

## EVALUATION PROCESS FOR SELECTION OF INTERNATIONAL COMMUNITY PSYCHOLOGY CONFERENCE SITES

### BASIC DEFINITIONS:

**Bid coordinator** - Person in charge of inviting and organizing the evaluation process. This should be a previous organizer who is willing to volunteer his/her time or to someone in the organizing committee of the future conference.

**Bid proponent (Proponent or proponents)** - Person or group that submits a letter of intent and a proposal for the next conference.

**Evaluation Committee** - is composed of the main organizers of each previous conference.

### EVALUATION PROCESS

#### Before the bids are in

1. In July or August of the year before the next conference, call for proposals – in English and Spanish - should be mailed to representatives of as many countries as possible where there are community psychology programs or organizations. It should also be placed on the web page of the forthcoming conference. (See Appendix 1)
2. A deadline of **December 1st** should be established to receive a formal letter of interest for hosting the conference. This should include:
  - a. An expression of interest
  - b. The name of the person who is to be the main contact
  - c. The name of at least one sponsoring institution
3. A specific deadline should be established that is **three months before the next conference** to receive the final proposal or bid. This proposal should include:
  - Hosting Agency or Agencies / Institutions
  - Proposed Conference Date
  - Conference Location and Facilities
  - Proposed Conference Theme and scientific program formats
  - Conference Organization and Management
    - Financial Arrangements and Support
    - Preliminary budget
    - Potential Exhibitors
  - Logistics
    - Transport Access

- Lodging
- Meals
- Marketing and Promotion
- Social/Cultural Program
- Other Relevant Information

4. Proposals should be submitted in English.
5. Members of the Evaluation Committee (see below) should not offer or provide letters of endorsement to proponents.
6. Proponents should select a representative to present their proposal at the evaluation meeting at the next conference.

**Once the bids are in:**

1. As mentioned previously, the Evaluation Committee (EC) is composed of the main organizers of each previous conference. ON some occasions organizers select someone to substitute them in this task, usually member of the Scientific Committee of each conference. At this time these are:

<b>Conference</b>	
I San Juan	David Pérez Jiménez & Maribel Figueroa
II Portugal	José Ornelas & María Moniz
III Mexico	Eduardo Almeida
IV Spain	Alipio Sánchez Vidal
V Brasil	Verónica Morais
VI South Africa	Mohamed Seedat & Shahnaaz Suffla
VII Chile	Jaime Alfaro & Alba Zambrano
VIII Australia	Christopher Sonn & Rachael Fox

2. The Bid Coordinator should send complete copies of the bids to the EC together with an evaluation form (See Appendix 2) for each bid. This should occur **two weeks** after all the proposals are submitted.
3. EC members should declare any possible conflict of interests and recuse themselves from the decision-making process when potential conflict of interests arise.

4. EC members should return completed evaluation forms for each proposal to the Bid Coordinator **one month** after they are received so that they can be tallied and a report given at the meeting in the forthcoming conference. If they are to be represented at the meeting, they can share the bid/s with their delegate and even fill out the form together, but it is the EC member who is responsible for the submitted evaluation.
5. EC members as well as proponents should inform the Bid Coordinator whether they are to attend the conference or will be sending a representative to the meeting. In the latter case, the organizer should inform the name of his/her representative on the same date at the latest **two months** before the conference. This will allow the organizers of the conference to plan for attendance at the meeting without scheduling conflicts.

### **At the conference**

1. The organizers should separate a room for a two hour meeting of the EC. The room should have space for representatives of the proposals to be presented. Each member of the EC can invite **one** additional person who can participate in the question and answer period but cannot vote. **Only the members of the EC, or their stated representatives, can vote.**
2. The meeting will be chaired by the coordinator/president of the current ICCP.
3. The meeting should begin with a review of the process. Once presented, each proponent will be given a maximum of 15 mins. to present the proposal and will entertain questions for an additional 10 mins.
4. Afterwards, presenters will be asked to leave the room and the Bid Coordinator will present a summary of the tallied evaluation forms for 10 additional minutes.
5. A conversation will ensue regarding the proposals, and the decisions will be taken, if possible by consensus, if not by a majority vote. It may be possible to choose bids for more than one prospective conference if there are multiple bids and the proponents are willing to postpone their bid.
6. The selected proponent/s will be informed at the meeting and an announcement will be made at the closing event of the ongoing conference.

**Appendix 1**  
**Examples of call for proposal in English and Spanish**

**CALL FOR PROPOSALS TO HOST THE 9<sup>TH</sup> INTERNATIONAL CONFERENCE ON COMMUNITY PSYCHOLOGY (ICCP2022)**

Proposals to host the 9<sup>th</sup> International Conference on Community Psychology, to take place in 2022, are invited.

