to engage with and ask as many questions as necessary to the IYNC Bid Contacts to ensure the bid is as attractive and informative as possible to increase the selection potential. A selection of bids submitted by previous YGNs will also be provided to all YGNs that submit an intent to bid document.

Good luck to all of you !



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Your IYNC contact points:

IYNC Vice President: Lena Andriolo (lena.andriolo@iync.org)

IYNC Executive Secretary: James Hardiman (james.hardiman@iync.org)



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1. Introduction

1.1. The International Youth Nuclear Congress

The International Youth Nuclear Congress (IYNC), created in 1997, is a global non-governmental, non-profit organization and network, connecting students and young professionals engaged in all areas of nuclear science and applications. It proudly embraces representatives from 51 countries and six continents. Its missions are to:

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

IYNC is governed by a Board of Directors (BoD) which consists of national representatives, special YGN representatives, members at large, general co-chairs from local country of current and immediate past general congress meetings and officers. The IYNC Executive Officers are responsible for the overall direction of the IYNC network. IYNC elected Executive Officers consist of the President, Vice-President, Immediate Past –President, Treasurer and the Executive Secretary.



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1.2. General information on the conference bidding process

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) and Australia (2020).

Your IYNC contact points for your IYNC2022 bid development will be the IYNC Network Vice President Lena Andriolo and IYNC Executive Secretary James Hardiman. The IYNC Network Vice President and the IYNC Executive Secretary will guarantee fairness and clearness in the bids process and consultations, they will support the different bids developments and decide whether or not it is necessary to assign different knowledgeable IYNC "conference experts" to the different bids.

The Local General Co-Chair from your organization will liaise directly with the IYNC contacts.

The IYNC Board of Directors will review the bids and presentations and will vote for the next conference location during the IYNC2020 conference in Sydney. It should be noted that consecutive congresses should not be hosted by the same continent. Only in 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.



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2. Prerequisites

Certain prerequisites, listed hereafter, are necessary for the bidding country before being eligible as candidate for the next IYNC conference.

2.1. 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) (see section 2.2.), the hosting YGN organization needs to have a similar tax status. If there is any question about the compatibility of your tax status, please contact the IYNC Treasurer (Steven Ward) immediately and inform your IYNC Bid Contact points.

2.2. Memorandum of Understanding (MoU)

A MoU is the legal document binding IYNC and the YGN host organizing the congress. A MoU has to be signed with the current Network President 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 IYNC (cf. section 2.1). Any adjustments to the MoU in the next term will need to be discussed and agreed on by the Network President at the time.

2.3. Insurance

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



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3. IYNC Conference organization description

3.1. General schedule

A general and simplified template overview of a typical IYNC Conference is given in figure 1.

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
Morning	Registration	Keynote Address	Technical presentation sessions	Technical presentation sessions	Technical presentation sessions	Technical Tours	Team building or cultural event
		Plenary session			Plenary session		
Afternoon	IYNC Games / IYNC BoD Meeting	Lunch	Lunch	Lunch	Lunch		
		Technical presentation sessions	Panel and Workshop sessions	Panel and Workshop sessions	Closing and Award Ceremony		
Evening	Welcome Reception	Cultural Event or Free time	Cultural Event or Free time	IYNC BoD meeting	Farewell Dinner	Free time	Free time

Figure 1: General IYNC template Conference Schedule

The IYNC Congress is usually opened by optional but highly recommended **IYNC Games**. This gives the first opportunity to get to know your global peers, and to get everyone excited about the rest of the week. The IYNC Games format is decided by the Local Organization Committee (LOC): previously, it has taken the format of nuclear trivia, scavenger hunts, and childhood game indigenous to the country hosting.

Following the IYNC games, a **welcome reception** is held. It 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 congress comprises about four days of **technical sessions** which include plenary sessions, workshops, panel and mentoring sessions as well as technical track sessions, followed by a day of technical tours. Some session types are detailed hereafter.

The opening plenary session:

Also called “Keynote Session”, this session is the best place for welcome speeches by local politicians, industry big wigs, IYNC president and host organization leadership. The speakers should reflect international diversity as much as possible. On the same day is the welcoming session.



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The technical presentation sessions:

These sessions are breakouts held concurrently and grouped by topic (“Technical Tracks”). Technical track/poster sessions are composed of papers (in short format, called “Summaries”) oral/poster presentations by students and young professionals.

The technical track sessions are facilitated by 1 or 2 young professionals, called technical track manager and co-manager. Posters may be on display during the technical track 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 summaries presented in oral and poster sessions have gone through a peer review process and accepted for presentation. They will be published in the conference proceedings.

The closing plenary session:

This session 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** (although the host nation is welcome to adjust this if desired) which are offered at no additional cost to the participants. The technical tours 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 second last night is the **Farewell Dinner** which is the last of the included special events.

It is to be noted that during the evenings the congress provides opportunities to network by organizing **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.

