



February 2014

## REQUEST FOR HOSTING THE INTERNATIONAL SYMPOSIUM ON FIREWORKS (ISF)

### *Introduction*

The selection criteria for ISF sites has evolved over the years from a basic, “an attractive and accessible city with a reasonably priced hotel that has a good conference center, an adequate number of rooms, and is not too far from a suitable fireworks display location,” to include now several more criterion with no order of priority implied. Applicants should comment on as many as possible of the following criteria.

### **1. *Well-established/well-known Fireworks Culture***

- (a) The host country and the symposium city have a favourable view of fireworks and ideally, consider fireworks an important component of the culture. Local and regional governmental officials will embrace the ISF and participate in the symposium’s opening ceremony and social activities.
- (b) The host country has industrial code/standards organizations, with staff members who can author and present papers in the ISF technical sessions, and/or participate in the trade show.
- (c) The host country has a fireworks community which can provide a substantial number of ISF attendees.

### **2. *Need for a Host Committee***

- (a) The ISF requires that a Host Committee (HC) be formed to support the ISF and handle all local activities outside the ISF’s Program, as well as support the ISF in the organization and delivery of the symposium.
- (b) The HC will be responsible for organization and execution of the following: social activities, fireworks displays/demos, transportation of attendees to HC events, publicity, and assistance/support with registration.  
Furthermore the HC will be required to provide support for the Program, Moderated Sessions and Trade Show.
- (c) The HC members shall comprise local, host country fireworks association(s) representatives, fireworks manufacturing and/or display company representatives.

- (d) The HC shall identify the following HC members and make them known to the ISF.
- a president, responsible for the overall delivery of the HC responsibilities and the ISF's main point of contact
  - a social activities coordinator, if any,
  - a fireworks display coordinator, if any,
  - a transportation coordinator,
  - a trade show coordinator,
  - a registration coordinator,
  - proceedings editor and publication coordinator

The coordinators shall be responsible to make all the arrangements for their area of responsibility, such as tickets, permits, arranging facilities, translation etc. Since the coordinators shall be required to communicate with the ISF, it is essential that they speak English. It is particularly important that the coordinators responsible for the proceedings, the trade show and the social activities are fluent in English.

- (e) The HC shall identify an individual who will serve as an ISF Co-Chairman. The local Co-Chairman will assist the ISF Co-Chairman in delivering the ISF Program. He must be prepared to communicate with and introduce Session Chairpersons and possibly Speakers as required. He may also need to have and direct support with delivering the ISF Program with respect to, for example, conference room facilities, audio visual needs and translation services.
- (f) The HC shall identify a prominent member of the host country's fireworks community, who can serve as the ISF Honorary Chairman. Note that the ISF reserves the right to make this choice. The Honorary Chairman has no particular duties in delivering the ISF Program but may want to take an opportunity to speak on the state of the fireworks industry of his country. He may also preside over any of the HC events as requested by the HC.
- (g) The HC shall recruit/encourage authorship and presentations within the country's fireworks community.
- (h) The HC is responsible for providing simultaneous translation at all events if the HC deems it necessary.
- (i) The HC will assist with registration and provide staff who are able to speak English and at the very minimum, also the local language so as to facilitate registration.
- (j) The HC will be responsible for providing letters of invitation that may be required by foreigners to obtain visas.

### 3. ***Government energetic materials research and regulatory activity***

- (a) The host country has government agencies, such as military and/or civilian laboratories actively engaged in energetic material research and development, and facilities dedicated to energetic material regulation compliance testing and evaluation.
- (b) These government agencies have staff members which can support the ISF through attendance, technical paper presentations, service on the host committee, participation in the trade show, and/or possibly sponsorship.

