

IIIF Annual Conference Host Requirements & Roles

(All include assistance from IIIF-C staff)

Location requirements

Travel

- Attendees come from all over the world, though primarily Europe, North America, and Asia. The venue should be accessible by an international airport.

Event location

- Spaces for sessions, including a ½ day showcase (free and open to local attendees in addition to conference attendees, 200-300 attendees, generally), workshops (100-200 attendees), and breakout sessions (150 attendees each, 2 sections) must be set up for presentations with appropriate A/V capabilities. **Priority is given to hosts who can provide spaces for sessions at no cost.**
- Space for reception (150-300 attendees). The Consortium will contract directly with reception locations.
- Spaces for breaks (twice daily) and catered lunch. These should be in an easily-accessible central location to the conference sessions.
- Local catering options should be able to meet a variety of dietary needs
- Travel around the conference venue should be walkable or accessible via public transport.
- Hotels should be reasonably priced, and walkable or accessible via public transport to the conference venue.

Technical requirements

A/V and Wifi

- Wifi for conference participants, including external access to SSH (22), VPN and basic web access
- Laptop provided at the front of the room plus support for presenters to use their own laptops
- Projector with a large screen
- Rooms will require handheld microphones for attendees to ask presenters questions

- Speakers to transmit audio will also be required for the showcase and plenary sessions and parallel sessions.

Video

- The conference sessions are video recorded, including the speaker and slides.
- The video files should be provided ready to upload to YouTube.

Host staff roles

Local planning committee members

- Staff or members of the host institution are responsible for joining IIIF-C staff in creating a local planning committee to plan local arrangements for the event.
- This committee will meet at least monthly (and more frequently as the event date approaches) beginning in Fall 2026..

Local planning contact

- The host provides a primary contact for the conference who serves on the event planning committee and provides knowledge and helps make local arrangements like reserving rooms and suggesting lunch restaurants.
- This contact is also the point person for local issues for the duration of the conference.

Costs/expenses

Costs

- The Consortium covers the cost of running the conference, including catering and other expenses, through ticket sales and sponsorship.
- The host institution is expected to convey any internal discounts for catering, A/V, and printing.
- The host *or* the Consortium may receive and process registration fees and sponsorship payments.
- The Consortium will require a preliminary budget for space, catering, and a/v support prior to drafting a memorandum of understanding with the host.

Sponsorship

- Sponsors are typically acknowledged during the event and we require a space for them to exhibit during the event.

Attendee scholarships

- We seek to offer diversity scholarships to allow a more diverse range of people to attend. These costs are covered by the IIIF Consortium and via sponsorship.

