

# Opportunity to Host a Conference

Thank you for your interest in hosting a conference. 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. The conference is a two day conference and we expect between 120 and 150 participants.
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 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 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/computer equipment in each room (datashow projector and laptop computer connected to the Internet).
6. There need to be internet facilities for participants to be able to check email and preferably wireless internet availability too.
7. 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 a suitable hotel close to the University.

**With regards the financial arrangements** we ask the Host University to provide the rooms for the conference and the AV/internet and computer facilities at no charge to us. 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 typeset, publish and print the proceedings and will supply conference bags, stationery etc. We will provide staff to manage the conference whilst it is running.

The Host University is invited to include their logo on the conference website and on all printed material connected to the conference. It is usual for 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.

We offer the Host University the following discounts for students and staff attending the conference.

1. One Conference Chair and One Programme Chair: No charge at all and they can submit a paper.
2. Anyone from the Host Institution who has a paper accepted for the conference is eligible for a 20 per cent discount off the published fee.
3. Up to 10 non-presenting students/staff can attend the conference at no charge. This covers full entrance and all materials for the conference, but excludes the conference dinner, which can be purchased separately at cost.
4. To give students the opportunity to further participate they can submit research in progress in the form a poster to the conference at no fee.
5. Further non-presenting staff members can attend at the special rate of £150 which covers the cost of full attendance (including conference dinner, lunches, proceedings, etc.)
6. Any number of non-presenting students or faculty can attend the conference sessions, but will not be eligible to receive a conference pack, have lunches or the conference dinner. A name badge will be supplied.

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

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