

IAFLL CONFERENCE PROPOSAL GUIDELINES

The IAFLL Executive Committee is seeking bids to host Biennial and Interim Conferences.

Biennial conferences are held in odd-numbered years and generally run for 5 days; interim conferences in even-numbered years last approximately 3-4 days. Please ensure that you state explicitly what kind of conference you are bidding for. While we welcome bids from both first-time and seasoned host institutions, we especially encourage our colleagues in the Global South¹ to submit proposals to enable us to broaden our international participation.

This document is intended to streamline the proposal process and includes a list of points that should be addressed in your bid.

Proposals should be emailed to the IAFLL Executive Committee (EC): executive@iafll.org. All proposals will be assessed by members of the IAFLL EC, and the final outcomes will be communicated by the IAFLL President.

DATES, LOCATION & SAFETY

1. Conference dates

- a. Note that IAFLL conferences are typically held in June-July. Please provide a reason for your proposed dates. You may want to include a rough programme structure (please indicate if some days will be half days).

2. Conference location (Country, city & area)

- a. What makes this area / city particularly attractive to delegates? Consider seasonal attractions, tourist sites, etc.
- b. What are the **visa restrictions** for international delegates, what are typical processing times and financial implications (esp. for delegates from Global South countries)
- c. Are there any **travel bans** in place / likely in the future?

3. Safety considerations

- a. Are there any concerns for delegates on the grounds of and not limited to: race, age, gender identity, sexuality, religion, political affiliation in the proposed hosting area / city / country?
- b. How safe is the area generally (e.g. travelling between airport and city, **walking** to and from conference venue(s), using **public transport**, etc.)
- c. How safe is the area / city / country for **solo travellers**?

CONFERENCE VENUE & FACILITIES

4. **Where will the conference be held?** E.g. university campus, hotel, conference centre, etc.
5. Is the venue easily **accessible by public transport**?
6. Does the venue have auditoriums / lecture theatres / seminar rooms with enough **capacity** for keynote talks and parallel sessions?

¹ <https://worldpopulationreview.com/country-rankings/global-south-countries>

- a. Are the lecture theatres / seminar rooms in close proximity to one another to allow delegates to move between sessions easily?
7. What **infrastructure** is available? E.g. audiovisual equipment, reliable internet, tech support, air conditioning, heating, etc.
8. What **catering** facilities are available for coffee breaks / lunch?
 - a. Are they able to cater to delegates with dietary requirements?
9. What support does the venue offer to delegates with **disabilities / additional needs**? Please make sure that lecture halls, seminar rooms, catering facilities, other localities where conference events are hosted (e.g. welcome reception, conference dinner, ECR networking events) are fully accessible.
10. Will the conference be **in-person, partially-hybrid or fully-hybrid**?
 - a. Note that partially-hybrid can only be proposed where the host ensures that all keynote sessions will be streamed; fully-hybrid requires all keynotes and parallel sessions to be streamed.
 - b. Explain how this will impact on the registration fees (see section 14 below) .
11. What is/are the **conference language(s)**? Note that the primary conference language is English; however, you may wish to accept papers and hold specific parallel sessions in other local languages. You may want to consider providing sign language interpreting for keynotes.

ACCOMMODATION

12. Will you offer **discounted rates** for delegates to stay in hotels / student halls near the conference venue?
13. What hotels / apartments / hostels are in the vicinity of the conference venue (see also point 5)

REGISTRATION FEES

14. While we do not expect a full cost breakdown and fee structure at this stage; please provide an overview of how you intend to approach the following matters:
 - a. We expect hosts to offer a **discounted registration rate for IAFLl members**, and strongly recommend a **further discount for delegates from the Global South, non-salaried members**, as well as **students**.
 - b. We strongly recommend including the **conference dinner** in the registration fee to encourage attendance by everyone who wishes, and/or selecting a location that is more affordable by all attendees.

ORGANISING COMMITTEE

15. Please provide the names of the **local organising committee** with a brief outline of their **experience** organising and hosting conferences, as well as any additional support that may be provided by the host university.

Please do not hesitate to contact us if you have any queries about the conference bidding process. We look forward to reading your proposal!

Your IAFLl Executive Committee: executive@iafl.org