

Cover Page

[Insert name of organisation
wishing to host]

invite the

4th Thematic ECHA Conference
[Insert suggested name of Conference
referring to the key topic]
[Insert opening/closing date in 2025]
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 Host Association

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

- a) purpose and objectives of the organisation, major achievements of the organisation (and/or relevant experience) in gifted education and talent support general, and in the special conference topic special, relation of the organisation to universities involved in gifted education, if the organisation is not a university
- b) current office-bearers of the organisation
- c) local conference chairperson and expertise in conference topics
- d) availability of a successor, if the current chairperson should, for any reason, have to resign and expertise in the topics of the conference
- e) number and kind of personnel available for working on the conference
- f) expertise of the organizing team (and the local conference organization service provider -- if any) in conference organization

3 Conference Plans

- a) state the date of the conference and the proposed venue/location with an analysis how much the proposed conference is overlapping with conferences in gifted education and talent support within and outside Europe (such as e.g. conferences in Germany, Austria, Switzerland, or those of the WCGTC, etc.) (note that Thematic ECHA Conferences may last only for a single day, are preferably 2-day events, and have a maximal duration of 3 days)
- b) state the key topic of the conference and give a justification and elaboration why this key topic is important in gifted education and talent support, give details of the topic, listing what type of presentations are looked for in the conference, and what workshop(s) or other discussion/cooperation/networking activities are planned, give justification of the research-oriented nature of the topic and conference organization
- c) state the expected number of participants (note that Thematic ECHA Conferences may be much smaller than International ECHA Conferences having participants usually between 300 and 600; it is suggested that the maximal number of participants should be smaller than 200, but a workshop with 40 key participants can also be envisioned) and summarize your plans how to reach people

interested in the topic(s) of the conference (including the past networking activities of the organizers in the area or related areas) (note that Thematic ECHA Conferences may have multi-national attendance – focusing on European countries –, may also involve a larger number of participants from the country, where the Conference is organized, but should remain international, with English as their official language)

- g) include a letter from the president or contact officer of your organisation stating that the Thematic ECHA Conference Guidelines have been read and understood, including agreement that the event will operate where possible within these guidelines
- h) include a list of key conference organization and scientific committee members
- i) include number and suggestions for invited speakers
- j) include a timeline
- k) include suggestions for social program
- l) include a draft Budget showing all anticipated costs and income including registration fees, potential support and a plan how you would like to achieve this support (please note that ECHA has a fee of 3000 EUR for organizing a Thematic ECHA Conference)

4 Conference Venue

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

5 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

6 Letters of Support

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