This form has been split up into 10 sections.

1. **The Conference Host**
2. **The Venue**
3. **Venue Capacity and Equipment**
4. **Accommodation**
5. **Thematic focus**
6. **Organisation**
7. **Coffee breaks and Lunches**
8. **Showcasing your City**
9. **Incentives & Outreach**
10. **Conclusion**

Please send the completed form to [admin@uaces.org](mailto:admin@uaces.org) by 31 January 2024.

When quoting prices, please state:

* the year (e.g. 2023 prices);
* the currency (e.g. GBP);
* whether VAT is included or not;
* and the applicable rate of VAT

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| **1** |  | **The Conference Host** |
|  | **1** | **Contact details**  Please provide the names and contact details (email) of the individuals who will be responsible for organising the event at your institution. |
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|  | **2** | **Institution and Department**  Please describe briefly your institution and your department (max. 200 words). |
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|  | **3** | Level of support from head of department/institution What support do you have from your Head of Department and your institution for this application. Indicate alternative plans in case the main organiser leaves the institution between the application and the conference date. |
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|  | **4** | Experience with large events Please indicate the prior conference hosting experience of the members of your department. |
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|  | **5** | Links with UACES (previous events) Please indicate which UACES Annual Conferences or other UACES events you and/or your co-organisers have attended in previous years. |
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|  | **6** | MotivationPlease describe briefly your main motivation to bid for the hosting of the UACES Annual Conference (max. 200 words). |
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| **2** |  | **The Venue** |
|  | **1** | Date for the conference The date for the conference will be Monday 7 to Wednesday 9 September 2026, with the expectation that most delegates would be arriving on Sunday 6 September. Please confirm that the venue will be available for these dates and describe how the dates fit into the academic year at your Institution (teaching week, non-teaching week etc.). |
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|  | **2** | The main conference venue Please indicate the name and postal address of the main conference venue, with a description of the buildings concerned, as well as a links to online maps or web pages if appropriate. (be brief, we ask for the detail in section 3). |
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|  | **3** | Travelling Please explain the different travel options towards your city, indicating the estimated costs and travel time from the nearest airport(s). |
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|  | **4** | Local transport Please provide a brief overview on how to get from the airport/train station to places of accommodation and the conference venue, indicate walking distances within the city, public transport options and ticket prices. |
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| **3** |  | **Venue Capacity and Equipment[[1]](#footnote-1)** |
|  | **1** | Plenary sessions (i.e. for keynotes or round table sessions) Please indicate the exact location, room number, capacity and equipment and cost of suitable lecture halls or auditoria for plenary sessions (these should have a minimum capacity of circa 350 seats). Please indicate if the plenary room has the equipment required to livestream sessions (eg via Zoom). |
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|  | **2** | Break-out rooms Please indicate the number, exact location, room numbers, capacity and equipment (i.e. data projectors) and cost of available break-out rooms (a minimum of 15 break-out rooms with a minimum capacity of 30-40 seats is needed). Is there capacity beyond 15 rooms? |
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|  | **3** | Distances Please indicate the walking distances (in minutes) between plenary location and break-out rooms. Please provide floor-plans if available. |
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|  | **4** | Room hire Is the organiser charged hire rates for rooms or communal areas? If so, do these rates attract VAT and at what % rate (in some countries, room hire is VAT free)? |
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|  | **5** | **Extras** |
|  |  | Would there be any additional costs for us to consider in relation to the venue (e.g. audiovisual hire costs, hire of microphones, projectors, or computers, technical support, out of hours access requiring extra security costs, cleaners, porterage etc.)? |
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|  | **6** | Publishers’ exhibition Please describe convenient location options for the publishers’ exhibition that would guarantee prominent visibility and good contact with delegates, as well as available equipment (electricity sockets, exhibition tables, cloakroom). |
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|  | **7** | Registration desk Please indicate your suggested location for the conference desk (for registration, etc.). |
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|  | **8** | **Office**  Would UACES staff have access to an office for the duration of the conference? |
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|  | **9** | Wifi Please indicate whether Wi-Fi is available at the conference venue for delegates to use. If yes, is there any charge, and what arrangement would there be for delegates to access these? |
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|  | **10** | Disabled access Please outline the disabled access / facilities available (for both accommodation and conference facilities). |
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| **4** |  | **Accommodation** |
|  | **1** | Hotels Please provide a summary overview on the local offer in terms of hotels and guest houses (location, capacity and price range, indicating whether breakfast is included). |
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|  | **2** | Student residences Please indicate whether student residences would be available (please note the dates of the conference), whether they are en-suite, what the current price range is, whether breakfast is included and how booking would be organised[[2]](#footnote-2), and their location (in relation to the venue). |
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|  | **3** | Budget accommodation Are there other budget accommodation options available (e.g. local hostels or cheaper hotels)? |
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|  | **4** | **Preferential rates**  Would the local Tourist Office or the University be able to negotiate preferential rates for conference delegates? If so, how would these bookings be managed? |
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|  | **5** | Distance Please describe the walking distance and/or public transport options between the different types of accommodation and the main conference venue. |
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| **5** |  | **Thematic focus** |
|  | **1** | Main conference theme Can you suggest a thematic focus for the conference, which might broadly apply to the plenary sessions? |
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|  | **2** | Suggestions for keynote speeches / plenary sessions In accordance with the thematic focus suggested, please indicate keynote speakers and thematic plenary sessions that you would envisage organising. |
