What are we looking for from UACES Annual Conference Hosts?

Research Sessions

- ✓ Space to hold up to 18 concurrent research sessions
- ✓ The rooms have projectors and computers or HDMI cables
- ✓ The rooms can seat 25-40 people
- ✓ Ideally, these rooms are in the same building or across two buildings on the same campus

Plenary Sessions

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

Coffee breaks, Lunches and Receptions

- ✓ Central space to serve coffee and lunches up to 500 people as well as host an exhibition
- ✓ Space to host a drinks reception for up to 500 people, ideally hosted at a building of local significance
- ✓ Nearby options for a conference dinner or evening event for 200 people

Publishers' Exhibition and UACES Reception Desk

- ✓ Publishers' exhibition should be held in the same area as the coffee and lunch breaks
- ✓ Convenient location for UACES registration and reception desk

Location

- ✓ Ideally in a city centre, or close to lots of amenities
- ✓ Good transport connections via train, road and plane
- ✓ Nearby airport with transfers direct to the city

Accommodation

- ✓ Whilst not necessary, if there is university or other student accommodation available for delegates to hire, it is very welcome
- ✓ Otherwise, located in a city centre, with a variety of accommodation options to suit all budgets

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 (e.g. from the local authorities, or tourist boards) this will also make the venue more attractive
- ✓ Please highlight relationships that the department or university may have with organisations interested in sponsoring the conference