

**Conference Site Hosting Proposal Form**

The International Visual Literacy Association (IVLA) invites proposals from its members to host the organization’s annual conference in 2021, 2022 (outside of USA preferred) and 2023. This annual conference is typically a four-day meeting and held in during the fall. However, there is some flexibility in terms of duration and dates.

Submissions should include the following:

* Person submitting proposal and contact information (email, telephone, address)
* Proposed conference location and dates (indicate whether dates are flexible)
* A description of the conference venue and the benefits of the location
* Advantages of the hosting institution, if applicable
* An overview of the conference theme (50-100 words)
* Proposed tentative schedule
* A description of the conference hotel(s) with estimated costs and distance and transportation options to/from the meeting venue. In consideration of graduate students and travelers with limited budgets, a list of low-cost alternatives should be provided as well.
* A description of session formats: papers, panels, posters, workshops, art installations (including art exhibitions), sessions for specific groups (e.g., teachers), online presentations, etc.
* Information for national and international travelers (e.g., closest airports and available ground transportation to/from the conference hotel)
* Available institutional support (accounting, clerical, financial, and staff)
* Budget showing expected attendance; other sources of revenue (e.g., sponsorship money, grant money); and banquet fees; and approximate expenses for programs, receptions, audiovisual equipment, Internet access, staffing costs, etc.
* The names and affiliations of the local conference committee members and their roles
* Possible site(s) for the welcoming reception and banquet
* A description of conference activities
* An example of your “Save the Date ” flyer

The conference planning committee will review the proposals and make recommendations to the Board of Directors.

Please note that the IVLA Annual Conference is the major way that IVLA raises money and gains new members for the organization. The expectation is that all proceeds from the conference belong to IVLA.

**Please email proposals or any questions to Dana Statton Thompson at dthompson29 [@] murraystate.edu by July 31, 2020.**

Proposal for the \_\_\_\_\_ International Visual Literacy Association Conference.

(year)

Proposal submitted by (full name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Location (City) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A. State why your organization (or you) wants to host the conference**

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**B. Identify and describe the conference venue** (location for conference, sessions, meals, and meetings)

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**C. Options for Accommodations** (likely hotels where conference attendees will stay—approximate daily room rate)

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**D. Travel** – Describe what transportation options are available to reach the conference location. Keep in mind that we will have international attendees. (What airports are nearby? What types of ground transportation is available from the airport to the conference location? Is parking available? Is there a charge for parking?)

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**E. Identify any initial conference theme ideas**.

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**F. List the types of sessions you plan to include** (e.g., papers, posters, round tables, workshops, online presentations, installations/exhibits)

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**G. Briefly describe proposal submission process**.

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**H. Describe proposed conference fees and associated services**(What will the conference fee include?) Coffee breaks? Meals? Reception? Awards dinner?)

NOTE: IVLA will set the membership fees including the cost of selected readings.

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| Example: Conference fee will cover registration, coffee, lunch, 1 or 2 evening receptions and swag bag. |

**I. Describe any institutional or organizational support you have to help with expenses, advertising, transportation, etc**.

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| Example: The institution will fundraise to cover expenses by doing X. |

**J. Describe a tentative budget for the conference**.

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**K. Describe ideas for trips/excursions/social events related to the conference to occur before, during, or immediately after the conference**. Please include proposed cost and when that money is due (Since IVLA handles registration, the funds normally would be collected through that system and the IVLA pays out the funds). If you are proposing a separate registration system for excursions, we will need to know.

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Please note that the IVLA Annual Conference is the major way that IVLA raises money for the organization. The expectation is that the proceeds from the conference belong to IVLA unless other arrangements and/or agreements are made in advance of the conference. Any cost overruns are the responsibility of the hosting institution/organization unless a shared-cost agreement is made prior to the conference. The IVLA organization will take the registration fee and reimburse the cost to the hosting conference chair after the conference.

**L. Include an example of your Save the Date as an attachment (Optional)**