Guidelines for Organising an ENHR Conference

November 2021

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This memorandum presents guidelines for organising an ENHR Conference. The requests and expectations have been expressed in meetings of the Coordination Committee prior to conferences and have been passed on to other conference organisers in the form of a tradition. On the basis of this information, the guidelines for ENHR conferences have been established and will be adjusted on a regular basis in the future.

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Application for hosting an ENHR conference

Candidates who are willing to organise an ENHR conference should send in a proposal, accompanied by a completed proforma which can be requested at the ENHR Office. They should present their plans at one of the Coordination Committee meetings. The proposal should contain information about:

- the dates of the conference
- the profile of the organising institute and its reasons for hosting the conference
- Local Organising Committee (LOC): membership, skills and experience of organising conferences.
- a proposed conference theme. This should be more than a title. It should also provide a justification.
- a statement on academic experience
- any prior experience in hosting conferences
- a budget which demonstrates that the conference will be financially viable. *Please note that ENHR is not in a position to offer financial support to conference hosts*. This should include details of costs, proposed fees and break-even numbers.
- details of actual or potential sponsors
- The conference venue, and its suitability – capacity to host plenary sessions, sufficient number of rooms for workshops
- the accessibility, affordability and hotel capacity of the location
- the attractiveness of the location for housing researchers (what is there to be seen, esp. regarding housing issues)
- the ability to attract an audience usually of 300-600 people. If a smaller conference is envisaged, a clear statement of the planned scale should be presented
- the availability of enough assistants (e.g. students or junior researchers) during the conference
- the creation of a well organised conference webpage, which is maintained and updated on a regular basis

Applications will be evaluated by the Coordination Committee based on these criteria. Affordability of the conference to the participants will be an important criterion.

Establishment of a Local Organising Committee (LOC)

To coordinate all preparations of the conference a Local Organising Committee (LOC) should be formed. The following items should be taken into consideration:

- <u>Strength of the local scientific committee</u>: This aspect is important for many reasons, not least the ability to recruit a strong group of plenary speakers.
- <u>Experience of the conference administrators</u>: The ENHR Coordination Committee advises the appointment of one key person who is in charge of organising the conference and who could devote a lot of his/her time during the year to this task. A electronic Conference Administration System is needed. If necessary, ENHR can give some advice on this matter.
- <u>Ad hoc membership of the Coordination Committee</u>: One keyperson of the LOC will become an ad hoc member of the Coordination Committee to inform the Committee about and discuss the progress in conference preparations using the proforma of the application for hosting an ENHR conference (see box above) The LOC member will be an ad hoc member for a period starting one year before the conference up until and including the fall meeting of the CC after the conference.
- <u>Bengt Turner Award</u>: The LOC is obliged to waive the fee for the winner of the Bengt Turner Award of the previous year.

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Fee and transportation costs

The Coordination Committee is aware of the need to keep fees affordable – although it is the overall cost to attendees that may matter more. Participants from all parts of Europe should be able to participate in the conference. Therefore, while setting the fees the organisers should take the affordability of the conference (travel costs, hotel accommodation and fees) into account. Ideally fees should not exceed the fee of former conferences, as shown in the table below. The Coordination Committee would particularly welcome proposals for conferences with fees significantly lower than average (cf Lisbon 2015). The LOC is strongly urged to offer a lower fee category available to all participants. It is up to the LOC how they want to define this (e.g. a fee for conference attendance only, or a day-rate). The fee structure should aim to raise more or less enough to cover direct costs.

There is no capacity for ENHR to contribute financially. Conferences are entirely at the organisers' financial risk. Lunches, dinners and special events could be sponsored. Sometimes it is possible to use discount airlines. This could be incorporated in the decision about the fees.