Those interested in joining the list of countries and institutions that have hosted the International Conference on Community Psychology should submit an Expression of Interest by **December 1st, 2019** and a completed Proposal to Professor Irma Serrano-García at [serranogarciairma@gmail.com](mailto:serranogarciairma@gmail.com) by **March 1st, 2020**.

**BACKGROUND**

The ICCP conferences were initiated in San Juan, Puerto Rico in 2006. They have since been held biannually in Portugal, Mexico, Spain, Brasil, South Africa and Chile. The 2020 conference will be held in Melbourne, Australia. The conferences are not sponsored by any organization but were initiated and continued, spurred by the interest of the community psychology international community. Since this is the case, the conferences are financed and organized by a local committee which is usually supported by universities, private and public organizations and, of course, by registration fees. Previous conference organizers provide future organizers with contact information of all participants. In the following tables you can see the number of people that have attended and the countries they come from. This should give you an idea of what to expect in your country.

<b>Conference</b>	<b># of total participants</b>	<b># of countries</b>	<b>Proportion of nationals to foreigners</b>
I San Juan	360	34	41% from P.R.; 59% from other countries
II Lisbon	564	39	28% Portuguese; 72% other countries
III Puebla	695	34	37% Mexicans; 63% from other countries
IV Barcelona	720	34	19% Spanish; 81% from other countries

V Fortaleza	946	24	81% Brasil; 19% from other countries
VI Durban	463	46	60% South Africa; 40% from other countries
VII Santiago	780	33	48% Chile ;52% from other countries

### EXPRESSION OF INTEREST

This should be a brief document which includes a commitment to send a proposal by the established deadline. It must also include information about the contact person to follow up procedures to receive the proposal and coordinate the evaluation meeting at the Melbourne conference.

### THE PROPOSAL

Based on collective previous experience we have produced a set of guidelines for the proposal.

Proposals to host the next ICCP should include information that addresses the following:

- Hosting Agency or Agencies / Institutions
- Proposed Conference Date
- Conference Location and Facilities
- Proposed Conference Theme and scientific program formats
- Conference Organization and Management
  - Financial Arrangements and Support
  - Preliminary budget
  - Potential Exhibitors
- Logistics
  - Transport Access
  - Lodging
  - Meals
- Marketing and Promotion
- Social/Cultural Program
- Other Relevant Information

**Please note that only complete proposals will be considered.** All submissions will be reviewed by past coordinators of previous conferences, as has been the case previously. The shortlisted candidates will be invited to present their respective proposals at a meeting during the

ICCP2020 Conference in Melbourne (26-28 June,2020) where a decision will be made and the 2022 site will be announced in the Closing Ceremony.

If more than one proposal is considered favorably, **you should indicate if you would be willing to host the 2024 conference as well.** The committee can consider accepting more than one proposal for future years.

If you wish to see examples of previously approved proposals, please request them.

A copy of the evaluation form that will be used to evaluate your proposal is also available upon request.

Please direct any questions that you may have about preparing your proposal to Professor Irma Serrano-García at [serranogarciairma@gmail.com](mailto:serranogarciairma@gmail.com)

**DEADLINE FOR EXPRESSION OF INTEREST: December 1st, 2019**

**DEADLINE FOR PROPOSAL SUBMISSION: March 1st, 2020**

## CONVOCATORIA DE PROPUESTAS PARA LA 9NA CONFERENCIA INTERNACIONAL DE PSICOLOGIA COMUNITARIA (CIPC 2022)

Por este medio invitamos propuestas para la 9ma Conferencia Internacional de Psicología Comunitaria a celebrarse en el 2022.

Aquellas personas interesadas en integrarse a la lista de países e instituciones que han organizado conferencias anteriores deben someter una Carta de interés en o antes del **1ro de diciembre de 2019** seguida por una propuesta en o antes del **1ro de marzo de 2020** a la Dra. Irma Serrano-García a [serranogarciairma@gmail.com](mailto:serranogarciairma@gmail.com).

### TRASFONDO

Las conferencias ICCP se iniciaron en San Juan, Puerto Rico en 2006. Desde entonces se han celebrado dos veces al año en Portugal, México, España, Brasil, Sudáfrica y Chile. La conferencia de 2020 se llevará a cabo en Melbourne, Australia. Las conferencias no están patrocinadas por ninguna organización, pero se iniciaron y continúan, impulsadas por el interés de la comunidad internacional de psicología comunitaria. Dado que este es el caso, las conferencias son financiadas y organizadas por un comité local que generalmente es apoyado por universidades, organizaciones privadas y públicas y, por supuesto, por cuotas de inscripción. Quienes organizan conferencias anteriores brindan a los organizadores y organizadoras futuros información de contacto de todas las personas participantes. En la siguiente tabla puede ver la cantidad de personas que han asistido y los países de donde provienen. Esto debería darle una idea de qué esperar en su país.

