What are we looking for from UACES Annual Conference Hosts?

Research Sessions
✓ Space to hold up to 18 consecutive research sessions
✓ The rooms have projectors and computers
✓ The rooms seat at least 25 people
✓ Ideally, these rooms are in the same building

Plenary Sessions
✓ An auditorium that seats 350-400 people
✓ Projector and computer included with the room
✓ Ability to livestream plenary sessions to virtual audience

Coffee breaks, Lunches and Receptions
✓ Space to serve coffee and lunches to 400 people
✓ Space to host a drinks reception for 400 people (this does not need to be at the university, we often use city halls or other civic spaces)
✓ Nearby options for a conference dinner for 200 people (again, this does not need to be at the university)

Publishers’ Exhibition and UACES Reception Desk
✓ Central space to hold publishers’ exhibition and locate UACES reception desk
✓ Ideally, this should be close to the coffee break and lunch venues

Location
✓ Ideally in a city centre, or close to lots of amenities
✓ Good transport connections via train, road and plane

Accommodation
✓ Whilst not necessary, if there is university accommodation available for delegates to hire, it is very welcome
✓ Otherwise, being located in a city centre, close to accommodation options is also great

Financial Considerations
✓ Preference will be given to venues that are able to offer free or reduced-rate room hire
✓ If there are other forms of financial support available (eg from the local authorities, or tourist boards) this will also make the venue more attractive