Year	Location	Member		Non member		From selected countries	Accomp-anying persons
		Early	Regular	Early	Regular		
2006	Ljubljana, SLO	€ 390	€ 440	€ 450	€ 500	-	€ 90
2007	Rotterdam, NL	€ 435	€ 485	€ 495	€ 545	-	€ 100
2008	Dublin, IE	€ 450	€ 520	€ 510	€ 570	€ 420 / 470	€ 130
2009	Prague, CZ	-	€ 450	-	€ 520	€ 100	€ 110
2010	Istanbul, TR	€ 400	€ 450	€ 450	€ 510	€ 100	€ 120
2011	Toulouse, FR	-	€ 280	-	€ 330	€ 230	€ 100
2012	Lillehammer, NO	± € 400	± € 475	± € 475	± € 550	± € 375	± € 350
2013	Tarragona, ES	€ 300	€ 400	€ 400	€ 500	-	€ 150
2014	Edinburgh, UK	± € 365	± € 455	± € 450	± € 560	± € 275 / ± 340	± € 145 / 180
2015	Lisbon, PT	€ 150/25*	€ 200/35*	€ 200/35*	€ 250/50*	-	€ 120
2016	Belfast, IE	± € 455**	± € 560**	± € 560**	± € 670**	± € 350 / 445**	
2017	Tirana, AL	€ 240	€ 290	€ 300	€ 350	-	€ 170
2018	Uppsala, SE	€ 365	€ 450	€ 450***	€ 565***	-	€ 100
2019	Athens, GR	€ 260****	€ 310****	€ 310***	€ 360***	-	€ 65
2021 *****	Nicosia, CY,Online	€120		€140		€70	-

Access to conference only (excluding meals, excursions, etc.).
*** Excluding conference dinner, excursions and VAT.*
**** Students 2018 Uppsala € 180 / € 225; 2019 Athens € 100/€ 120.*
***** Excluding conference lunches and dinner.*
****** An additional registration category was added (Non Presenter/Attendee fee): 70€.*

Participants from certain countries get a discount on the conference fee. The LOC should follow the ENHR fee structure (www.enhr.net/fees.php) while determining these countries (e.g. group 2). Accompanying persons should receive a discount on their fee. They are also invited to the special events like dinners and excursions.

Agreed in the follow-up e-mail correspondence (January 2016) to the Memorandum of Understanding with Urban Affairs Association (January 2016) is to accept each other's membership status for conference registration. This means that ENHR members can get UAA membership conference registration rates and vice versa.

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Proposed conference date (May-September)
Most conferences have been held at the end of June or the beginning of July. Piran in 1997 was held in the last week of August and there are instances of September. In deciding on a date, organisers should take account of weather, of administrative considerations and of the local situation (e.g. when conference facilities in Universities are available and which dates fit well in the teaching programme of the hosting organisation). It may not be possible to find a date that pleases everyone. For instance, participants from England often dislike conference dates in late June because that is when they are required to examine. On the other hand researchers from Scandinavian countries and the Netherlands often plan their holidays at the beginning of July.

The dates of recent conference are listed in the appendix. Conferences outside (early or late) summer would almost certainly need to be smaller and more targeted. They could be organised in cooperation with one of the working groups.

Duration of the conference
There's no standard length of a conference but the duration of the conferences should be a minimum of 3 days (2 nights) and a maximum of 5 days. A slot of 1.5-2 hours should be account for the meeting of the ENHR Coordination Committee. Conferences held on even years should include a slot for the ENHR General Assembly meeting of about two hours. These conferences should also be preceded by a one or two day colloquium for New Housing Researchers.

Conference website
The ENHR Office acquires conference URLs (enhr20XX.com) with the aim to provide these to the LOCs as soon as needed. The URLs will be valid from five years before each conference up until three years after the conference.

Information for participants
The LOC should prepare the following informational material about the conference and distribute it to potential participants:
- First announcement and call for papers. This should appear in the ENHR Newsletter, and be posted on the conference website.
- Conference programme distributed by ENHR and the conference website (preferably www.enhrxxxx.com: see Conference website above).
- Conference brochure with final programme, list of participants and abstracts, to be distributed to participants at the beginning of the conference. It is acceptable for the book of abstracts to be provided as a single pdf file, either on the conference website or on a memory stick.
- The conference website should contain the ENHR code of ethics (see http://www.enhr.net/charterandcodeofethics.php),as well as the ENHR logo. Next to that the conference website can show the conference logo designed by the LOC.
  At the start of the conference all participants should receive a list of participants, preferably with their email addresses, and the conference programme. They should also receive a book of abstracts (see also 'Registration and paper handling'), which may be in electronic form (e.g. file on memory stick; on conference website). ENHR Office should also receive electronic copies of the conference papers, which are then archived on our website. Authors should be given the opportunity to indicate whether they wish their papers to be made available, when they submit them through the conference website.

