IAPS Annual Conference Site Proposal Guide

08

**Fall**

PURPOSE

On behalf of the International Association for Philosophy of Sport, we encourage proposals from members and institutions around the world to host our annual conference. The first section of this document contains a guide for proposal writers. The second section of this document includes a copy of the site proposal form, which is also available as a separate download from [www.iaps.net](http://www.iaps.net). When completing the site proposal form, please use the space under each heading to respond to the items and questions in the guide. It is not necessary for site proposals to respond to all of the items and questions in the guide, as they are intended to function as a guide only. However, proposals with great detail are encouraged.

PROCEDURE

1. A completed site proposal will include the completed site proposal form, letter(s) of institutional commitment, and any additional information about the host institution and city that may be helpful to the Honors, Awards, and Future Sites Committee (HAFS Committee) and Executive Council in making a decision.
2. Completed site proposals should be submitted to the chair of the HAFS Committee, Gabriela Tymowski-Gionet, tymowski@unb.ca. For the sake of fair review and scheduling, the deadline for site proposals is January 1 of year that is two years prior to the intended conference host date.
3. The HAFS Committee will review site proposals and respond with additional questions or requests for more information from the proposal author(s) by January 21st.
4. Responses to committee questions must be received by February 1st.
5. The HAFS Committee will submit the proposals and its recommendation to the IAPS Executive Council by February 15th.
6. The Executive Council will vote and proposal authors will be notified.

INSTITUTIONAL COMMITMENT

Writing a Site Proposal

* Please include letter(s) from the institution’s administration that indicate that the institution is committed to hosting the conference.

**CONFERENCE VENUE**

* Presentation rooms
	+ How many rooms are available for presentations?
	+ Can each room accommodate 25-35 people?
	+ Are the rooms conducive to professional presentations (i.e. air-conditioned, free from unnecessary noise or foot traffic distractions)?
	+ Are the rooms equipped with computers, projectors, and screens?
		- If so, is equipment Mac and/or PC-friendly?
	+ Do the rooms have internet access?
		- If the rooms have wi-fi, is a password necessary?
	+ Is there a fee for multimedia equipment?
	+ Will technical support for multimedia equipment be available during the conference?
* Auditorium
	+ Can the auditorium accommodate 150-175 people?
	+ Does the auditorium have a sound system/microphone?
	+ Is the auditorium equipped for multimedia?
	+ Is the auditorium air-conditioned?
* Information/Registration area
	+ Is this area convenient to conference housing?
	+ Is this area convenient to conference venue?
* Coffee/Break Space(s)
	+ How many people can the space accommodate?
* Banquet Facilities and Plan
	+ How many people will the banquet facility serve?
	+ Will there be vegan and vegetarian options at the banquet?
* Accessibility
	+ Is the conference venue accessible to participants with disabilities? If not, what accommodations can be made for participants with disabilities?

CONFERENCE SERVICES

* Does thecampus have an official conference administration service?
* What conference administration services are provided?
* What is the method of assessing fees for conference services provided (fee per participant, group rate, etc.)?
* Will those persons responsible for coordinating the conference services be available (not on holiday, vacation, sabbatical, etc.) during the conference dates?
* Does the university or college require IAPS to carry liability insurance for the conference? If so, what is the cost?

**ON-SITE CONFERENCE COORDINATOR**

* Does the institution have someone designated as the on-site coordinator(s)? In the past, the site proposer has often served as the on-site coordinator.

**ADDITIONAL PERSONNEL**

* Are students/other support personnel available to work the conference?
* Who is responsible for their compensation?
* At the conference, there ought to be sufficient personnel for the following tasks:
* Setting up/troubleshooting media equipment
* Provide directions/information to participants
* Be available to perform ad hoc errands and tasks for the on-site coordinator(s)

# **REGISTRATION**

* Can participants pre-register?
* How will on-site registration be handled?
* What methods of payment are available for conference registration?
* If online registration is possible, is there a website/system already in place or must a new one be created? If a new site must be created, who is responsible for creating it?
* What, if any, accommodations are made for late arrivals?
* What is the policy for refunds (for those who register but then cannot attend)?
* What is the estimated registration fee?

# **DINING**

# What are the local restaurants? Are they within walking distance from the lodging and/or conference venue?

* What meal and dining facility options are available for the banquet?
* Will a sufficient number of vegan and vegetarian meal items be available?
* What is the host institution’s alcohol policy? Does the institution provide alcohol? Is there a corkage fee?

**RECREATION AND ATTRACTIONS**

* What are the local attractions (museums, parks, child-friendly activities)?
* Will there be any recreational activities organized specifically for conference participants?
* Are there fitness facilities available to conference participants? What is the cost?

**LODGING**

* Are the lodging options accessible to participants with disabilities? If not, what lodging can be made for participants with disabilities?
* How far is the lodging from the conference venue?
* Is the lodging air-conditioned?
* Will there be internet access available?
* Are participants able to stay additional nights before or after the conference? What is the cost for additional nights?
* Will there be reduced-rate lodging options for undergraduate/graduate students?

**TRANSPORTATION**

* Where is parking in proximity to the lodging and/or the conference venue?
* What are the nearest airports?
* How will participants get from the airport to the campus? What is the cost?

**OTHER CONSIDERATIONS**

* Are there any issues of discrimination on the basis of nationality, religion, gender, or sexual orientation that need to be addressed?
* Are there any issues concerning risks to IAPS members travelling to the proposed location that need to be addressed?

Site Proposal Form

**Proposed Conference Dates**

**Host City**

**Host Institution**

**INSTITUTIONAL COMMITMENT**

**CONFERENCE VENUE**

**CONFERENCE SERVICES AND PERSONNEL**

**REGISTRATION**

**DINING**

**RECREATION AND ATTRACTIONS**

**LODGING**

**TRANSPORTATION**

**SAMPLE DRAFT OF CONFERENCE SCHEDULE**