

Opportunity to Host ICIME 2012

Thank you for your interest in hosting ICIME 2012. The following points are designed to give you and colleagues at your university some details on how the conference is organised and what we would be asking from your institution.

1. ICIME is a two-day conference and we expect between 80 and 100 participants. I would ideally like to run on a Thursday and Friday sometime in late March or April 2012.
2. We require a plenary room to hold everyone, at least for the periods 0900-11:30 and 16:30-18:30 on the first day and 09:00-10:00 and 14:00-15:00 on the second day. In addition we will require 5 or 6 breakout rooms throughout the two days. Sometimes the plenary room would be one of these rooms - that would depend on how you utilised your rooms and this can be discussed in more detail at a later stage.
3. We would require morning coffee, lunch and afternoon tea on the first day and morning coffee and lunch on the second day.
4. We do have a conference dinner on the first evening, but we like to take this opportunity to go somewhere outside the University if possible/appropriate and so we will be looking for advice as to a suitable venue for this.
5. We require audiovisual equipment in each room (datashow projector and laptop computer, preferably connected to the Internet).
6. Single en-suite accommodation is required for the night before the conference and the middle night. If the host university has campus accommodation available we like to avail of this, but if not we will need to find suitable hotels close to the University.

With regards the financial arrangements we ask the Host University to provide the rooms, the AV equipment and Internet connection for the conference at no charge to us and we will cover all other costs for refreshments, meals, conference dinner etc. We will manage the administrative process of the paper collection, review, typesetting etc. We will collect the conference fees from the participants and arrange and pay for participant accommodation. We will provide conference bags and all conference materials required during the conference and we will staff the conference with an Administrative/support team.

In addition we are able to offer the host university the following discounts for students and staff attending the conference.

1. Chair person/people: No charge at all
2. Up to 10 students/staff can attend the conference at no charge. They will not be eligible to attend the conference dinner but will be given a set of conference proceedings and materials.
3. Up to a further 10 students/staff members can attend at the special rate of £120 which covers the costs of full attendance (including conference dinner, lunches, proceedings, etc.)
4. Any number of staff/students can be invited to attend the conference sessions, but will not be eligible for any materials, refreshments, lunches or dinner. (We do need to know names in advance and will provide badges).

N.B. The above student and staff offers are only available to individuals who are not presenting authors.

Presenting authors from the host university may register at the relevant published rate, less 20%.

The Host University is invited to include their logo on the conference website and on all printed material connected to the conference. We invite a member of the Host University faculty to take the position of Conference Chair and we would encourage a number of individuals from the Host University to join the Conference Committee.

If you require any further information at this stage, please do not hesitate to contact me.

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