
CALL FOR BIDS: ORGANIZING THE 2034 ICAP

The International Congress of Applied Psychology (ICAP) is held every four years, alternating every other biennium with the International Congress of Psychology (ICP) which is also held every four years. The ICAP is organized under the auspices of the International Association of Applied Psychology (IAAP). The ICP is organized under the auspices of the International Union of Psychological Science (IUPsyS).

It takes many years to plan and organize an ICAP. For this reason, the IAAP Board of Directors considers proposals and chooses a host for an ICAP as long as eight years before the event is held. It is then the responsibility of the host (and its scientific community) to organize the Congress - including developing the program, issuing calls for participation, publicizing the Congress, arranging accommodation, arranging special programming, and usually arranging additional funding through grants, sponsorship, and the like.

Who may submit a bid to host an ICAP?

- Any national psychological association/society or network of psychological associations/societies in a given country may submit a proposal for organizing an ICAP.
- Any IAAP Full Member or Fellow in good standing may submit a bid for organizing an ICAP in cooperation with a national psychological association/society or network of psychological associations/societies.
- Members of the IAAP Board of Directors should encourage a national psychological association/society or a network of psychological associations/societies to submit a bid for organizing an ICAP.

Determining the feasibility of hosting an ICAP in your country/city

To establish the feasibility of hosting an ICAP before submitting an application, you might begin with an overview of your country/city as a Congress venue:

- Is there a conference venue to host at least 3000 participants?
- Are there sufficient hotel rooms (approx. 2,500) at a range of rates close to the conference venue, or is transportation from hotels to the conference venue easy and frequent?

How are countries/cities selected?

If your country/city would be appropriate for hosting an ICAP, you are invited to submit an application. It is the IAAP Board of Directors that votes for the selection. Although it is hard to predict just what features of a proposal determine the voting outcome, the Board of Directors typically takes the following items into account (the order of the items which are listed here is not necessarily in the order of importance):

- **Geographical rotation** among continents and countries for the Congress. – In an attempt to guarantee broad geographical coverage, the Board of Directors will be likely to favor applications that enable access across the major regions of the world. An additional factor is the location of large concentrations of psychologists. Therefore, some regions may be chosen more frequently than others. For your information, here follows a list of recent and forthcoming Congress locations (all of them are available on our website):

1982 Scotland (Edinburgh)
1986 Israel (Jerusalem)
1990 Japan (Kyoto)
1994 Spain (Madrid)
1998 U.S.A. (San Francisco)
2002 Singapore
2006 Greece (Athens)
2010 Australia (Melbourne)
2014 France (Paris)
2018 Canada (Montreal)
2026 Florence (Italy)
2030 Zurich (Switzerland)

- **The scientific community** in the Congress country. – The scientific community in your country plays a key role in developing the scientific program. You should provide evidence demonstrating their willingness and capacity to create a strong and balanced program with broad international representation.

- **Scientific exchange.** – Developing a good program also requires communication with scientists all over the world. Is there a strong tradition of efficient scientific exchange between your country and the scientific world?
- **Communication.** – Effective and frequent communication between the Congress Organizers and the IAAP Officers is essential. For example, the overall structure of the scientific program and other Congress details need to be discussed. It is therefore important to demonstrate the ability to maintain strong communication with the IAAP Officers;
- **Costs** for attending the Congress are another factor. The IAAP Board of Directors will expect that the Congress registration fee will be reasonable, that there is a range of good hotel rates (particularly including inexpensive ones), and that travel costs can be kept as low as possible. For your information, the registration fees for ICAP 2014, 2018, and 2026 using **early bird registration** as reference are:

Category ICAP	IAAP Members Category A ¹	IAAP Members Category B ¹	IAAP Members Category C ¹	Non-IAAP Members	IAAP Student Members
ICAP 2014 Paris	450€ US\$617	400€ US\$420	300€ US\$411	600€ US\$823	200€ US\$274
ICAP 2018 Montreal ²	350€ US\$370 ²	215€ US\$294 ²	215€ US\$294 ²	413€ US\$566 ²	165€ US\$226 ²
ICAP 2026 Florence ³	670€ ³ US\$703	450€ ³ US\$472	430€ ³ US\$451	890€ ³ US\$934	400€ ³ US\$420

^{1.} Categories A, B, and C, as defined by the World Bank GDP per Capita (2023)

^{2.} US\$ and € currency conversions as of 2014, time of the ICAP 2014.

