



## Call for Conference Bids - continuation

- The ExeC will decide about the winning bid at its meeting in Autumn 2020 and communicate the decision to all bidders soon after the meeting. In order to facilitate the process, please include at least all the information asked for in this call and submit your bid as a PowerPoint or PDF presentation which could be viewed during the ExeC meeting.

### **Bids should provide the following information:**

- name and address of the hosting institution
- if several buildings will be required, please give details (if possible)
- names of the proposed Local Organising Committee (if possible; the LOC can be comprised of up to 15 members)
- why your city?
- capacity of the largest available lecture hall/auditorium (for the evening Plenaries which include the Opening and Closing Ceremony – minimum required 1800, preferably 2000+)
- size and number of available rooms for Semi-Plenaries (requirements: between 6 and 8 lecture rooms for 100-400)
- size and number of available rooms for Research Network and Stream sessions (requirements: between 70 and 95 seminar rooms for 20-60)
- note that all venues should be within short walking distance; all venues and rooms must be accessible; all rooms should be equipped with air-conditioning, screens, projectors, PCs or laptops and wifi)
- preliminary and provisional costs for venues and rooms as well as the catering (lunchboxes and coffee breaks)

### Please also include information about:

- the coordination and training of the conference student volunteers/staff
- the potential registration area for at least 10 desks (A-Z) and the distribution of the conference bags to all delegates
- the potential exhibition area for 25-30 publishers
- the potential distribution points for lunchboxes (1000+ lunches per break)
- the potential family room/child care area
- possibilities of additional fund-raising and sponsorship, incl. non-monetary (city, public transportation, funding agencies etc.)
- the hosting institution's sustainability policy and ideas for the further sustainability of the conference and its organisation
- number, range, quality and costs of accommodation in the city
- transportation connections (e.g. nearest major airport, railway network, underground, buses, tramways etc.)
- ideas for sociological walks, city tours and other tourist programme points and events
- other possible advantages/disadvantages of the conference location