**Expression of Interest to Host the 11th International Evidence Based Library & Information Practice (EBLIP 11) in 2021**

Thank you for your interest! The International Advisory Committee invites you to prepare an appealing bid document addressing the following elements listed below. In addition to these required elements, you may choose to include other elements such as images to present a compelling case:

City & Country of Proposed Venue:

Proposed Conference Dates (should preferably fall within the months May-October 2021. Special justification should be provided for falling outside this time frame):

Description of the Host City and Host Institution

Include location, population, climate, etc., and tourist attractions, images of locations, and web link(s) for further detail:

PROPOSED CONFERENCE VENUE

* Venue Name:
* Address:
* Phone:
* Fax:
* Email:
* Website:
* Description:
* Detail locations of where lunches/dinners would be served?

ALTERNATIVE LOCATIONS (for Conference or for related events e.g. for

Workshops/Conference Dinner/Opening Reception. Please indicate which)

AVAILABILITY OF HOTELS

All hotels listed should be within 3 miles of the main conference venue. Indicate a range of price bandings from Economy to modest Luxury. This list is indicative and will not be binding.

List a minimum of seven options, including these details:

* Name of Hotel
* Web site (URL)
* No of Stars
* Distance from
* Conference Venue
* Single Room Rates (Euros/US Dollars)

TRANSPORTATION

Nearest International Airport:

Detail transportation from Airport to Conference Venue (List alternatives where possible. Please indicate in brackets current fares/tariffs.)

Detail transportation availability within the host city

List nations that require an entry visa in your country:

MEMBERS OF LOCAL ORGANISING COMMITTEE

List at least five agreed members, including these details below. Note who is proposed Chair (or current lead coordinator):

* Name
* Email
* Organisation
* Previous attendance at EBLIP Conferences (list conferences or “none”)
* Involvement in organisation of ANY previous conference (in brief detail)

PROPOSED CHAIR OF INTERNATIONAL PROGRAMME COMMITTEE

Note: Chair may be from ANY country but must have served on International Programme Committee for at least one previous International EBLIP Conference

Please list any national, professional, regional or local organisations who you anticipate will support the conference

Please provide a brief statement illustrating current interest in Evidence Based Library &

Information Practice within your host country

LIKELY NUMBER OF PARTICIPANTS:

REGISTRATION FEE:

What is the proposed registration fee? (Please give estimated figure. Successful applicants will be expected to deliver within 15% of suggested figure.)

What will this include?

UNIQUE SELLING POINT(S): What could you offer to make your bid particularly attractive to attendees? Feel free to include illustrative images and other material to support your bid.

ADDITIONAL INFORMATION

Please feel free to attach information related to the following:

\* proposed Budget (See Appendix)

\* availability of Conference venue and hotel rooms

\* details of support including financial, from academic, local or public service organisations and from commercial sponsors (if available)

Appendix - Budget Template

For indicative purposes only we have included a budget template from a successful EBLIP conference host. Completion of such a template is not mandatory. However applicants should be aware that such a detailed level of thinking will likely reflect well in the overall quality of their expression of interest. Please Note: the International Advisory Committee was not involved in construction of this template so cannot advise or enter into correspondence regarding intended contents of any cell in the template.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | **No/%** | **Item Cost** | **No. of delegates** | **No. of delegates** | **No. of delegates** |
|   |   |   |   | 100 | 150 | 200 |
|   | **INCOME** |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **Registration Income** | **Early Bird** |   |   |   |   |   |
|   | Member |   |   |   |   |   |
|   | Non member |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   | **Standard** |   |   |   |   |   |
|   | Member |   |   |   |   |   |
|   | Non member |   |   |   |   |   |
|   | Student |   |   |   |   |   |
|   | Day registration |   |   |   |   |   |
|   | Speaker/committee |   |   |   |   |   |
|   | **Registration Sub Total** |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **Sponsorship** | Anticipated |   |   |   |   |   |
|  | **Sponsorship Sub Total** |   |   |   |   |   |
|  |  |   |   |   |   |   |
| **Other income** | Additional dinner tickets |   |   |   |   |   |
|  | Additional welcome reception tickets |   |   |   |   |   |
|  | Additional farewell reception tickets |   |   |   |   |   |
|  | **Total Other Income** |   |   |   |   |   |
|  |  |   |   |   |   |   |
|   | **TOTAL INCOME** |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   | **TOTAL INCOME NETT** |   |   |   |   |   |
|   |  |   |   |   |   |   |
|   | **EXPENDITURE** |   |   |   |   |   |
| **Secretarial** | Postage |   |   |   |   |   |
|   | Telephone |   |   |   |   |   |
|   | Photocopying |   |   |   |   |   |
|   | Courier/Freight |   |   |   |   |   |
|   | Stationery |   |   |   |   |   |
|   | Web hosting |   |   |   |   |   |
|   |  |   |   |   |   |   |
| **Print Production** | Logo |   |   |   |   |   |
|   | Registration |   |   |   |   |   |
|   | Registration brochure |   |   |   |   |   |
|   | Sponsorship Proposal |   |   |   |   |   |
|   | Delegate list |   |   |   |   |   |
|   | Handbook/Program |   |   |   |   |   |
|   |  |   |   |   |   |   |
| **Promotion** | Advertising |   |   |   |   |   |
|   |  |   |   |   |   |   |
| **Program** | Keynote |   |   |   |   |   |
|   | Speaker gifts |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **Staging** | AV tech and equipment |   |   |   |   |   |
|   | Wifi |   |   |   |   |   |
|   | Computer and equipment |   |   |   |   |   |
|   | Signage |   |   |   |   |   |
|   | Entertainment |   |   |   |   |   |
|   | Venue hire |   |   |   |   |   |
|   | Contingency |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **Catering** | Welcome reception |   |   |   |   |   |
|   | Day 1 |   |   |   |   |   |
|   | Day 2 |   |   |   |   |   |
|   | Day 3 |   |   |   |   |   |
|   | Conference Dinner |   |   |   |   |   |
|   | Closing Reception |   |   |   |   |   |
|   |   |   |   |   |   |   |
| **Delegate expense** | Satchels |   |   |   |   |   |
|   | Name badge, holders and lanyards |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   | **TOTAL EXPENDITURE** |   |   |   |   |   |
|   |   |   |   |   |   |   |
|   | **Total Profit (Income - Expenses)** |   |   |  |  |  |