

Timeline for Potential Hosts

CALL FOR BIDS ANNOUNCEMENT: SEPTEMBER 30 / each year

- HQ distributes call for bids via all communication means, including social media.

SEPTEMBER TO DECEMBER / each year

- Board and IIAC recommends to HQ potential individuals/institution that could be interested or have expressed interest in hosting ISEA
- HQ reaches out to particular individuals to promote call
- HQ offers and provides technical and procedural advice to potential hosts to prepare their EOI (Expression of Interest)

EOI DEADLINE : FEBRUARY 15 / each year

Deadline to present QOF first draft to the Board (if Jan. 25 is on a weekend, the deadline then moves to the following Monday; in those cases, HQ will announce the exact date when the official call is out).

FEEDBACK SURVEY DEADLINE: March 10 / each year

- Board and IIAC have 3 weeks to read and respond to *Potential Hosts Feedback Survey* (google form)

RESPONSE PROCESS TO EOI DEADLINE: March 15 / each year

- HQ reads survey responses, and creates a 8-10 points summarizing Board's and IIAC feedback, runs it by the Board via email for confirmation
- By March 25, Board responds to HQ 5-7 points
- HQ shares the approved feedback with potential hosts
- Potential hosts will have 2-3 months (depending on the ISEA dates each year) to adapt their proposal, and develop the official bid

BID ANALYSIS PROCESS EXACT DATES TBC

- Bid presentation to the ISEA Board during a closed Board meeting at that year's ISEA edition (online or in-person; exact date TBC)
- Board provides feedback that potential host will incorporate in their presentation during AGM
- AGM presentation
- Decision-making process:
- Announcement of host in social media and ISEA International website