Conferencias	# total de participantes	# of países	Proporción de participantes nacionales a de otros países
I San Juan	360	34	41% de P.R.; 59% de otros países
II Lisboa	564	39	28% de Portugal; 72% de otros países
III Puebla	695	34	37% de México; 63% de otros países
IV Barcelona	720	34	19% de España; 81% de otros países
V Fortaleza	946	24	81% de Brasil; 19% de otros países
VI Durban	463	46	60% South Africa; 40% de otros países
VII Santiago	780	33	48% Chile ;52% de otros países

### LA CARTA DE INTERÉS

Este documento debe ser uno breve en el cual se indique que hay un compromiso de entregar una propuesta a la fecha límite establecida. Debe además, incluir información de la persona que será el contacto para darle seguimiento a los trámites para recibir la propuesta y coordinar la reunión de evaluación en la conferencia de Melbourne.

## LA PROPUESTA

Partiendo de las experiencias previas, hemos generados las siguientes guías para la propuesta. Esta debe incluir información sobre lo siguiente:

- Institución o instituciones auspiciadoras
- Fecha propuesta
- Localización e instalaciones
- Tema de la conferencia y formatos para el programa científico
- Organización y gerencia de la conferencia
  - Arreglos financieros y fuentes de apoyo
  - Presupuesto preliminar
  - Exhibidores potenciales
- Logística
  - Acceso de transportación
  - Alojamiento y alimentación
- Mercadeo y promoción
- Programa social/cultural
- Otra información pertinente

**Solo se aceptarán propuestas que contengan la totalidad de la información.** Las propuestas serán evaluadas por un comité compuesto por los coordinadores/as de conferencias previas o sus representantes, como se ha hecho hasta ahora. Los/as finalistas serán invitados a presentar sus propuestas ante el mismo grupo en una reunión en la CIPC 2020 en Melbourne (26-28 de junio de 2020) durante la cual se tomará la decisión que luego se anunciará en la Clausura.

Si más de una propuesta se considera favorablemente, **es importante que nos indique si estaría disponible para organizar la conferencia del 2024 también.** El comité puede considerar aceptar más de una propuesta para años siguientes.

Si interesa ver ejemplos de propuestas aceptadas previamente, debe solicitarlas.

También puede solicitar copia del formulario de evaluación que se utilizará para evaluar su propuesta.

Puede dirigir sus preguntas a la Dra. Irma Serrano-García a [serranogarciairma@gmail.com](mailto:serranogarciairma@gmail.com)

**FECHA LÍMITE PARA LA CARTA DE INTERÉS: 1RO DE DICIEMBRE DE 2019**  
**FECHA LÍMITE PARA SOMETER PROPUESTAS: 30 DE ABRIL DE 2016**



**Appendix 2**  
**Evaluation Form for Site Selection/Formulario para Evaluar las propuestas.**

Propuesta/Proposal: País/Country \_\_\_\_\_ Proponentes/Proponents \_\_\_\_\_

Criteria/Criterios	0	1	5	10	Total
	Not applicable/ No aplica Information regarding this criteria is not included./ No hay información de este criterio.	Information regarding this criteria is scarce./La información sobre este criterio es escasa.	The information shows that this criteria is partially met. La información indica que este criterio se cumple parcialmente.	The information shows that this criteria is completely met./La información provista muestra que este criterio se cumple completamente.	
<b>Organizers/Organizadores/as</b>					
The conference is hosted by a varied group of institutions, organizations and individuals committed to the activity and to community psychology./ La conferencia está auspiciada por un grupo variado de instituciones, organizaciones e individuos comprometidos con la actividad y con la psicología comunitaria.					
Organizers have previous experience with this kind of event./ Los/as organizadores tienen experiencia realizando este tipo de evento.					
Comments/Comentarios:					
<b>Date:</b> The date proposed for the event is appropriate. <b>Fecha:</b> Se sugiere una fecha apropiada para la celebración del evento.					
Comments/Comentarios:					

