

Template for iLRN Annual Conference Hosting Proposal

General Information

1. Year Proposed:
2. Location (City and Venue):
3. Hosting Institution(s):
4. Academic Lead(s):
5. Previous Conference Organization Experience:
6. Tentative Conference Dates:
7. In-principle Agreement on MoU and Financial Terms:

Proposed Venue Details

1. Venue Name and Address:
2. Venue Type and Description:
3. Proximity to City Center and Airport:
4. Conference Rooms and Facilities:
5. Exhibition Space:
6. A/V and IT Infrastructure:

Accommodation

- List hotels or student residences within close proximity
- Number of rooms and approximate price ranges
- Options for budget accommodation
- Planned or potential discounts for delegates

International Issues

1. Visa Requirements:
2. Import/Export Restrictions for Exhibition Equipment:
3. Currency for Conference Transactions:

Attendance and Support

1. Local/Regional Participant Engagement Plan:
2. Attractive Features of the Location:
3. Anticipated Barriers and Mitigation Strategies:
4. Support from Hosting Institution:
5. Support from Government or Local Agencies:
6. Potential Sponsors and Industry Partners:

Budget (Projected)

Expenditure

Item	Best-case (€)	Likely (€)	Worst-case (€)	Remarks
Venue rental				Provided by?
A/V equipment rental				
Staffing/labour costs				
Social events & catering				
Merchandise				
Insurance				
Total				

Income

Source	Best-case (€)	Likely (€)	Worst-case (€)	Remarks
Sponsorship #1				Company name
Sponsorship #2				Company name
Other sources				
Total				

Local Conference Team

- Names, titles, and affiliations of key team members

- Short biographies (1–2 paragraphs each)
- Past experience with similar events or iLRN-related activities

Appendices (Optional)

- Photos or maps of venue and surrounding area
- Letters of support from institutions or sponsors
- Any additional documentation (e.g., draft MoU)

Instructions to Proposers

- Follow the structure and headings strictly.
- Use concise, factual language.
- Provide web links where appropriate.
- Submit the proposal as a single PDF document to iLRN by the indicated deadline.