# Call for Proposals to Host IAF Global Conference 2020

**QUESTIONS TO RESPOND TO:**

1. **Conference organizers – Local Team**
2. Have they been active and contributing members of the IAF community?
3. Do they have all the important roles covered? And enough people involved to make it manageable?
4. What experience do they have with conference organizing?
5. How many volunteers the local team has to provide support to the event?
6. How strong does the support of local institutions appear to be?

Please outline your response using no more than 500 words!

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1. **Location**
2. In what way is the proposed location desirable and accessible for IAF members?
3. How convenient and affordable is travel for both domestic and overseas participants?
4. Is the place likely to attract new participants to the conference?
5. To what extent will the location of the conference will be a benefit to the local community of facilitators?

Please outline your response using no more than 300 words!

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1. **Facilities**
2. What (one or more) conference facilities are you suggesting?
	* Name and location?
	* Contact person at the venue?
3. Please describe or share a map of the conference facilities, including a main room suitable for 500 people and 20-25 break-out rooms suitable for simultaneous workshop sessions
4. How many people single and double rooms can the venue provide?
5. Is inexpensive housing available for graduate students and others with limited budgets in the venue or close to it?
6. Are there sites or opportunities for special conference events (banquets, social events) that have special appeal, if not held in the conference venue itself?

Please outline your response using no more than 300 words and attach information of the conference venue in your proposal!

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1. **Dates**
* What dates in September-October 2020 can the suggested venue(s) cater for?
* Have the organizers checked for potential conflicts with other competing conferences?
* If the dates are outside the range, is the organizers argument for those dates compelling?
Any special holidays/festivities your area may be celebrating at the same time and/or any festivals or

special events that conference participants might be able to take part in

Please outline your response using no more than 300 words!

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1. **Finances**
2. If you have received a quote from the suggested conference venue, please attach it. Or, describe in words what the indicative cost for this event might be.
3. Any special offers, sponsorship or support you or local institutions could be willing to provide to conference participants to enhance their stay, quality and success of the conference, keeping in mind that the host association is a non-profit professional organization and attendees work in a wide range of sectors.

Please outline your response using no more than 300 words!

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**Please ensure your proposal clearly outlines:**

* Contact information and brief background on the host team, with 3-5 contact persons (e-mail, whatsapp, and physical address).
* Conference date(s) you are offering/protecting at the venue(s).
* Name and general information of the legally recognized entity that could sign local contracts in the name of the conference (chapter, company, organization, university, etc.).

We look forward to receiving your proposal January 15, 2019 to: office@iaf-world.org

Many thanks for your contribution!