Criteria/Criterios	0	1	5	10	Total
	Not applicable/ No aplica Information regarding this criteria is not included./ No hay información de este criterio.	Information regarding this criteria is scarce./La información sobre este criterio es escasa.	The available information shows that this criteria is partially met. La información provista indica que este criterio se cumple parcialmente.	The available information shows that this criteria is completely met./La información provista muestra que este criterio se cumple completamente.	
<b>Location and Facilities/ Ubicación e instalaciones:</b> Conference location and facilities are shown to be adequate for the amount of participants and activities/ La ubicación e instalaciones sugeridas son adecuadas para la cantidad de participantes y actividades.					
The site has spaces that facilitate networking and informal exchange among participants/ Las instalaciones incluyen espacios que facilitan el compartir informal entre participantes.					
The site is close to eateries, lodging and transportation venues./ La ubicación queda cerca de lugares de alimentación, hospedaje y transportación.					
Comments/Comentarios:					
<b>Conference theme/Tema de la conferencia</b>					
The theme speaks to contemporary developments and debates in the field./ El tema es pertinente a desarrollos y debates de la disciplina.					
The proposed theme resonates with key community psychology values./ El tema se relaciona con los valores de la disciplina.					

Criteria/Criterios	0	1	5	10	Total
	Not applicable/ No aplica Information regarding this criteria is not included./ No hay información de este criterio.	Information regarding this criteria is scarce./La información sobre este criterio es escasa.	The available information shows that this criteria is partially met. La información provista indica que este criterio se cumple parcialmente.	The available information shows that this criteria is completely met./La información provista muestra que este criterio se cumple completamente.	
Thematic tracks are congruent with the overall theme./ Las líneas temáticas o subtemas son congruentes con el tema central.					
Presentation formats contribute to promoting inclusive discussions./ Los formatos de presentación contribuyen a la promoción de discusiones inclusivas.					
There is room for different and innovative formats./Hay espacio para crear formatos diferentes e innovadores.					
The site facilitates the possibility of virtual transmission of events/ La ubicación facilita la transmisión virtual de eventos.					
Comments/Comentarios:					
<b>Marketing and Promotion/Mercadeo y Promoción</b>					
Promotion strategies seem encompassing and effective to reach participants from all continents./ Las estrategias de promoción parecen abarcadoras y efectivas para alcanzar a participantes de todos los continentes./					
Promotional strategies include ways to attract non-academic participants./Se sugieren estrategias para atraer participantes fuera de la academia.					

Criteria/Criterios	0	1-4	5-9	10	Total
	Not applicable/ No aplica Information regarding this criteria is not included./ No hay información de este criterio.	Information regarding this criteria is scarce. There is no evidence that the criteria is met/ La información sobre este criterio es escasa. No hay evidencia de cumplimiento del criterio.	The available information shows that this criteria is partially met. La información provista indica que este criterio se cumple parcialmente.	The available information shows that this criteria is completely met./La información provista muestra que este criterio se cumple completamente.	
Comments/Comentarios:					
<b>Socio-cultural program/Programa socio-cultural</b>					
The socio-cultural program is varied and presents the country's culture./ El programa socio-cultural ejemplifica la cultura del país sede.					
Comments/Comentarios:					
<b>Conference Organization and Management /Organización y Gerencia</b>					
The proposed budget is adequate./ El presupuesto presentado parece adecuado para la actividad.					
Sources of present and future financial support are identified in the proposal./ En la propuesta se identifican fuentes de apoyo financiero, presentes y futuras.					

Criteria/Criterios	0	1-4	5-9	10	Total
	Not applicable/ No aplica Information regarding this criteria is not included./ No hay información de este criterio.	Information regarding this criteria is scarce. There is no evidence that the criteria is met/ La información sobre este criterio es escasa. No hay evidencia de cumplimiento del criterio.	The available information shows that this criteria is partially met. La información provista indica que este criterio se cumple parcialmente.	The available information shows that this criteria is completely met./La información provista muestra que este criterio se cumple completamente.	
Potential exhibits are identified in the proposal./ En la propuesta se identifican exhibidores potenciales.					
Provisions such as financial aid or student housing are included for participants of limited income ( eg. Students, community workers)./ La propuesta menciona arreglos como ayudas económicas o vivienda económica para participantes de limitados recursos económicos (ej. estudiantes, trabajadores de comunidad).					
<b>Logistics/Logística</b>					
The proposal has information regarding participants meals: whether they will be included and if so how./ En la propuesta se indica si se van a cubrir y cómo los alimentos de los/as participantes durante la conferencia.					
Technological support for presenters is available/ Hay apoyo técnico para los presentadores/as.					
There is a process in place to evaluate the conference./Se ha diseñado un proceso para evaluar la conferencia.					
Comments/Comentarios:					

