



IGLC Standard: Proposals to Host IGLC Conferences

1 Introduction

This document outlines the guidelines and criteria for submitting proposals to host an Annual Conference of the International Group for Lean Construction (IGLC). It operates under the umbrella of the IGLC Charter and Operating Procedures, which take precedence in any instance of discrepancy between the two documents.

2 Submission and Selection Process

The venue for an Annual Conference of the International Group for Lean Construction is typically decided by the IGLC Business Meeting that is held two years in advance of the respective conference. In the event that no suitable proposals are available at that time, a decision may be postponed and made through an electronic vote among IGLC members at a subsequent date.

To facilitate this process, the IGLC General Secretary is tasked with issuing a call for proposals well in advance of the Business Meeting. This call includes a submission deadline designed to allow sufficient time for the proposals to be reviewed and included within the Business Meeting agenda, distributed to IGLC members no later than 30 days prior to the meeting.

While adherence to the requirements outlined in this document is a prerequisite for consideration during the Business Meeting, there are provisions for flexibility. Recognizing the importance of ensuring a diverse pool of potential host locations, the IGLC General Secretary is granted the discretion to accept proposals that might not fully align with these guidelines, including those submitted after the official deadline. However, to be eligible for consideration and voting a proposal must be circulated to the IGLC membership at least 24 hours before the Business Meeting commences.

3 Acknowledgment of Obligations

By submitting a proposal, the potential host acknowledges being bound by the rules of the IGLC Charter and Operating Procedures and the guidelines in the IGLC Standard: Annual Conference of the International Group for Lean Construction. As described in these documents, this includes the following financial obligations.

- Cover all costs related to the conference.
- Hosting the two-day IGLC PhD school, covering all costs for the venue, two nights of accommodation, and meals for participating students and faculty.
- Covering the IGLC's yearly operating expenses as specified in the "IGLC Operating Costs" document at the time of the conference bid.

4 Proposal Format

It is recommended that the proposal be presented in PowerPoint format so that the potential host can present it as is at the Business Meeting. Alternatively, a text document is also acceptable. In any case, proposals should be submitted as a PDF file to the General Secretary by the specified due date.



Bidders may submit additional materials, such as a video presentation, to complement the main proposal. However, the main proposal document in PDF format must contain all required contents outlined in the following section.

5 Required Contents

This section details the information that must be included in a proposal to host a conference:

5.1 Proposed Conference Structure and Dates

The proposal must specify the intended dates for the conference. It is crucial that these dates are highlighted prominently within the proposal for easy reference.

Traditionally, IGLC conferences have been held in the month of July; therefore, adherence to this time window is expected unless exceptional circumstances necessitate a deviation. If so, the reason for requesting a deviation must be made explicit in the proposal. Proposals that propose dates outside of July will normally not be considered.

In recent years, the conference has been 7 days long. The proposal must include at least 2.5 days to allow for the Technical Conference to take place, led by the Technical Chair(s) of the Conference, plus a 2-hour time slot after completion of the Technical Conference to allow for the Business Meeting, led by the General Secretary.

In addition, the proposal must allow for 1.5 or 2 days for the IGLC PHD School to take place, led by the Dean(s) of the Summer School, and these are typically scheduled after the Technical Conference.

IGLC members are keen to learn about implementation of Lean Construction practices around the world and to connect with local academics and lean practitioners. For that reason, the conference hosts are highly encouraged to include in their proposal:

1. The opportunity for conference participants to go on a gemba walk, such as a ½ day visit to a project site or facility where Lean practices are being implemented. Gemba walks are typically scheduled before the Technical Conference.
2. An industry day for local practitioners.
3. A half- or full-day workshop day, for best practices to be shared.

In recent years, the gemba walks, the workshop day, and the industry day have taken place over the course of 2 days before the Technical Conference.

5.2 Conference Venue

The proposal must detail the venue(s) selected for the conference, providing enough information to demonstrate their suitability for hosting an IGLC conference. The venue must provide a hall large enough to accommodate all conference attendees comfortably for plenary sessions (roughly estimated to be 100-150 people) and additional rooms for 2 or 3 parallel sessions.

5.3 Accommodation for Participants

The proposal must detail the accommodation options accessible to participants, including a clear indication of the anticipated costs. The options must include budget-friendly lodging alternatives, especially for student participants, to ensure inclusivity and accessibility.

The description of accommodations should encompass the following aspects:

Price Range: Provide a breakdown of the expected price range for the accommodations.



Location Details: Include information on the accommodations' proximity to the event venue, other lodging options, and areas of interest such as dining establishments and entertainment venues (e.g., restaurants and bars).