4. ***An attractive and accessible city***
  - (a) Medium to large metropolitan area
  - (b) Good inter and intra transportation - serviced by multiple airlines, with flight costs and flight duration which most attendees will consider acceptable, and with convenient local transportation
  - (c) Business support services- includes printers (local printing of the proceedings and program), office supply and hardware stores
  - (d) Tourist attractions, shopping district and restaurants
  
5. ***Reasonably priced conference hotel***
  - (a) Conference center has suitable facilities - localized presentation and exhibition halls, registration area, storage and meeting rooms with hotel staff support at the ready.
  - (b) Sufficient number of western style guest rooms with a range of amenities, including free internet access if possible.
  - (c) Guest services and facilities, such as restaurants, convenience shops, business center.
  - (d) Convenient access to local transportation (trains, busses, taxis), which service local attractions, the international airport and central train station.
  - (e) Favourable contract terms (e.g., minimum number of room bookings, inclusions and exclusions, default/cancellation penalties, costs for meals, coffee breaks, audio-visuals, translation, inter alia).
  
6. ***Trade Show support and facilitation***
  - (a) The host country and city should have business conditions (e.g., policies, regulations, controls) which do not discourage participation in the trade show.
  - (b) Trade show participants are well aware of and accept the usual attendant costs, but they should not be burdened by any abnormally high costs or delays related to customs, local transportation of exhibit equipment and materials, and security.
  - (c) The host country has a fireworks industry with members which realistically can be considered future customers of the trade show participants.
  
7. ***Fireworks Displays support and facilitation***
  - (a) Displays can be conducted at a convenient, spectator appropriate location, a reasonable distance from the symposium hotel. While the ISF has no formal or official relationship with the fireworks displays which are conducted at the symposia, there is no doubt that the attendees consider the displays an important addition to the ISF. These displays have provided an opportunity for the host country's fireworks industry to showcase its specialties and capabilities.
  - (b) The local organizing committee should assist foreign companies that wish to conduct a display as part of the evening activities during the ISF, as for example, with customs, local transport, storage, display equipment, fireworks, security, etc.
  - (c) The ISF will only acknowledge receipt of requests of offers for fireworks displays and will forward such requests to the host committee. The ISF expects the host committee to confirm all such requests and the host committee will prioritize them in order of their arrival. The host committee retains the right to refuse such requests based on criteria such as safety and cost to be borne by the host committee.

As indicated above, the International Symposium on Fireworks Society (ISFS) bases its decision on future locations for the ISF on many factors, however, preference is given to locations which have:

- A long history of fireworks
- National manufacturing activity
- Fireworks research
- Fireworks regulators
- Fireworks associations
- Financial support
- In-kind support
- Easy access (international airport and distance to ISF host hotel)
- Conference facilities
- Reasonably-priced, centrally located hotels with capacity to host the ISF
- Reasonably-priced food

**The ISF also emphasizes that the:**

- ISF does not plan nor budgets fireworks events
- Fireworks events are the responsibility of the host organization
- ISFS will not partner with private companies to deliver the ISF

Return the completed application form to the Chairman of the International Symposium on Fireworks Society (ISFS), Ettore Contestabile by email: [econtest@rogers.com](mailto:econtest@rogers.com)

International Symposium on Fireworks Society (ISFS)

Ettore Contestabile *Chairman*  
Roger L. Schneider *Vice Chairman*  
Fred Wade *Secretary-Treasurer*  
Christian Lohrer *European Section Director*  
Mitsuru Arai *Asian Section Director*

[www.ISFireworks.com](http://www.ISFireworks.com)

**In order to apply to host a future ISF, please respond to the following questions and then submit your application. Photographs, brochures, and website links can be used to support and as accompaniment to this application.**

