



IAFFE Conference Proposal Guide

Thank you for your interest in hosting an IAFFE Annual Conference! Our annual conferences are crucial for nurturing our organization. The annual conference is IAFFE's main venue for promoting research dissemination, networking and collaboration among members and potential members. Our conference typically brings together approximately 250-400 individuals who participate in plenary and concurrent paper sessions, workshops, and business meetings. The conference usually takes place over two and a half days (preceded by a day of business meetings and a pre-conference workshop) typically in late June or July.

Most often our conferences have been held at university campuses or institutes during periods when the campus is under-utilized. This provides IAFFE with not only an academic setting but also lower fees for facilities, including campus meeting facilities, dormitory rooms for lodging, food service, and audio visual equipment. We have found that it has been best if the conference sessions are held within the same building or with limited walking distance between the conference facilities to ensure that all members can be adequately accommodated during the conference and that we can maintain an efficient program schedule. Projectors and equipment for the use of PowerPoint presentations are required.

We have assembled the following questions to assess the resources available at your institute or university to host an IAFFE conference. This information will be utilized by the IAFFE Board of Directors to better review proposals and make a site selection. After initial approval as a potential site for an IAFFE Annual Conference, you will be contacted for more detailed information before a final decision can be made. As you may know, IAFFE's policy is to rotate the site of its annual conferences among locations in Europe, North America and developing and transition economies. Site selection is made several years in advance.

Thank you for your dedication and willingness to serve IAFFE. Sponsoring a conference is a significant commitment, and we appreciate the hard work and effort of the people who are willing to take on this important task. The Annual Conference is very important to the life of the organization, and the contributions of local hosts are a real gift to IAFFE. We look forward to receiving your proposal. Please don't hesitate to contact the IAFFE office with questions or requests for assistance as you create your proposal. Our email is iaffe@iaffe.org and we look forward to hearing from you.

Please email your completed proposal to iaffe@iaffe.org or return your proposal to:

IAFFE
371 CBA
Department of Economics
University of Nebraska-Lincoln
Lincoln, NE 68588 0479

IAFFE Conference Questionnaire



Your answers to the questions below will provide valuable information for our Board of Directors in their initial assessment of your proposal. Please indicate which of the following facilities and services apply to your university/institution by placing an X in the appropriate column and also provide further explanation when requested.

YOUR NAME AND CONTACT INFORMATION

Name:
Address:
Phone:
Email:

PROPOSED CONFERENCE VENUE

Institution:
City, State, Province:
Country:

AVAILABILITY AND COMMITMENT

Please provide a brief statement explaining your interest in hosting an IAFFE conference at this institution. Describe the level of local and regional interest and involvement you anticipate by members of the community. How would a conference at this institution fit with the overarching goals of IAFFE? What do you feel makes this location appealing to potential participants?

Our conference usually takes place over two and a half days, preceded by a day of business meetings and a pre-conference workshop. What month would be best to host the conference at your university/institution? Rank these months from 1 to 3 with 1 being the best:

June _____ July _____ August _____

AVAILABILITY AND COMMITMENT continued

Please provide us with one or two examples of conferences that have occurred at this venue in the past. Your description should include the number of attendees, length of the conference, the sponsoring organization, and any additional pertinent information.

Complete the following by indicating Yes or No.	Yes	No
Have you confirmed that your institution agrees to support hosting the IAFFE conference?		
Is there an office that would be available to provide conference services and work with the IAFFE staff regarding logistics?		
If not, are you willing to serve as the liaison between IAFFE and your community, vendors, and your institution?		
If you would not be the liaison, please name the individual(s) who would serve in this capacity.		

CONFERENCE FACILITIES

Are the following spaces available at your institution for our conference?	Yes	No
Auditorium with seating for 250-350 for plenary sessions/membership meeting		
8-10 rooms for concurrent sessions each with seating for 30		
Meals and reception space with tables and seating for 250-350		
Lobby/space for registration tables		
Is the proposed registration space in close proximity to the other proposed available spaces needed for the plenary/business meetings and the concurrent sessions?		
Space for Publishers' Book Displays		
Secure office/room to store registration materials overnight		
Boardroom or conference room space with table able to accommodate 20-25 people		
Are copier and/or printing services available for conference materials, programs and folders?		
If all of the available spaces, as indicated above, are in the same building, what is the name of the building?		

