**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, for a face to face or blended event
* Conferences are generally held in April and can extend from Friday to Sunday lunchtime or start earlier in the week and finish earlier. Please provide a rationale for your proposed timeline
* Pre Conference Events should be included in the timeline

**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

**4. Catering**

* Breakfast should be available for halls of residence accommodation
* Lunch available after Pre Conference Events if these are held
* Lunch available on all full days of the conference
* Light lunch for reduced numbers on final day of conference
* Conference dinner on one evening (transport should be arranged if the venue is not close)
* Coffee and tea available at regular intervals and via easily accessible outlets all times
* All meals should include vegan options

**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. BALEAP 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 with the support of the Events Officer
* The biennial conference is expected to make a surplus to help fund BALEAP activities and which is returned to the organisation

**7. Submitting a bid**

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

**FAQs**

**What is the BALEAP conference?**

BALEAP holds a large conference every two years which takes place over several days.  Conferences attract a wide range of participants both from within the UK and internationally, particularly where both in person and virtual attendance is possible.

**Why host a BALEAP conference?**

Hosting a conference is an excellent opportunity to become more involved in the work of BALEAP, to raise the profile of your centre and to gain valuable experience in organising a high profile event.

**What does hosting a conference involve?**

The Conference Bid Checklist gives an indication of factors to consider if you would be interested in hosting a conference.  After the conference, the host is also responsible for editing the *Conference Proceedings* (a selection of the papers that have been presented) which is published as a digital volume by Garnet Education.  This is an excellent opportunity to gain experience of editing a volume of papers with the editorial work supported by the BALEAP Conference Administrator who manages the administrative side of the process.