***General***

Which country/city? \_\_\_\_\_

In which year do you request to host the ISF? \_\_\_\_\_

Which month? \_\_\_\_\_

Explain why: \_\_\_\_\_

***Host Committee***

Who or what is making the application? \_\_\_\_\_

What will be the host organization(s)? \_\_\_\_\_

***Fireworks Culture***

Is there a history of fireworks in the region/country? Yes/No

Explain: \_\_\_\_\_

Is there a national government fireworks regulatory body? Yes/No

Name: \_\_\_\_\_

Are there national fireworks regulations? Yes/No

Explain: \_\_\_\_\_

Is there a national fireworks testing laboratory? Yes/No

Name: \_\_\_\_\_

Is there fireworks research (government/private)? Yes/No

Explain: \_\_\_\_\_

Is there a professional fireworks organization? Yes/No

Name(s): \_\_\_\_\_

Will the professional fireworks association(s) be assisting with the ISF? Yes/No

Is there an amateur fireworks organization? Yes/No

Name(s): \_\_\_\_\_

Will the amateur fireworks association(s) be assisting with the ISF? Yes/No

**Host City**

Is International Airport in host city? Yes/No

How will attendees arrive to host city from available International Airport(s)?  
Explain

Are there tourist attractions and areas of interest within a reasonable distance? Yes/No  
Explain

Are there any fireworks events in the area that correspond to the period requested to host the ISF? Yes/No

**Program Support**

*Note: (The ISF reserves the right to make the final decision on the items in this area.*

Who should be considered as a Co-chairperson for the ISF Program? \_\_\_\_\_

Who should be considered for Session Chairpersons? (4 max.)  
Justify the choices. \_\_\_\_\_

Who should be considered for the position of Honorary Chairperson?  
(Famous pyrotechnician and/or greatest contributor to fireworks community of host country)  
Justify the choice. \_\_\_\_\_

How many presentations are expected from your host country? \_\_\_\_\_

How many attendees are expected from your host country? \_\_\_\_\_

**Hotel Facilities**

Are there sufficient rooms for expected number of attendees Explain Yes/No

Will overflow hotel(s) be necessary and are they available? Explain Yes/No

Is conference room sufficiently large for classroom style set-up for expected number of attendees? Explain Yes/No

Are there areas for registration, administration office, storage, etc? Yes/No

Does hotel have capability and facilities to serve breakfast and lunch? Explain Yes/No

If planned, does hotel have capability and facilities for a gala dinner?  
Explain

Yes/No

Is hotel close to the city downtown centre and to local transportation  
(trains, busses, taxis)  
Explain

Yes/No

Is contract with ISF for rooms, facilities, meals, penalties acceptable  
(Note that ISF reserves right to contract with hotel)  
Explain

Yes/No

How far from an international airport is the ISF host hotel?

\_\_\_\_\_

How will attendees travel from the international airport to ISF host hotel?  
Explain

\_\_\_\_\_

***Trade Show facility and support***

Does hotel have facilities to hold a trade show?  
(Example, accept/hold shipments, trade show material supply company)  
Explain

Yes/No

Does the hotel have a sufficiently large facility for the expected number  
of Trade Show display companies?  
Explain

Yes/No

How many companies from the Host country are expected  
to purchase Trade Show Booths?

\_\_\_\_\_

Are costs related to Trade Show acceptable?  
(Note that ISF reserves right to contract with Trade Show company)

Yes/No

Do you think that local fireworks community will benefit from the  
trade show (especially from foreign Trade Show participants)

Yes/No

***Non-Program Activities (HC Events)***

Are there evening activities for attendees in the vicinity?  
Explain:

Yes/No

Are there activities for spouses during the day?  
Explain:

Yes/No

Are there any cultural events/festivals during the proposed dates?  
Explain:

Yes/No

[International Symposium on Fireworks Society \(ISFS\)](http://www.ISFireworks.com)

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Can the ISF be held in conjunction with the local events/festivals?  
Explain: Yes/No

Will there be any planned tours?  
Explain: Yes/No

Will the host committee be planning fireworks events?  
Explain: (How many) Yes/No

If transportation to evening fireworks events is necessary,  
will it be provided?  
Explain: Yes/No

***Sponsorship (Please explain if only partial sponsorship is provided)***

Welcoming reception? Yes/No

How many coffee breaks? \_\_\_\_\_

How many meals? \_\_\_\_\_

Gala dinner \_\_\_\_\_

Departing reception? Yes/No