

## **Tender to host the ESREA 2016 triennial research conference**

Every third year ESREA organizes a European research conference somewhere in Europe in cooperation with a hosting institution. This conference is not connected to any specific network; rather it aims to gather all ESREA networks for a joint conference. The previous conferences were organized at the following locations: 1995 in Strobl (A), 1998 in Bruxelles (B), 2001 in Lisbon (P), 2004 in Wroclaw (Pol), 2007 in Seville (Sp), 2010 in Linköping (S) and 2013 in Berlin (D).

ESREA is now calling for tenders to organize the next triennial conference in September 2016. In order for the Steering Committee to make a well grounded decision, the tender needs to include the information as outlined below.

Tenders should be sent to [sofia.nystrom@liu.se](mailto:sofia.nystrom@liu.se) no later than February 1, 2015.

If you have any questions regarding this issue do not hesitate to contact Bernd Käßplinger ([bernd.kaeplinger@rz.hu-berlin.de](mailto:bernd.kaeplinger@rz.hu-berlin.de)) as he was part of the organizing group of the last triennial conference or the secretary.

The tenders will be discussed and a decision made at the Steering Committee meeting at the first meeting in 2015.

The proposal should be approximately 1-3 pages and doesn't necessarily need to follow the structure outlined below. Some of these questions might be hard to answer at this stage, but please try to give some indications anyway.

Attached is also the instruction given to our network conveners as this provides further information about the organizational and financial frames of how ESREA organizes conferences in co-operation with a hosting institution. Our policy is that each conference should be self-financed.

### **Theme of the conference**

1. What ideas do you have for a theme of the conference?
2. Who are you planning to invite as keynotes in relation to the theme?
3. Are you planning a pre-conference for PhD students? If so, on what theme?

### **Location of the conference**

1. What will be the location of the conference?
2. How easy is it to travel to this location?
3. What approximate costs for travelling to the location are there (are there any low fare companies flying there etc)?
4. What is the distance between the airport and the location of the conference?

### **Localities**

1. What localities do you have access to (quality of seminar rooms etc)?
2. Will it be possible to fully equip the rooms with computers, projectors etc?
3. What's the maximum number of participants which you would be able to accept at the conference?
4. How many people fit into the largest of the rooms which you have access to (there is a need for a room which can accommodate all participants during the joint sessions and plenaries)?

### **Organization**

1. Who will, to your knowledge at this stage, be the person with overall responsibility for the organization of the conference?
2. Which persons do you, at this stage, have in mind to be on the local organizing committee?
3. What experiences do you have of arranging international research conferences?
4. ESREA has twelve research network, do you have some idea of how to make these network be visible during the conference?

### **Accommodation**

1. What range of accommodation will be available (are there both cheaper and more expensive accommodation available)?
2. How far will it be to get from the hotels to the conference location, what means of transportation will be available and what time will it take to get from the hotels to the conference location?
3. What are the costs for accommodation (Give some examples of different “qualities” of accommodation and their approximate prices. It is important to have cheap options, especially for PhD students)?

### **Information and documentation**

1. Will you have the possibility to set up a conference web page with all the conference information on it?
2. How do you intend to distribute all the papers?
3. Will the papers be printed, and if, in what way?

### **Financial issues**

1. Do you have the opportunity to self-finance this conference?
2. What other funding possibilities are there (local, regional, (research) funding organisations etc.)?
3. What will the approximate conference participant fee for the conference be?
4. What will be included in the participation fee (participation, food, public transportation etc)?