^{3.} In Florence coffee breaks and lunches are included.

- Despite efforts to keep costs low, travel is expensive for **students** and early career psychologists, and for psychologists from **lower-income countries**. It is therefore important to provide a plan that will guarantee special fees, housing, and support for those colleagues. This plan should be clearly outlined in the budget.
- A detailed **balanced budget** should be provided as part of the application for hosting an ICAP. According to the IAAP Rules of Procedure, the local Organizing Committee is responsible for covering all costs and, should there be losses, IAAP has no financial liability whatsoever. Thus, it is important to show realistically how the revenue (registration fees and other) will cover the expected costs. It may be helpful to consult the organizers of preceding Congresses in drafting the budget. A pro-forma budget template, showing many of the revenue and expense categories and their interrelationships, is available on the IAAP website (<http://www.iaapsy.org>) and on request from the IAAP Officers.

¹ Categories A, B, and C, as defined by the World Bank GDP per Capita (2023)

<https://databank.worldbank.org/indicator/NY.GNP.PCAP.CD/1f4a498/Popular-Indicators>

- Category A includes countries with a GNI per capita of \$20,000 USD and higher
- Category B includes countries with a GNI per capita between \$10,000 and \$20,000 USD
- Category C includes countries with a GNI per capita below \$10,000 USD

- The International Congresses of Applied Psychology adhere to the principles of free circulation of scientists, as outlined in the [International Science Council's \(ISC\) position on freedom of movement](#). Provide evidence that any scientist, from any country, will be allowed to enter your country without special requirements (other than the regular passport and visa). It is recommended to include an official letter from your country's government (preferably from the Ministry/Department of Foreign Affairs), confirming that your country supports the ISC's position on freedom of movement for scientists.

So, you have decided to submit a bid: What do you need to do and when?

Bids for organizing the 2034 ICAP will be considered by the IAAP Board of Directors. The following describes the procedure to follow for submitting a bid for the 2034 ICAP.

WHAT TO DO WHEN

1. Before September 30, 2025 - Send a formal letter of intent to the President of IAAP, Professor Lori Foster, expressing the willingness to organize an ICAP for year 2034. This letter should be signed by the President or the Secretary-General of the national psychological society/association or network of national psychological societies/associations applying to organize the 2034 ICAP. It should be submitted as an attachment via email to the President (president@iaapsy.org) and the Secretary General (secretarygeneral@iaapsy.org) of IAAP, with a copy to the IAAP Operation Center (operationscenter@iaapsy.org).
2. Before January 31, 2026 - Fill out the Application Form for Submitting a Bid for an International Congress of Applied Psychology and send it to the President (president@iaapsy.org) and the Secretary General (secretarygeneral@iaapsy.org) of IAAP, with a copy to the IAAP Operation Center (operationscenter@iaapsy.org). The form is available on the IAAP website (<http://www.iaapsy.org>) and on request from the Secretary-General of IAAP.

How will your application be processed?

Bids for hosting the 2034 ICAP will be processed by the IAAP Officers and the Board of Directors as follows:

1. **March 1st 2026** - IAAP Officers will review your application and, if needed, will request additional information before it goes to the Board.
2. **May 30th 2026** – If additional information has been requested by the Officers, you will be given until May 30th 2026 to update your application and submit the updated pages of your application to the President (president@iaapsy.org) and the Secretary General (secretarygeneral@iaapsy.org) of IAAP, with a copy to the IAAP Operation Center (operationscenter@iaapsy.org).
3. **July 2026** - Board Members will expect a presentation of the Bids at the live Board of Directors meeting, held just prior to the ICAP (July 21–25, 2026) in Florence, Italy.
4. Board Members will vote on your application. If there is more than one acceptable proposal, the Board will rank them. The top-ranked application will receive a site visit to confirm the suitability of the proposed location for hosting an ICAP.
5. Before **July 2027** – Three to four of the current IAAP Officers, **at the expense of the applicant**, will visit the proposed site for the ICAP:
 - If they find that the site is suitable, they will provide preliminary advice to the organizers concerning the preparations needed for a successful organization of an ICAP.
 - If they find that it is unsuitable, the applicant will be invited to propose an alternate site or an alternative budget.
 - If no suitable site is found, the bid will be discarded and the next highest ranked application will be selected for a site visit.