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|  | **3** | Academic focus of your department/centre Please describe briefly the academic focus and quality of your department and its members. |
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|  | **4** | Academic participation of local staff What level of participation do you think there might be from other academics at your institution (i.e. from those not involved in organising the event)? |
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| **6** |  | **Organisation** |
|  | **1** | Involvement of department staff Please describe the expected involvement of department administrative staff in the preparation of the conference. NB we do not require a high level of commitment, but it is helpful to have a contact person with whom to liaise at the venue. |
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|  | **2** | Conference office Please indicate whether your institution has a conference office or other specialised event management service[[3]](#footnote-3)? If yes, please describe their involvement, scope of services, price range and usual invoicing procedures. If no, please describe who exactly would be in charge of organisation and whether there are any extra charges for additional human resources. |
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|  | **3** | Student help Student help (undergraduate or postgraduate) has proved to be extremely helpful for the smooth running of a conference. Please describe what type of student help you intend to set up and whether this produces any extra costs. How would you motivate the students? |
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| **7** |  | **Coffee breaks and Lunches[[4]](#footnote-4)** |
|  | **1** | Location for coffee/tea breaks Please indicate the location you would suggest for the coffee/tea breaks and describe the distance to plenary and break-out rooms. Please provide floor-plans if available. |
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|  | **2** | Coffee/tea break options Please indicate the current price range for the available coffee break options and what these would normally include. |
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|  | **3** | Location for lunches Please indicate the location (e.g. canteen, cafeteria, self-service restaurant, courtyard) where lunches would take place and describe the proximity to plenary and break-out rooms. If there is a suitable space, a standing buffet lunch can often be ideal. |
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|  | **4** | **Dietary requirements**  Please confirm that it will be possible to cater for dietary requirements (allergies, gluten free, vegetarians, vegans etc). |
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|  | **5** | Lunch options Please indicate the current price range for lunch options and what these would include. If required, please indicate any extra costs (e.g. hire of tables for a standing buffet). |
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|  | **6** | **Catering options**  Please supply the names and websites (if possible) of the proposed caterers for both the lunches and the coffee breaks. Please indicate if these are internal or external caterers and whether you have used them before. Please provide details for two or three caterers if this is possible and if this is permitted by the contractual agreements to which your Institution may already be committed. |
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| **8** |  | **Showcasing your City** |
|  | **1** | Your city and region Please briefly describe the attractiveness of your city and region (max. 250 words plus web links if appropriate). |
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|  | **2** | Local attractions What local attractions could be packaged as an organised excursion that we could offer to delegates before or after the conference? |
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|  | **3** | Conference dinner What locations would you suggest for holding the conference dinner (to take place on the evening of Tuesday 8 September)? Please describe briefly location, dinner options, price range and who would provide the catering. Typically, about 50% of our delegates choose to register for the dinner, so venues with a capacity of circa 200 are ideal. |
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|  | **4** | **Civic hospitality options**  Is there any potential for sponsorship from the civic authorities for a reception, etc.? |
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|  | **5** | **Tourist Office**  Does your city have a local Tourist Office and what role would they play in making the conference a success? |
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| **9** |  | **Incentives & Outreach** |
|  | **1** | Sponsors – internal Please indicate if there is any confirmed or potential sponsorship available internally from within your Institution? |
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|  | **2** | Sponsors – external Likewise, please indicate the names of any external sponsors or other sources of funding (both institutional and corporate) that you would have the opportunity to contact for financial support or sponsorship-in-kind. |
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|  | **3** | **Incentives** |
|  |  | Are there any other financial incentives that UACES should consider (e.g. free or subsidised venue hire, subsidised on-site accommodation, special rates with caterers etc.). |
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|  | **4** | Partners Please indicate the names of potential academic or institutional partners (local or neighbouring think-tanks, institutions, publishers…) that you intend to contact for any contribution other than sponsoring (e.g. speakers, administrative support, venue etc). |
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| **10** |  | **Conclusion** |
|  | **1** | Further relevant information Please summarise briefly any other relevant information you would like to communicate to UACES concerning the added value of your conference bid? |
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|  | **2** | Committee work Would you be available to attend some of the UACES Committee meetings in the 12 months preceding the conference? |
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|  | **3** | **Site Visits**  If our Committee wishes to take your application forward, we would like to visit your institution for an evaluation site visit sometime during March to May 2024. Are there any particular dates we should avoid (public holidays, other commitments)? |
|  |  |  |
|  | **4** | **Endorsement**  Name of person completing this form, signature and date. |
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Thank you for your interest in hosting the conference and for completing this form.

Please send the completed form to [admin@uaces.org](mailto:admin@uaces.org) by 31 January 2024.

1. When quoting costs, please indicate if there are any discounts for half-days (remembering that the final day typically finishes before lunch) [↑](#footnote-ref-1)
2. Our preference is for University accommodation to be booked by the delegate directly with the University (i.e. entirely separate from the conference arrangements with UACES for catering, venue hire etc.) [↑](#footnote-ref-2)
3. UACES would elect to NOT use specialist Event Management Services to help us manage the event as we have our own team, but we would need to liaise with the conference office (if there is one) to arrange all the bookings etc. [↑](#footnote-ref-3)
4. In recent years, we have provided lunch and 3 coffee breaks on the Monday, the same on Tuesday, and only 1 coffee break on the Wednesday (i.e. we have finished before lunch on the final day). Please take this into consideration when quoting costs. [↑](#footnote-ref-4)