Organising plenary sessions
Plenary sessions require a good deal of thought and preparation. It is not just a question of finding a few people to turn up and speak on a topic! In practice, it's quite a difficult task to organise

good plenary sessions. This has to do with the different expectations people have of a plenary. Still there are some important guidelines:

- Suggestions for themes of plenary sessions and suitable speakers need to be discussed between the LOC and the ENHR Coordination Committee. The conference theme and the need for a mix of speakers (e.g. in terms of discipline and country of origin) are important ingredients for the final decision about the organisation of the plenary sessions.
- The plenaries should not be too long (between 1-1.5 hours at maximum).
- Time management is frequently a problem with plenary sessions. When they over-run, it can have a damaging knock-on effect on the time available for workshops.
- For this reason it is important not to have too many speakers. From experience two speakers are the most that should be included in a 1 hour session, and three in a 1.5 hour session.
- It is important that plenary sessions are well-chaired. The chair should be instructed to ensure that speakers keep to time, so as to allow enough time for questions and that the session ends on time.
- The theme of the conference should be addressed by some of the plenary sessions (not necessarily by all).
- Keynote speakers should be well prepared and there should be a good interaction between the speakers and discussants.
- The first plenary should be dedicated to the local/national housing situation.
- The content should not be too specialised or technical. Equations and complex mathematics should be avoided. An overview of a certain research topic or a comment from somebody outside the housing field on a specific housing question is perfect.
- Debates and round tables are a good format for a plenary. Also one key note speaker and two discussants is a good format.
- Travel and accommodation costs for plenary speakers may be paid by the LOC if required. The conference fee should be waived where the speakers are not regular attenders at the ENHR conference, but panel members and discussants are expected to pay the conference fee.
- There must be a broad balance of gender and mix of younger/ experienced people, academic disciplines and geographical origin.

Venue (plenary sessions, distances to hotels, etc.)
One could almost think of a continuum here from Lillehammer (2012) to Paris (1990). In the former, the conference was out of town and the hotel and the conference site were in the same building. In the latter everyone stayed in a different part of the city and disappeared each day after the last workshop session. In addition to the distances, there are of course the size of the main lecture hall and the nearness and number of rooms for the workshops that play a role in choosing a venue.

Also the accessibility of the venue is quite important. It is necessary to inform potential participants about the level of accessibility of the conference venue and of the city. Participants should be invited to indicate ahead of time if they have mobility problems in order that as much as possible can be organised to solve these problems.

Workshops
There should be seminar rooms to accommodate all the scheduled workshops (most likely at least 15-25 workshops (see appendix) .

Workshops vary greatly in size. Information is provided in the appendix. As a rule of thumb, we would suggest that room sizes should be able to accommodate 1.5 times the number of papers that are being presented. So if a workshop has 10 papers, the room should be able to

accommodate at least 15 people. This is because many papers have co-authors and some people who are not presenting papers in that workshop will attend out of interest.

Where workshops have relatively few papers, they do not need to run for the whole conference. This means that the same room can be used to host two small workshops back-to-back. It is also possible that two workshops with a similar theme might agree to merge in order to attain a viable number of papers.

The existing ENHR Working Groups all get the opportunity to apply to organise a workshop. Usually, the conference organisers contact the WG co-ordinators about eight months before the conference to ask whether they wish to hold a workshop at the conference. Organisers should note that in recent years any WG that wished to hold a workshop has been able to do so. However it is possible for smaller conferences to define a topic which does not cover all working group subject areas. The LOC can set a maximum and a minimum on the amount of papers per workshop. Ad hoc workshops can be organised by the LOC, or by other ENHR members with the agreement of the LOC. These could elaborate on themes specific to the conference. Each workshop should be assigned a contact person from the LOC. This contact person from the LOC will be in charge of communication between the LOC and the workshop leader(s).

Registration and paper handling
Participants may present a paper during the conference.

A call for abstracts is usually issued 6 months before the conference. In order to facilitate the allocation process, it is important that the length of abstracts is no longer than 500 words and that they are clearly structured as to title, major research question and content.

Authors are asked to list their preference of workshops (normally up to 3). The abstracts will be forwarded to the relevant workshop co-ordinator who will decide whether the abstract is suitable, within a reasonable time (at least 2 weeks from the deadline). If it is not, it is sent to the author's second preference workshop, and so on. If none of the preferred workshop co-ordinators wish to accept the abstract, then a member of the LOC needs to decide what to do. They may identify another workshop, ask one of the workshop organisers to reconsider, or they may reject the abstract. Rejection of abstracts is very unusual. Ultimately, the LOC has the right to allocate papers to workshops.

