**APPLICATION TO HOST THE ENHR CONFERENCE**

**Introduction**

Hosting the ENHR conference is a major undertaking, involving a lot of work and a degree of financial risk. Host institutions gain the right to use the “ENHR” banner, and are given a large degree of autonomy in how they organise the conference.

However, they do have the responsibility to meet the minimum requirements set out in the document *Guidelines for Organising an ENHR Conference*, which applicants should read. These guidelines are available on the ENHR website ([www.enhr.net/guidelines\_conferences.php](http://www.enhr.net/guidelines_conferences.php) (for members only)) or can be requested at the ENHR Office (ENHR@tudelft.nl).

This form is intended to help applicants to make sure that they have considered these requirements and the cost of hosting the conference.

It also helps the ENHR Coordination Committee to choose between different applicants if there is a competition to host the conference in the same year.

**PART I. APPLICANT’S DETAILS, ORGANISATION AND EXPERIENCE**

**Applicant details**

|  |  |
| --- | --- |
| Contact’s Name |  |
| Contact’s email |  |
| Institution |  |
| City |  |
| Country |  |

**Proposed dates of conference**

|  |  |
| --- | --- |
| Year |  |
| Month |  |
| Dates |  |
| Would you be prepared to host the conference in another year? Yes/ No |  |

**Local Organising Committee (LOC)**

***Members (\* = Chair)***

|  |  |
| --- | --- |
| **Name** | **Institution** |
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***Statement of Academic Experience (max 200 words)***

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| --- |
|  |

***Experience in hosting conferences (max 200 words)***

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| --- |
|  |

**PART II. APPLICANT’S JUSTIFICATION FOR HOSTING THE CONFERENCE**

**Why do you want to host the conference? (max. 300 words)**

|  |
| --- |
|  |

**Why is this location interesting for housing researchers? (max. 200 words)**

|  |
| --- |
|  |

**Conference Theme**

*Specify the conference theme (title) and provide a justification for it.*

|  |
| --- |
| **Title:** |
| **Justification (max 200 words):** |

**Proposed plenary sessions**

|  |  |
| --- | --- |
| **Session** | **Suggested speakers** |
| Opening session (should include overview of local/ national housing situation) |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Field trips**

Please state briefly the location and interest of your proposed field trips.

|  |  |
| --- | --- |
| **Field Trip** | **Reason** |
|  |  |
|  |  |
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|  |  |

**PART III. VENUE AND ITS SUITABILITY**

**Venue (city/ town)**

Is the town/ city suitable in terms of connectivity to airports, etc?

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| --- |
|  |

What is the availability of hotels and other accommodation for participants? Will you be able to pre-book accommodation for participants? Please provide an indication of prices.

|  |
| --- |
|  |

**Venue (buildings)**

*Where will the conference be held? Is it accessible from the city centre/ hotels, etc.?*

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| --- |
|  |

***Capacity of venue***

|  |  |
| --- | --- |
| Number of rooms with capacity:* >500
* 250-500
* 100-250
 |  |
| Number of break out rooms with capacity: * 31-50
* 21-30
* 16-20
* 10-15
 |  |

**Numbers of participants**

|  |  |
| --- | --- |
| Minimum for viability |  |
| Maximum |  |
| Target |  |

**PART IV. CONFERENCE FINANCE AND FINANCIAL VIABILITY**

**Estimated Fee**

|  |  |  |
| --- | --- | --- |
|  | **ENHR Member** | **Non-member** |
| Early bird |  |  |
| Standard |  |  |
| Selected country rate |  |  |
| New Researcher |  |  |
| Accompanying person |  |  |
| Any special, lower fees?* Day rate YES/NOIf yes, what is the estimated fee? …………..
* Other lower fee to all participants (eg. access to conference only) YES/NOIf yes, what is the estimated fee? …………..
 |

**What’s included in the fee?**

|  |  |  |
| --- | --- | --- |
|  | **Yes/ No** | **If “no”, what is the charge?** |
| Reception |  |  |
| Lunches |  |  |
| Conference Dinner |  |  |
| Field trip |  |  |
| Other |  |  |

**Budget Costs**

Please provide a proposed budget for the conference. This should itemise the costs that will be incurred. Please refer to the Appendix for guidance. Whilst it is not necessary to list every item, you will likely wish to use the main headings.

**Budget costs**

**Sponsorship**

What sponsorship have you secured? Sponsorship may be in cash or in-kind (e.g. venue, coaches for field trip, reception).

|  |  |
| --- | --- |
| **Sponsor** | **Sum or gift-in-kind** |
|  |  |
|  |  |
|  |  |
|  |  |

**Financial viability**

Please provide an assessment of the conference’s financial viability (max 300 words). Show what assumptions about delegate numbers and fee levels are required to cover the Budget Costs.

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|  |

**V. NEW RESEARCHERS’ COLLOQUIUM**

Do you intend to hold a New Researcher’s Colloquium? (You must do so if the conference is held in an “even” year, e.g. 2018, 2020, 2022, etc.).

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**VI. OTHER RELEVANT INFORMATION**

Is there any other relevant information that you wish to provide? (max. 300 words)

|  |
| --- |
|  |

**APPENDIX – BUDGET ITEMS**

|  |  |  |
| --- | --- | --- |
| ***If cost is zero, please confirm this by entering “0”; if item is not applicable, enter “n.a.”***  | **Local currency** | **If local currency is not Euro please give Euro equivalent and state the exchange rate** |
| Venue hire* Main venue
* Reception
 |  |  |
| Catering* Reception
* Tea, coffee, bottled water
* Lunches
* Conference dinner

(specify unit cost) |  |  |
| Field trips* Coach hire
* Lunches
* Other
 |  |  |
| Technical* AV equipment and support
* Photographer
* Filming/ editing of plenaries
 |  |  |
| Website |  |  |
| Stationery etc* Delegate packs
* Lanyards
* Name badges
* Memory sticks (for book of abstracts)
* Pens
* Pads
* Conference bags
* Banners
* Printed T-shirts for helpers
* Other
 |  |  |
| Plenary speakers* Travel costs
* Accommodation (hotels)
* Subsistence
* Free places
 |  |  |
| Entertainment (e.g. musicians at dinner) |  |  |
| Helpers* Wages for helpers
 |  |  |
| Conference company (if used) |  |  |
| New Researchers’ Colloquium* Venue hire
* Tea/ coffee/ bottled water
* Lunches
* Dinner
* Accommodation (hotels) for tutors
* Other
 |  |  |
| Fee processing charges (e.g. Paypal) |  |  |
| Free place for winner of Bengt Turner Award |  |  |
| VAT (not included above) |  |  |
| Other costs |  |  |
| **TOTAL COSTS** |  |  |
|  |  |  |