**Biennial Conference Bid Proposal Form**

The overall purpose of the biennial conference is to provide a global forum for EAP professionals to meet and discuss issues relating to English for Academic Purposes. The specific aims are given below.

**Aims of Biennial Conference for:**

**BALEAP and the EAP community:**

* disseminating research and ideas for good practice in the EAP community
* raising the profile of the organisation
* raising income that can be used to support events, research and other projects

**Individuals:**

* opportunity to present as part of Continuing Professional Development (CPD)
* opportunity to learn from others and share and build on good practice
* opportunity to network

**Host institutions:**

* raises the profile of the department/centre organising the event
* provides opportunity to develop skills in conference/event organisation
* provides opportunity to showcase department/centre and EAP provision there
* does NOT provide an income generating opportunity

See over page for the proposal form.

**2027 Conference Bid Proposal Form**

Please include the following information in your conference bid and make specific reference to considerations on the Biennial Conference Bid Checklist.

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| **Name of institution** |  |
| **Context** | Please include some information about your Centre e.g.  (i) Where it sits within your institution.(ii) Has the Centre hosted any conferences/events previously? (iii) Is there any specific impetus to host in 2025? |
| **Proposed dates for April 2025 Conference**  | Please include proposed dates, avoiding IATEFL dates or any open days or other key dates within your institution.Conferences usually extend from Friday to Sunday but may start earlier in the week and finish earlier. Please provide a rationale for your timeline. |
| **Conference Vision, Theme and Sub-Theme and rationale for selecting theme** | Please detail your overarching theme and sub themes and the rationale behind your choice. |
| **Proposed mode of delivery** | Ideally your conference will be face-to-face with some opportunity for live streamed or recorded sessions to ensure a wider reach. Hybrid conferences are welcome. Please include information about the online platform you would likely use. |
| **Session formats** | Please include information on types of session you would include, e.g. papers, interactive workshops, poster presentations, asynchronous content such as videos with questions and answer functions enables, lightning talks etc. Innovative types of sessions are welcomed.  |
| **Plenary speakers** | Do you have any plenary speakers in mind? |
| **Venue** | For example, on campus or elsewhere. |
| **Accommodation** | What type of affordable accommodation is available in the surrounding area?  |
| **Organisation and Support** | Please include information about the team and available IT support. |
| **Costings** | Please include a provisional assessment of expenditure and income.  |