The LOC will make an announcement about the acceptance of the abstract two months before the deadline of the full paper submission and before the 'early bird' registration deadline. (Note: this pushes the early bird deadline way forward.)

When papers are submitted on time (deadline to be determined by the LOC) and the conference fee is paid, the objective is to give participants a 30 minute session in one of the workshops (20 minutes for presentation and 10 for discussion). Participants who do not fulfil these requirements may also be able to present or discuss their paper. This could be a 30 minutes presentation, a shorter presentation, a discussion with several papers at once or by a poster presentation. The LOC will in consultation with the workshop coordinator decide on this matter.

The workshop co-ordinators are responsible for drawing up the schedule for paper presentations, and discussants, within the slots allocated by the LOC. They normally communicate directly with the participants of the Workshop. A degree of flexibility is required because some participants will make presentations in more than one Workshop, whilst others may not be present for the whole conference. It is therefore common for schedules to change in the run up to the conference and

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even during it. Workshop co-ordinators should provide the LOC with up-to-date details of their schedules. The LOC should make these available to all delegates, because some will wish to attend workshops to listen to particular papers. Usually this is done on a display board in the registration area.

It should be made clear in the call for papers that it is not permissible to give a PowerPoint presentation without sending in on time an underlying paper. This is because it is preferable for papers to be discussed. Each paper should be assigned a discussant by the workshop co-ordinator. However in very special cases (like the presentation of unique new information) the workshop coordinator may make an exception and allow a presentation without an underlying paper.

On request a signed certificate of attendance of the conference can be given by the LOC. This certificate should be signed by the LOC and by the ENHR Chairman or ENHR Office. To facilitate administration, participants should be asked at the point of registration whether they will need a certificate.

Abstracts should be uploaded on the conference website by the LOC as soon as the payment for the registration fee is received. In this way the participants have access to all abstracts, not only those of their own workshop.

The workshop coordinator is in charge of distributing the papers of his/her workshop by mail to the workshop participants and the conference organizer one week before the start of the conference.

Papers should be on the 'internal' conference website during the conference, available to all attendants of the conference (but no one else). This should be made clear to authors at the point of abstract submission.

After the conference, the LOC is in charge of ensuring that all papers are uploaded on the conference website within three months. These should be available on the ENHR website for ENHR-members only; the book of abstracts should be available on the ENHR website for all visitors. To organise this procedure properly, the LOC should ask participants when they submit their paper whether or not they give permission for it to be uploaded to the ENHR-website, where it would only be available to ENHR-members. The conference papers and the book of abstracts should be made available by the LOC to the ENHR Office no later than one year after the start of the conference.

Guidelines for authors
Some guidelines for authors preparing papers for ENHR conferences which could be used by the LOC are available on the website: http://enhr.net/documents/ENHR_Guidelines_Authors.pdf.

New Housing Researchers' Colloquium (NHRC)
Conferences in even years should organise a one or two day colloquium for New Housing Researchers. (Organisers in other years may hold a NRHC, but this is not compulsory.) This colloquium should start with a formal opening session. Sufficient time (at least 45 min.) should be provided for the presentation and discussion of papers with mentors. The environment should be instructive and stimulating. Organisers should think of other activities, such as a session on getting academic work published, applying for research funding, the early stages of an academic career, etc.

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A call for papers mentioning several themes could be sent out, but it should also announce that participants are free to send in a paper on any housing-related topic. The call should also state that in order to obtain an attendance certificate, PhD-students should participate in discussions and act as discussant for a paper. Participants who fully attend the colloquium will receive an official certificate from the LOC on request. This certificate should be signed by the LOC and by the ENHR Chairman or ENHR Office.

All papers should be made available to all NHRC-participants before the conference starts.

For each paper a discussant should be allocated. Mentors should provide written feedback.

The LOC will pay one night's hotel accommodation for the NHRC mentors.

Ideally, participation in the NHRC should be included in the fee for attending the whole conference. For example, the fee attending the NHRC in 2014 was +/-€190, which included both the NHRC and the main conference.

The conference website should mention that registered NHRs e-mail addresses will be forwarded to the ENHR Office for the purpose of sending them an evaluation form.

Field trips and social programme
At least one fieldtrip should be organised by the LOC. This can be scheduled before, during or after the conference. A social programme (e.g. a conference dinner and drinks) is organised by the LOC. There are no specific guidelines for these events. They could be cost neutral or sponsored.

