



## Open Education Global Conference 2025 & 2026

### Conference Location Proposal

*Proposals must be submitted by June 19, 2024*

Please complete the information requested below that will enable the Board of Directors of the Open Education Global (OEG) to select the most appropriate location for the 2025 & 2026 conferences. You will be notified of the Board's final decision in September 2024.

This form may be completed electronically or by hand. Please submit your proposal and any attachments to [conference@oeglobal.org](mailto:conference@oeglobal.org). Please contact us with any questions. Thank you for your interest in hosting the 2025 *or* 2026 Open Education Global Conference!

**We are submitting a proposal for (tick applicable box):**

- OE Global 2025       •
- OE Global 2026       •
- Both                   •

### Conference Organization

Proposed conference city and country:

Name of host organization:

Main contact at host organization:

Name:

Email:

Phone/skype id:

Name of co-host organizations, if applicable:

The local conference committee is responsible for conference logistics. This committee will work closely with the staff of the OEG to plan, promote and coordinate the conference. The committee should be made up of at least 3 people, preferably drawn from different OEG members in the region. The conference committee chair is from the host organization, working on a volunteer basis. The chair requires a significant commitment of time throughout the year leading up to the conference.

Proposed Chair of the conference committee:



Name:

Institution/Affiliation:

email:

Proposed conference committee members (2-3 in addition to the Chair listed above):

A letter of support is required from the host organization acknowledging its commitment to provide the necessary staff time and logistical support for the conference. This letter should be signed by someone with the formal authority to make this commitment on behalf of the organization. Please indicate how this letter is being sent:

- ☐ The letter of support is attached to this proposal.
- ☐ The letter of support is being sent separately via e-mail attachment or fax.
- ☐ We are unable to provide a letter of support at this time.

## **Conference Logistics**

Proposed conference dates (must be in the period September to December 2025 or 2026):

Name and description of proposed venue (size and number of meeting rooms, availability of catering, etc. A website or document with this information is acceptable in lieu of a summary):

A reliable, high-speed network for Internet access is required for the conference location. Please confirm that this is available and can support 3-400 connections.

Please identify any other major conferences, events, meetings or holidays taking place in the same or nearby location within a week of the proposed dates, and describe how these events could impact the Open Education Global conference in terms of preparation, attendance, transportation, costs, etc.:

## **Travel**

Nearest major international airport:

Is additional transportation required to get from the international hub to the conference city (such as a train ride or additional flight)? If so, please describe:



Please provide the approximate airfare/train costs (coach class, round-trip) to the conference city from the following major cities:

*Currency used:*

Amsterdam (AMS):

Los Angeles (LAX):

Mexico City (MEX):

Nairobi (NBO):

Tokyo (NRT):

Are there any restrictions on travel to this country or location?

Are there citizens of particular countries or regions who may have trouble obtaining a visa for this country? If so, please give more details:

## **Accommodation**

We will need to accommodate conference attendees from around the world, with different expectations and budgets. Please provide information about the recommended conference hotel and at least two other hotels that represent a range of costs and services:

Recommended conference hotel name:

Star rating or general category of hotel:

Estimated room cost (specify currency):

Is this hotel the proposed venue for the conference? Yes ☐ No ☐

If not, how will attendees get from the hotel to the venue?

## **Additional accommodation options:**

Please list a few other accommodation options for participants, including name of hotel, estimated room cost and approximate distance from venue:

## **Financial information**

Please complete the projected conference budget form and return it with this proposal. If you have questions about the conference budget please email us at [conference@oeglobal.org](mailto:conference@oeglobal.org)



## **Additional Information**

Please indicate any special considerations regarding hosting the conference in this location during the proposed dates (for example, special opportunities, milestone events for local members, political considerations, weather, etc). In what ways will hosting of the Open Education Global Conference help support local Open Education efforts?

Please provide any additional information you would like the Board to consider in reviewing your proposal:

Signature of person submitting this form

Printed name and title:

Date submitted: