

Proposal submissions to host the Metabolomics Society annual conference in 2028

1. General information

The Metabolomics Society is an independent, non-profit organization, governed by a Board of Directors composed of dedicated members of the metabolomics community who are ultimately responsive to the other members. The Metabolomics Society's vision is to be the premier organization devoted to the development of metabolomics- and metabolism-based research. Constituted in 2004, the Metabolomics Society now has more than 900 members in more than 40 countries. The Society is dedicated to promoting the growth, use and understanding of metabolomics in the life sciences. Further information is available at <https://metabolomicssociety.org/>.

The Metabolomics Society has organised an annual conference since 2005 and which is the premier conference for the scientific field – see <https://metabolomicssociety.org/events/metabolomics-society-conferences/> for more information. The number of attendees for the last four conferences has been in the range of 500-1100. The conference cycles through three locations – North/South America, Europe/Africa/Middle East and Asia/Oceania. The 2026 conference was in South America, the 2027 conference will be in South Korea and the 2028 conference will be in Europe or Africa. Traditionally, the conference operates in late June and runs from Sunday lunchtime to Thursday afternoon. Different formats can be proposed; for example, operating from Sunday morning to Wednesday evening.

The Society welcomes proposals from groups who are interested in hosting the annual conference in 2028.

2. Information to be included in proposal

- Conference chairs (a minimum of two conference chairs who work in the scientific field of metabolomics is recommended).
- Conference dates.
- Location: conference building/centre name, address, city, country.
- Conference building: Information on capacity and capabilities including (a) large auditorium/plenary capacity (up to 1,200 attendees), (b) three smaller auditorium capacity for parallel sessions (each up to 400 attendees), (c) whether conference would be on one floor or multiple floors and (d) Exhibition space for sponsors exhibits and poster sessions (approximately 100-400 posters displayed simultaneously).
- Conference accommodation: A minimum of two international hotels located close to the conference building including current room costs for single occupancy and double occupancy rooms, approximate walking distance or

transfer time from the conference building, and whether a room block can be reserved.

- International accessibility: accessibility from North/South America, Europe, Africa, Middle East, Asia and Oceania including information on nearest international and national airports and information on travel options from airport to conference location.
- Venue and hotel accessibility: information on step-free and disability access at the conference building and at the recommended hotels.
- Visa and entry requirements: an overview of visa requirements and the typical entry process for international delegates travelling from all geographical regions of the world.
- Local transport options and costs including to/from the conference building.
- Proposed location for conference meal including maximum capacity.
- Audio Visual (AV) costs are important to accurately report. During the conference there will be a requirement for a large plenary session lecture theatre to host up to 1200 attendees and three separate parallel session rooms with each able to host up to 400 attendees. AV costs should include all equipment rental and support, all staff costs and any other required costs. Please itemise AV costs by room (the plenary session room and each of the three parallel session rooms).
- Catering costs are important to accurately report. Please provide information on the menu(s) chosen and which relate to the costs being submitted. Please attach the costed menu(s) with your submission. Feel free to use our [2025 agenda](#) as a guide for the number of coffee/lunch breaks (also outlined in the accompanying excel template)
- Estimated expenditure – include costs in the attached Excel file for those costs which you can provide. If a cost is not known, then please do not include.
- Inclusion of quotations for major costs will be viewed highly positively.
- In your estimations, please advise
 - where insurance costs are applicable
 - where costs to suppliers may potentially excl VAT

3. Enquiries

We are happy to answer any questions you have during the proposal stage. If you do have any questions then please email all three Officers of the Metabolomics Society below:

- Warwick Dunn (Warwick.Dunn@liverpool.ac.uk)
- Candice Ulmer Holland (candice.ulmer@usda.gov)
- Maria Monge (maria.monge@cibion.conicet.gov.ar)
- Monica Cala (mp.cala10@uniandes.edu.co)

4. Submission process

Submit all requested information in a single Zip folder to Monica Cala (mp.cala10@uniandes.edu.co), Warwick Dunn (Warwick.Dunn@liverpool.ac.uk), Candice Ulmer Holland (candice.ulmer@usda.gov) and Maria Monge (maria.monge@cibion.conicet.gov.ar).

Please ensure the email subject has the title: **Proposal to host MetSoc conference 2028_[Country of interest]**

Please submit proposals by the end of September 25th 2026.

5. Review process

All proposals will be reviewed by the Board of Directors based on assessment criteria which review location, accessibility, venue capacity/suitability and costs.