CONFERENCE FACILITIES continued

If all of the available spaces are not in the same building, please describe where and how your university/institution could accommodate the space requirements for the conference:

Is there a charge for use of the auditorium needed for the plenary? If so, how much? Is your institution willing to waive the charge to IAFFE?

Is there a charge for use of the session rooms? If so, how much? Is your institution willing to waive the charge to IAFFE?

Please provide detailed information on all space rental costs associated with the use of an auditorium for two plenary sessions, 35-40 session rooms, and other space needed including reception hall and boardroom.

SECURITY

Which of the following apply to the proposed venue regarding security?	True	False
This venue and city are very safe and additional security for the safety of the participants is not necessary.		
Security personnel would be present during our conference. This is routine and the cost would be covered by the venue.		
It is recommended that IAFFE hire security personnel to provide security throughout the conference for a fee.		

If the last statement above is “true” please describe how security would be provided and at what cost.

EQUIPMENT

Is the following equipment available in each auditorium and concurrent session space?	Yes	No
LCD Projectors?		
Computers?		
Projection screens?		
AV technical support available to set up and assist with the equipment?		
Is there a charge to use the equipment?		
Is there a charge for the AV technical support?		
If there is a charge to use any of the above named equipment or the AV technical support, please provide detailed information regarding who would provide the required equipment and what charges would be involved. Clearly explain all AV and technical support costs of using this venue.		

FOOD SERVICES

The following questions address whether or not your institution/university has food/catering services available for the conference.	Yes	No
Could catering provide coffee breaks throughout the conference and pre-conference workshop?		
Lunch each day of the conference and pre-conference workshop?		
Evening receptions?		
Dinner one evening?		
Could liquor be served at the receptions and dinner?		
Would we need to move to another building for lunch?		
Would we need to move to another building for dinner?		
Would we need to move to another building for the receptions?		
If an outside caterer would be required, could you provide the names of at least three caterers who would be available for bids?		
Would the same caterers provide liquor?		
If not, would you be able to provide the names of at least 3 outside vendors to provide liquor?		

LODGING

The following questions pertain to the kinds of lodging that are available at your university/institution or close by.	Yes	No
Are there 3-4 hotels within walking distance?		
Are there 3-4 hotels within 5 miles?		
Are there dormitory rooms available to accommodate approximately 200 or more participants for 4-5 nights?		
Could these dormitory rooms be reserved directly by the participant with your university/institution with payments made directly by the participant?		

If not, how would these reservations and payments need to be handled and by whom?

- Indicate the range of hotel rooms within 5 miles of the venue.
- Number of hotels or lodging options under \$75 USD a night _____
 - Number of hotels \$75-\$100 USD a night _____
 - Number of hotels at \$100-150 USD a night _____
 - Number of hotels at over \$150 USD a night _____

TRANSPORTATION

These questions are about airport facilities as well as services that would provide transportation to the proposed conference venue. Please indicate which of the following are available and reliable.	Yes	No
An international airport with direct service to your city from most major hubs		
An international airport that requires significant ground or train transportation to reach your city		
Taxi service		
City bus service		
Metro/subway system		
Limo/shuttle service		

SUPPORT

Because IAFFE has only a limited budget, we greatly appreciate the offer of support from host institutions for some of our basic conference events. Please indicate which of the following your institution might be willing to support.	Yes	No
Would your institution be willing to sponsor a reception on the first full night of the conference?		
Would your institution be willing to sponsor the dinner on the last full day of the conference?		
What costs (space rental, AV, catering event) might your institution be willing to support to enable IAFFE to use your facility?		

LOCAL FUNDING

Is your university/department/institute willing to contribute financially to the conference budget or specific budget items or needs? If yes, for which items and approximately what amount?

Can you identify, approach, and obtain commitments from other local funding sources outside

the university (municipality, ministry, non-profit organizations, firms) to fund specific budget items? Please explain and list possible donors.

OTHER

In the space below please provide any other information that might be relevant and help our Board of Directors make a decision regarding your university/institution as a viable site for an IAFFE Annual Conference.