Evaluation
After the conference, the LOC will deliver a short evaluation report, based on the proforma filled in beforehand, to be discussed in a coordination team meeting. These reports will be passed on to future conference organisers.

Similarly, the LOC should prepare an evaluation report for the NHRC and present the results at an ENHR Coordination Committee meeting.

Advice and other information
Useful information is contained in the written reports of past conferences, which are available at the ENHR Office from the conferences in 2006, 2009, 2010, 2011, 2012, 2013, 2014 and 2017.

The CC is available to advise conference organisers. In addition the organisers of previous conferences are willing to discuss their experiences:

Nadia Charalambous (Nicosia 2021):	nadiac@ucy.ac.cy
Thomas Maloutas (Athens, 2019):	tmaloutas@gmail.com
Terry Hartig (Uppsala 2018):	terry.hartig@ibf.uu.se
Doris Andoni (Tirana 2017):	doan_lund@yahoo.com
Paddy Gray (Belfast 2016):	pf.gray@ulster.ac.uk
Mark Stephens (Edinburgh 2014):	m.stephens@hw.ac.uk
Lars Gulbrandsen (Lillehammer 2012):	lars.gulbrandsen@nova.hioa.no
Christiane Thouzellier (Toulouse 2011):	cthouzel@univ-tlse2.fr

Appendix: Past conferences at a glance

	Nicosia 2021 Online	Athens 2019	Uppsala 2018	Tirana 2017	Belfast 2016	Lisbon 2015	Edinburgh 2014	Tarragona 2013	Lillehammer 2012	Toulouse 2011
Key Dates										
Dates (ex. NHRC)	30 Aug – 02 Sep	27-30 August	26-29 June	4-6 September	28 June – 1 July	29 June – 1 July	1-4 July	19-22 June	24-27 June	5-8 July
Registration opened			22 January	1 Jan	12 February		20 Jan			4 January
Abstract deadline (1)	10 June	1 January	26 March	12 April	15 March	12 March	28 Feb	1 April	15 March	1 March
Abstract deadline (2)		21 April	20 April	20 May	12 April	27 March	17 March			31 March
Deadline for papers	16 August	3 June	1 June	31 July	May 7 (10 June)	12 June	30 May	31 May		31 May
Registration closed	Open up to the last day of the conference			Once 350 participants are registered			31 May			15 June
Delegate profile										
No. delegates	232 (from 36 countries)	353 (from 40 countries including Greece [17])	425 (from 38 countries including Sweden)	303	358	620	509	439	289	409 (356 paying participants) –Full fee: 95 (26.7%) –Enhr members fee: 140 (34.2%) –Student fee: 65 (18.2%) –Reduced fee: 39 (10.9%) –Accompanying persons: 17 –Free fee: 53
Early Bird	n/a	237 (70%)	274 (77%)	142 (47%)	130		74%		44% (126)	No early bird fee
ENHR Members	111	148 (61% excluding students) Students 95 (28%)	189 (53%)	188 (62%)	180		52%	40% member 21% student (of which 15 ENHR members)	54% (155)	34.2% (140) 18.2% (65) (member or non-member)
Workshops										
No. workshops	18	26	27	22	27		22	23	21	24
No. papers	150	302	294 (+ 17 at	139						

			NHRC)							
Range (paper numbers)		4-20	6-17	1-12 (?)	1-33		5-29	5-32	6-20	4-22
Workshops > 30 papers	0	0	0	0	2		0	1	0	0
Workshops 26-30 papers	0	0	0	0	0		6	3	0	0
Workshops 21-25 papers	0	0	0	0 (2)	4		3	6	1	3
Workshops 11-20 papers	4	16	15	3 (9)	12		9	10	9	12
Workshops < 10 papers	14	10	11	19 (11)	9		4	3	11	9
New Housing Researchers Colloquium										
New Housing Researchers Colloquium date(s)	30 August	Not organized.	26 June	Not organized. Ad hoc PhD workshop instead	26 & 27 June	28 June	30 June – 1 July		Not organized	4 July
No. delegates	Open to all registered participants (4 papers)	-	Ca. 30 (18 papers)	Not organized. 19 at PhD workshop	21		54	19	Not organised	40 papers / 23 presented
Other										
% delegates on fieldtrips	n/a		78%	90%	34%		70%			66 % (269)
% delegates at conference dinner	N/a	66%	89%	90%	60%		92%			87% (380)

Note: This information is for guidance only. Numbers can change greatly between conferences.