Furthermore, the IYNC conference is the opportunity for the Board of Directors of IYNC to meet face to face. A dedicated **BoD meeting** will hence be held during the IYNC2020 congress week. It is usually run over 2 distinct sessions of approx 3 to 5h each. Related expenses should be at the exclusive expenses of IYNC2022 budget.

3.2. Organizing Committee

3.2.1. Executive Committee

The Executive Committee will be formed for each general IYNC Congress meeting (“the Excom”) and is the decision making body for the conference. The makeup of the Excom is established in the IYNC By-Laws which can be found on the IYNC website.

Additional members can be added to the Excom as needed and at the discretion of the co-chairs (e.g. mentoring Chair).



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Volunteer members of the Excom 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 Excom is approved by IYNC Officers and transmitted to the Board of Directors.

A short but not exhaustive description of the different roles in the Excom is given hereafter:

Network President as General Co-Chair

- Responsible for all international arrangements, finances, and supporting conference promotional activities at various ex-com meetings.
- Leads ExCom Meetings and Skype (or other) Teleconferences.

Local General Co-chair

- Responsible for all in-country arrangements, finances, and supporting conference promotional activities at various Excom meetings.
- Leads Ex-Com Meetings and Skype (or other) Teleconference.
- Acts as liaison between IYNC and the Local YGN Organisation.

Technical Program Chair

- Responsible for the constitution of his/her Technical Program Committee.
- Responsible for choosing plenary sessions, workshop, panel sessions and technical tracks chairs.
- Responsible for coordinating the discussions about program matters among his team such as plenary sessions topics and speakers, number of plenaries, panel, technical track and workshop sessions etc.
- In charge of the reviewers and election of the Technical Awards.

Publication Chair

- Responsible for coordinating activities related to publications sponsored by IYNC2022.
- Collaborates 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 on the IYNC web page, LinkedIn, and Facebook accounts.
- He/she will coordinate articles related to IYNC2022.

Finance Chair

- Responsible for the overall conference finance situation, to open and maintain the IYNC ad-hoc bank account for the conference.
- He/she collaborates with the sponsorship chair to allow smooth process of sponsorships incomings.
- He/she collaborate with the IYNC network treasurer for the day to day management of financial matters between network and conference (if any).



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Public Relations Chair

- Responsible for disseminating call for papers and registration dates in Companies and international organizations (IAEA or NEA)
- Responsible for spreading promotional leaflets to recruit attendees and information about IYNC 2022 in International Congresses.
- In charge of contacting 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 IYNC2022 through sponsors research.
- He/she is in charge of contacting the different companies/organization.

3.2.2. Local organizing team

If your organization is successful, it must set up a Local Organizing Committee to organize and execute the event, lead by a Local General Co-Chair.

The Local General co-chair oversees both the local organizing committee and the international members of the IYNC Executive Committee.

The Local General Co-Chair should have some previous leadership responsibility experience.

The local organizing committee is responsible for the logistics within the hosting country. Members of the local YGN should be identified to fill each of the 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.

An example of the roles and responsibilities (not exhaustive) of local finance and local sponsorship chair are reported hereafter:

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.
- Provides a quarterly report to the IYNC Treasurer as an update of IYNC 2022 financial state.

Local Sponsorship Chair:

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



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3.3. Registration Fees

Typically there are two types of Registration fees: Young Professional and Student. A third one for professionals not eligible for YGN membership can be incorporated at the Local YGN's discretion.

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 as an "Early Registration Fee". An additional amount of usd should be added for late registration fees 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.

3.4. Surplus Description

It is expected that IYNC 2022 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 applications. The ratio of surplus shared between the IYNC and hosting YGN will be determined within the MoU required as part of the bid. 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.



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4. Fact sheet

	2000	2002	2004	2006	2008	2010	2012	2014	2016	2018
Host Country	Slovakia	South Korea	Canada	Sweden /Finland	Switzerland	South Africa	USA	Spain	China	Argentina
Host city	Bratislava	Daejeon	Toronto	Stockholm	Interlaken	Cape Town	Charlotte	Burgos	Hangzhou	San Carlos de Bariloche
Month	April	April	May	June	September	July	August	July	July	March
Attendance	300	300+	265	450	320	264	~600	300	~400	~400
Number of papers			200		130	110	Unknown	240	280	180+
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 S	\$ Early: 390 Normal 490 Senior Late: 590 Normal 730 Senior
Student registration fee					€ Early: 175 Late: 225		\$ Early: 425 Late: 625	€ Early: 290 Late: 390	\$ Early: 369 Late: 615	\$ Early: 300 Late: 490
Total cost					≈450000 CHF		790 \$	471 €		



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Total Local Sponsorship					≈210000CHF		296000 \$	68000 €		31000\$
Total international Sponsorship					≈290000 CHF inkl. local Sponsorship		376000 \$ Inkl. local Sponsorship	95000 € inkl. local Sponsorship		212000\$
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	Challenge the present, empower the future