Call for Proposals to Host EME IAF Conference 2021

WHO ARE WE?
The International Association of Facilitators (IAF) is a participatory organization with members in more than 65 countries. As a professional association, we set internationally accepted industry standards, provide accreditation, support a community of practice, advocate and educate on the power of facilitation and embrace the diversity of facilitators.
Every year the IAF hosts a range of national and regional conference to provide a gathering place for facilitators to learn, engage and grow as a profession.
The prime objective of IAF conferences at any level is to provide IAF members, other interested individuals and related organizations with state of the art information, case studies, research and exhibits to assist in the advancement of facilitation as a profession, benefit the practice of facilitators as well as create and enhance the relationships between our members and professionals who use facilitation in their practice.

WHO CAN HOST?
Any team of 3-5 IAF members (including a Project Manager) who share the values and goals of our association, along with a commitment to arrange an important event to advance our profession, may apply to host our 2021 EME Regional Conference. These members and their team will become the Local Organizing Team (LOT) and will need to have the strategic means (mostly human resources and available locations) to organize a 2 - 3 day conference for a minimum of 100 participants.

Officially recognized Chapters and Special Interest Groups are specially encouraged to host. The organizing committee needs to be entirely EME based.

WHAT DO WE DO?
We have developed a Conference Manual to assist with the most common questions and practical issues and to help harmonize our different events. The successful LOT will have the support of the Regional Director for EME and Director of Conferences and Events. For the conference itself, the IAF can provide seed funds that are recovered at the end of the event if the LOT’s plan calls for them. Both the Regional Director for EME and the Director of Conferences and Events will be available to the LOT for consultation and will not be members of the LOT. The IAF can offer web support, including an automated registration solution and Conference website. However, the LOT is not obligated to use IAF web resources. The IAF also works with a management company that has a conference planning department. The LOT can use those services, but must account for those services in the conference budget.

SOME CONSIDERATIONS

Financial
The conference is a non-profit event. As such, the money that derives from the conference registration revenue is re-invested to offer to our participants the best opportunities and experiences for research and professional advancement. Because of this, we encourage conference hosts to mobilize local resources to support the conference costs and enrich the conference experiences of our members. Examples of local resources include university provisions for discounted on-campus housing, local government and charitable organization grants to support conference programming, discounts at local restaurants, sponsorship of social events for conference attendees, etc.

Duration
The IAF EME Regional Conference takes place over 2-3 days. Our preference is for a 3-day conference; however, if you have a compelling reason for adding a day (or a portion of a day), the conference selection committee is open to the possibility of extending the meeting into a fourth day. If a proposing team has a different proposal, a justification should be included. Also, historically IAF conferences have been scheduled Friday-Sunday as our core participant constituency are independent contractors who are more likely to have free weekends than weekdays.
Please see the current policy regarding IAF Regional Conferences for specific policies and procedures regarding all IAF conferences.

Proposal
Candidates willing to host our 2021 EME Regional Conference are kindly asked to submit a proposal (information below). The Selection Committee will carefully review each proposal. The Selection Committee will be made up of Celeste Brito, Regional Director for EME; Paulo Nunes de Abreu, Director for Conferences and Events; Steve Lloyd, EME Treasurer, a previous regional conference chair and 2 additional guests.

Official Language
The official language of the event is English, as this is the EME Regional Conference.

Before and during the event the following activities may be expected to happen: Facilitation Impact Awards Ceremony, CPF Assessment and pre and/or post conference sessions and other facilitation events, such as pre or post facilitation events.

Date
The Conference of EME should be held in the 2nd semester of 2021, preferably September or October.

Theme
We encourage that the Conference of EME has a theme which is aligned with IAF Strategic Initiatives

DEADLINE
The deadline for submitting proposals is August 31st 2020. An extension may be considered by the Selection Committee.

Proposals should be sent to: office@iaf-world.org and rep.europe@iaf-world.org
The subject should be “Proposals 2021 Conference of EME Region”

Additional questions to the Selection Committee should be sent to rep.europe@iaf-world.org with the subject “Question 2021 Conference of EME Region”.

The Selection Committee will carefully review each proposal and communicate their decision to Candidate teams by Oct. 15, 2020. An extension may be considered by the Selection Committee.

CRITERIA FOR EVALUATING PROPOSALS
The IAF Conference Steering Committee will use the following criteria in evaluating proposals:

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

Location
- Is the proposed location desirable and accessible for IAF members?
- How convenient and affordable is travelling for European and Middle East participants, as well as overseas participants?
- Is the place likely to attract new participants to the conference?

Facilities (information not indispensable but recommended)
- Is inexpensive housing available for graduate students and others with limited budgets?
• Are there sites or opportunities for special conference events (banquets, social events) that have special appeal?
• Is the proposed hosting site and meeting facilities suited to host simultaneous workshop sessions in an appropriate environment for facilitated sessions?

Dates
• Are the recommended dates within the acceptable range for the conference?
• 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?

Program
• Other language opportunities?
  o Session track
  o Simultaneous translation
• Conference theme or process by which a conference theme will be shaped
• Pre-post facilitation events are included

Finances
• Do the organizers have a tentative plan for pursuing local resources and sponsors to support expenses and enrich the conference experience?
• Are the proposed price points (member/non-member, early/regular) for conference fees cost effective for members and other potential participants?
• Do the organizers have a tentative plan for pursuing local resources and sponsors to support expenses and enrich the conference experience?
• Do the organizers have a tentative budget and plan to develop a final budget that will break even or make a moderate profit?

EME Regional Director
Celeste Brito
March 2020