**1. Participant numbers and length of conference**

If you are interested in hosting the BALEAP biennial conference, please submit a detailed host bid taking into account all the points in the check-list below.

* 300-350 participants, full registrations and one-day registrations
* Conference extending from Friday lunchtime to Sunday lunchtime (usually April, but avoiding dates of IATEL conference)
* PCE event(s) on Friday morning

**2. Venue**

* Plenary room (preferably lecture theatre with tiered seating) for 300-350 participants
* 8 - 12 break-out rooms (seating capacity should range, if possible, from 30 – 100)
* Posters space if required
* Exhibition space close to refreshment area to ensure footfall past exhibitor stands
* Secure storage room for exhibition materials to be delivered to before conference opens
* Large reception area for registration; other areas where meetings or pre-dinner drinks might be held
* Cloakroom / luggage room (secure/lockable)
* IT equipment in all rooms (preferably with internet connection); IT support available throughout conference
* Rooms should be accessible for participants with limited mobility

**3. Accommodation**

* Hall of residence accommodation (en-suite) or other affordable accommodation
* Halls should be close to the conference venue or a shuttle bus service should be available
* Additional hotel and B&B accommodation should be advertised; conference rates should be arranged for participants where possible (Reservation Highway has been recommended for hotel deals)

**4. Catering**

* Breakfast should be available for halls of residence accommodation
* Lunch available after PCE, (Friday lunchtime, for participants)
* Lunch for c.300 on Saturday
* Light lunch for reduced numbers on Sunday
* Conference dinner on Saturday evening (transport should be arranged if the venue is not close)
* Water available at all times
* Coffee and tea available at all times, if possible, alternatively at coffee breaks in the morning and afternoon and after lunch

**5. Organisation and Support**

* A team with a named lead and specific roles needs to be in place from initial planning
* IT support is essential at all times
* Admin support is very important, particularly in the lead up to the event
* Volunteers are essential to help direct participants, manage cloakroom, etc. (they can be given free entry to some sessions, as appropriate)
* There should be enough support within the centre/department to assist the conference team when necessary e.g. reviewing speaker proposals, creating the conference programme, taking responsibility for different aspects of organisation
* Conference registration should be done via the BALEAP website

**6. Finance**

* Conference costs will vary according to institution, but need to be outlined in a draft budget, based on an attendance of 300-350 delegates. We can provide a list of potential costs to consider, but they are likely to include:
  + administrative and website costs/overheads
  + plenary speakers – these do not normally receive costs for travel from outside the UK and do not receive fees (but sponsorship arranged by organising institutions might cover these)
  + a 15% contingency should be built into the budget to cover any unforeseen costs
* Organisers will need to take responsibility for raising some sponsorship
* The biennial conference is expected to make a surplus to help fund BALEAP activities

**7. Submitting a bid**

* All bids should address the points above. Please also submit for consideration suggested theme and possible plenary speakers