Travel Options: For accommodations not within walking distance of the venue, the description should include detailed information on available public and private transport options, such as buses, trains, ride-sharing, and car rentals. Additionally, it should provide estimates of the travel costs and time required to reach the venue from these accommodations.

5.4 Registration Fees

The proposal needs to outline the expected pricing structure for the conference, including details on the registration fees for the industry day, workshop day, and technical conference, as well as any available package deals, conference banquet pricing, and special pricing options for students.

5.5 Nearest Airport

The proposal must specify the nearest airport to the conference venue, detailing its name and IATA code, and describe its capacity for handling international flights, including key destinations with direct connections.

The proposal must describe transportation options from the airport to the venue and accommodations, including public transport, shuttle services, taxi and ride-share details, and rental car information. Additionally, it must provide estimates of travel times and costs for each mode of transportation.

The proposal must provide a link to the national government's web pages that describe the country's visa- or other entry requirements.

5.6 Conference Chair(s)

The proposal must identify at least one individual who will serve as the Conference Chair, taking on overall responsibility for the planning, execution, and success of the entire conference. It must specify the individual(s) designated as Conference Chair(s), providing their full names, current professional affiliations, and their previous IGLC experience.

Confirming that at least one of the proposed Conference Chairs meets the IGLC membership and participation criteria is imperative. Doing so entails stating explicitly that the individual is an active member with at least two years of membership and has attended at least one of the two last annual conferences.

5.7 Local Organization

The proposal must elaborate on the local organizational structure that will support the Conference Chairs in managing the practicalities of organizing the conference. It is common for this local organization to be affiliated with a nearby university or a Lean Construction community of practice. Hosting the conference should offer them a boost.

We discourage reliance on private, professional conference organizers as key players in this local organization. Experience has shown that this significantly drives up the cost of the conference and, all-too-often, also the registration fee charged to conference participants.

This section should offer an overview of the team and local resources, such as university staff, students, local businesses, professional event agencies (if any), and industrial support.



5.8 Scientific Chair(s)

The proposal must clearly designate at least one individual to fulfil the Scientific Chair role, overseeing the critical functions of paper submission, review, acceptance, and publication for the conference. The proposal should state the full names, current professional affiliations and previous IGLC experience of the individual(s) selected for the role of Scientific Chair. The designated scientific chair(s) must have participated in at least three previous IGLC conferences and served as track chair at least once.

5.9 PhD School Dean(s)

The proposal must designate at least one individual to serve as the PhD School Dean for the IGLC conference's PhD School, detailing their full names, current professional affiliations, and prior involvement with IGLC. The selected dean (s) should have a background of participation in IGLC PhD Schools, either as a student or faculty, highlighting their understanding of and experience with the structure and objectives of these sessions.

6 Optional Content

Optional content outlining the conference's social and cultural offerings may be incorporated to enhance the proposal's appeal and encourage a positive reception. This includes details on a social program, venues, and tourism opportunities that contribute to a well-rounded and engaging conference experience.

While such offerings can be of value to conference participants, the hosts should do all they can to keep the registration cost down, in particular for the Technical Conference affordable (e.g., on the order of USD 750 as of 2024). The hosts are urged to obtain corporate sponsorships and charge appropriate fees for any workshops and industry day to help offset costs, especially for optional content.

6.1 Social Program

The proposal must include a conference banquet, hosted on the first or second day of the Technical Conference. The fee for this banquet must be charged separately from the Technical Conference registration fee. Mentioning the venue's uniqueness and any cultural or historical significance it may hold can create anticipation and add a special touch to the conference experience. Additionally, outlining other social events organized by the conference team can showcase the effort put into ensuring an enjoyable and socially enriching experience for attendees. This could include welcome receptions, networking nights, or cultural performances that allow participants to engage informally and foster connections within the IGLC community.

6.2 Social Venues

Acknowledging the importance of community building outside formal conference activities, the proposal should include information on available social venues. This could involve a list or description of places near the conference location where attendees can gather, socialize, and network in a relaxed setting. Highlighting venues that cater to a range of interests and group sizes, such as cafes, bars, restaurants, and outdoor spaces, demonstrates an understanding of the community's social dynamics and facilitates meaningful interactions among participants.

6.3 Tourism

Recognizing that many attendees may extend their conference trip with a vacation, providing information on local attractions and experiences enriches the proposal. Suggestions for sightseeing,



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cultural experiences, and activities available before, during, and after the conference can help attendees plan a memorable visit. Including tips for day trips, must-see landmarks, and unique local experiences can encourage participation and enhance attendees' overall conference experience.