

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