# Proposal to host next IHSA Conference on Humanitarian Studies

What does it mean to host the IHSA Conference on Humanitarian Studies?

**Co-host and collaboration:**

* Your organization will be the official co-host and (academic) partner of the conference that year. This will be communicated throughout all conference promotions, website and other PR campaigns
* You and your colleagues will collaborate with the IHSA board on choosing the conference themes of that year
* They will also be part of the Scientific Committee to decide which panels will be accepted or not

**Conference outline:**

* We usually expect around 200 to 300 people on sight with a few hundred more online
* Three conference days running from 9am to 6pm
* Up to 90 panel sessions with around 8 parallel sessions throughout the three days

**Venue and other practicalities:**

* The conference requires 8 (class)rooms throughout the three days that fit at least 30 to 50 people.
* Laptops/computers, projectors and webcams for the hybris sessions are needed in each room.
* A reliable WIFI connection and steady electricity is needed throughout the venue.
* Technical support for the hybrid panels is needed in the rooms at all times. This can be through student assistants or technical support on call.
* A plenary hall is needed for the opening and closing sessions, holding up to +/- 300 people. For the plenary sessions, we normally invite local and international key-note speakers, practitioners and/or scholars. A plenary hall can also be booked in the area close to the venue.
* A number of central locations are needed for coffee breaks, so people can meet up but can also get coffee. Likewise a lunchtime facility to cater for up to 300 is needed.
* There should be hotels within reasonable distance of the venue
* The venue should be within a taxi ride of an international airport.
* The country proposed should be one for which it is easy for all or participants to obtain an entrance visa.
* Finances: In order to keep the ticket price as low as possible it would be preferable if the host organization could help with finding donors for the event, or act as a sponsor itself e.g offering discounts on the venue and catering.
* IHSA will arrange registration, conference payments, call for panel and papers submissions via their conference website.

If you would like to offer to host the conference and feel you can meet all the criteria above, please fill out the form below and return this document to IHSA at [conference@ihsa.info](mailto:conference@ihsa.info)

**Feel free to reach out to set-up an online meeting for more information before you apply!**

**INFORMATION:**

**Name of the organization interested in hosting:**

**Address of proposed location:**

**Organisation website:**

**Your Email:**

**Proposed dates (weeks or months of the year):**

**Description of venue and its facilities, and any additional attractions of the venue:**

**Please state what the average costs involved with hosting the event at your venue are. This includes location hire/room rental, staff costs, catering costs etc. And whether your organization is in the position to sponsor or give a discount to any of these costs?**

**Is there staff available to put in hours to help with the local organization of the event?**