

Cover Page

[Insert name of organisation
wishing to host]

invite the

19th International ECHA Conference
(September 2024)

to

[Insert city, country]

Instructions: Please use the following headings to guide your proposal submission.

1 Executive Summary

In this section, provide a summary of the key points of your proposal; this should be less than 1 page.

2 Letters of Support

In this section, include any letters of support from educational and/or government bodies.

3 Host Association

In this section, provide information about your organization such as:

- a) purpose and objectives of the organisation
- b) current office-bearers
- c) local conference chairperson
- d) major achievements and/or relevant experience
- e) availability of a successor if the current chairperson should, for any reason, have to resign
- f) number and kind of personnel available for working on the conference

4 Conference Plans

- a) state the date of the conference (September is preferred) and the proposed venue/location
- b) demonstrate the past and future commitment to the objectives and policies of ECHA
- c) operate within the current version of ECHA Conference Guidelines
- g) include a letter from the president or contact officer of your organisation stating that the ECHA Conference Guidelines have been read and understood, including agreement that the event will operate where possible within these guidelines
- h) include details of existing/proposed structures within the organisation with a list of key conference committee members
- i) include the theme of the conference and possible strands
- j) include suggestions for keynote and invited speakers
- k) include suggestions for pre-conference workshops
- l) include suggestions for social program
- m) include plan for sponsorship including any support needed e.g. commence lobbying relevant Education Sectors, government bodies, etc

- n) include a draft budget showing all anticipated costs and income (example is available)
- o) include a plan about how abstract submissions and conference payments will be handled
- p) include a timeline

5 Conference Venue

In this section, include information regarding the facilities available at the proposed venue (e.g. seating capacity; number of keynote lecture theatres and break-out rooms; audiovisual equipment; etc)

6 About the Location

In this section, include information about the proposed city in which the conference will be held. This may include such details as those below:

- a) International Significance
- b) Access
- c) International Airport
- d) Visas
- e) Attractiveness to delegates
- f) Experience and accolades
- g) Value
- h) Local transport
- i) Climate
- j) Delegate safety
- k) Accommodation
- l) Pre and post conference touring