

GUIDANCE ON BIDS TO HOST IASSIST CONFERENCES

See also: <http://www.iassistdata.org/conferences/hosting.html>

On that page scroll down for the Conference Manual.

This is a general guide, and an organisation submitting a proposal should feel free to add more details, illustrative tables or photos, leave out the parts that are not applicable, and choose the layout they wish.

Prior to sending a full bid, you should email an Expression of Interest (EoI) for hosting IASSIST conference. The EoI should include the host organisation(s), proposed location and dates, and full contact details for further communication.

Send the proposal as an email attachment addressed to the current president of IASSIST (see [iassistdata.org](http://www.iassistdata.org)).
Title: Proposal to host IASSIST 20yy Conference

WHAT SHOULD BE INCLUDED IN THE PROPOSAL?

In addition to items mentioned in the EoI:

FOREWORD & LETTER OF COMMITMENT BY THE HOST ORGANISATION'S DIRECTOR

- Your organisational structure defines if this is applicable and who should write such a letter.

GENERAL DESCRIPTION OF THE HOST ORGANISATION(S) AND THE CITY/COUNTRY

- To provide background why the organisation wishes to host the conference, what are the connections to the world of (social science) data, and what are the special reasons why both newcomers and seasoned members would eagerly attend the IASSIST meeting in your city and hosted by your organisation!

CONFERENCE DATES

- The dates when you propose to hold the conference (conference runs from Tuesday to Friday, with pre-conference meetings taking place on Monday/Tuesday).
- Why these dates?
(Practical details like the availability of the conference centre, university term ending the previous week, conflict or cooperation with another event, date of a national holiday, weather etc. help the administrative committee to understand your choice).
The most usual time for the IASSIST conference is from mid-May to early June. If your proposal is for something different, please pay attention on the "why". It is also worth noting that the IASSIST membership year ends in June, and the conference is also a wrap-up of the organisation's annual activities.

LOCAL ARRANGEMENT COMMITTEE & CONTACT DETAILS

- Indicate the chair of the local arrangements committee (LAC) and possible other dedicated roles (e.g. co-chairs, webmaster, communication).
- Provide full official contact details to ensure smooth communication during the proposal stage.

CONFERENCE LOCATION

- Description of the venue and the space & equipment available for plenaries, concurrent sessions (up to five rooms for simultaneous sessions), posters, workshops, committee meetings, general assembly and lunches and breaks. A space big enough for all attendees is needed for the keynote speeches and general assembly.
- Reception and banquet locations (confirmed or tentative).
- Keep in mind that most of the spaces should be accessible for people with disabilities.

TRAVEL AND ACCOMMODATION

- How to get to the city from abroad, and to the conference venue in the city.
- Public transportation and getting around in the city.
- Conference hotel(s) and what arrangements have been made with the hotel(s).
- Estimated price level for accommodation and travel.
- Alternative or affordable forms of lodging that are available.

REGISTRATION COST ESTIMATES

- General guideline should be that the fee is moderate and in broad terms in line with the previous years' rates (taking into account country to county cost level)
- Estimated early bird and standard rates (on-site if applicable)
- If known, until when the early bird rate is available
- What is covered by the registration fee (banquet, lunches, etc.)?
- Workshop fees
- Companion fees
- Note: membership fees collected with registration are to be transferred to IASSIST after the conference.

PRELIMINARY BUDGET

- More detailed the better, but should at minimum include the total budget calculated based on the number of expected attendees. Consider including some of the following items:
 - conference site fees (venue rent, workshop space, etc.)
 - on-site equipment
 - administrative and conference services hiring costs
 - setup and running costs of the registration system
 - catering (lunches, breaks, reception, banquet, refreshments. Optionally light breakfast., snacks)
 - conference website (for 3 years) & promotion
 - bags and T-shirts
 - other staff costs
 - sponsorship confirmed or available, if known
 - anticipated revenues (connected to registration costs)
- Estimated break-even point (in terms of number of attendees / estimated attendance fee)
- In recent years conference attendance has been on the rise. Plan to accommodate at least 250 persons, preferably up to 300.
- An estimate if seed money from the IASSIST will be needed (seed money is meant for bills that need to be paid in advance and it is to be paid back to IASSIST after the conference).

RESOURCES (HUMAN, TECHNICAL, SUPPORT ETC.)

- Conference office
- Technical staff to assist with the presentations
- Runners or student helpers to assist during the presentations
- Accounting etc. etc.

MISCELLANEOUS

If you would be willing to consider another year as well, please indicate this in the proposal too.