Guidelines for preparing an expression of interest (EOI) to host the 2031 Pangborn Sensory Science Symposium

1. Announcement of new process

The Pangborn Sensory Science Trust (PSST) is looking to select a 2-3 person team to chair the 2031 Pangborn Sensory Science Symposium (https://pangborntrust.org/what-we-do/).

1.1. Where the 2031 conference will take place

- To advance the PSST's mission to promote the global expansion of Sensory and Consumer Science, the PSST and Elsevier have decided to hold the 2031 conference in Singapore at Singapore Expo (Singex, www.singaporeexpo.com.sg/). The conference will be held from 27th to 31st July 2031. The conference is expected to be of similar size to recent editions (approx. 1000 people) or possibly a bit larger.
- The PSST has contracted Elsevier Conferences to handle the practical aspects of conference planning and implementation. The 2031 chairs must agree to work closely with the PSST and Elsevier during the planning process leading up to the symposium. Final decisions about the conference are the responsibility of the PSST.

1.2. Information seminar for 2031 EOI

- Prospective applicants should attend an information seminar on preparing their EOI. This will take place as a video meeting on 1st December 2026 at a time to be decided. The seminar will be recorded and made available on the PSST website within one week.
- Those interested in attending the seminar should contact the PSST President (president@pangborntrust.org) no later than 1 week before the seminar to receive the online link.
- The seminar will last up to one hour. First, the guidelines will be explained, followed by information about the selection procedure for the 2031 chairs. There will be an opportunity to ask questions at the end of the seminar. Up to 1 week in advance, questions may also be submitted to the President of the PSST, and these will be answered during the seminar, where possible.
- As this is a new application process, previous bids to host the Pangborn Symposium will not be made available.

1.3. New rotational system for hosting the Pangborn Sensory Science Symposium

- The 2031 conference marks the start of a new rotational system for the geographical regions hosting the Pangborn Sensory Science Symposium. This deliberate change by the PSST advances the global expansion of Sensory and Consumer Science.
- Going forward, the conference will rotate between three regions: North America (USA and Canada), Europe (EU and surrounding countries), and the rest of the world (ROW) (Latam, Africa, Asia-Pacific, Middle East).
- The post-2031 rotations will be: 2033 - North America, 2035 - Europe, and 2037 - ROW (a specific region may be specified closer to the time).

2. Timeline and selection process

The EOI is due on 12 March 2027 and should be sent as a single PDF to the President of the PSST (president@pangborntrust.org) no later than 12 noon (GMT). Late EOIs will not be considered.

Among the submitted EOIs, one will be selected for further development. EOIs proposing other countries, venues and dates will not be considered.

A decision announcement will be made by the end of April/Early May 2027. The selected chair team will be asked to present their full proposal to the PSST and the Pangborn Conference Committee at an in-person meeting to be held during the Pangborn 2027 meeting (full details on how to prepare the full bid will be given closer to the time). The PSST will not contribute financially to the cost of attending this meeting.

Applicants should regularly check the PSST website (https://pangborntrust.org/) for any changes/updates to the bidding process and timeline.

3. Length and format of the EOI

The main EOI document should be prepared in Times New Roman (size 12) with 1.5-line spacing. The paper size should be A4, with at least 2 cm margins at the top, bottom and both sides. The EOI must not exceed 7 pages.

An appendix is allowed (no page limit), but it must only contain the contents specified in Section 7 of this document.

Applicants should regularly check the PSST website (https://pangborntrust.org/) for any changes/updates to the bidding process and timeline.

4. Information that must be included in the EOI

4.1. Proposed organisers (chairs), as well as an organising committee for the 2031 Symposium

- Background information about the chairs, including relevant scientific credentials, professional experience/track record in relation to organising conferences and events (including engagement in the Pangborn community).
- At least one chair should be based in the Asia-Pacific region. Involving scientists and professionals from the region hosting the conference is required to ensure that the conference is appropriately anchored in the regional context.
- Background experience of other members of the organising committee (note that the organising committee may comprise individuals located in Singapore, the Asia-Pacific region, and other geographical regions).

4.2. Proposed conference themes, topics and accessibility

- The programme for the 2031 conference should be similar to recent Pangborn Symposium offerings in terms of plenary sessions, parallel sessions, workshops, posters, etc. In a manner that is realistic within the contracted venue spaces, we also encourage potential changes or innovations. Proposals should include details of proposed conference themes/topics, including any changes or innovations.
- Pangborn is an in-person conference, but proposers should also outline how they intend to use current wider technologies to enhance the experience and make content more accessible to both in-person attendees and a wider audience, particularly those from sensory communities for whom cost prohibits attendance. Suggestions will be judged on cost implications and budget constraints.
- Details of how the research of early career researchers (ECR) will be championed/promoted must be included.

4.3. Venue, accommodation and transport

- The EOI is NOT expected to include information about the venue, accommodation and transportation. These aspects of the conference have already been agreed between the PSST and Elsevier.
- An information pack with facts about the venue facilities (conference spaces, AV capabilities, catering) is available on request from the President of the PSST (president@pangborntrust.org).
- Elsevier will be responsible for identifying reasonably priced and convenient accommodation options with indication of the distances and/or time (on foot and by public transport) between these accommodations and the conference venue. Provisions for lower-cost accommodations for students and other economically conscious attendees will be available.

4.4. Local sensory and consumer science communities

- Details about any sensory/consumer communities in the local area that can provide support to the organising committee during symposium planning, and how they will be involved.
- Details about the size of the sensory/consumer community and previous sensory/consumer science meetings held in the area/region.

5. Preliminary budget

- The PSST and Elsevier have already agreed on a preliminary budget demonstrating the conference's economic feasibility. The EOI is, therefore, not expected to include a budget, and the full details will not be made available at the EOI stage. Registration rates will be similar to previous editions of the conference.
- The chairs will have USD 12,000, which they can use to cover their expenses during conference planning and/or add “local flavour” to the meeting. The EOI should include details on how the chairs propose spending this money.
- Keeping the Pangborn Symposium affordable is important, and any innovations should keep this in mind. The PSST and Elsevier are responsible for the conference budget, and any changes to the preliminary budget will require explicit approval.

6. Social functions and cultural and entertainment options

- Elsevier will work with a local tour company to offer a selection of different tour options for the free afternoon. Information on this is NOT needed in the EOI unless the chairs propose a completely different option to past conference editions.
- The PSST and Elsevier will identify venue options for the gala dinner that meet size and budget requirements. Within budget constraints, the selected chair team will be involved in discussions on menu and entertainment options. For the EOI, preliminary thoughts on how this event will be used to add “local flavour” are encouraged.

7. Information that may be included in the Appendix

- CV for the chairs, max 5 pages per person.
- Letters of support (organisational, financial, in-kind) (no page limit).
- Grants/finance offered by the host city (no page limit).

8. EOI evaluation criteria

The primary evaluative criteria are: 1) chair team and organising committee credibility and experience, 2) scientific programme’s excellence, quality and breadth for academia and industry, and 3) elements of the conference that ensure the Asia-Pacific region benefits from hosting the 2031 conference in Singapore.