

European Workshops in International Studies (EWIS)

Call for Bid and Guidelines for Host Country and Venue Proposal
EWIS2021

1. Introduction

About EISA

The European International Studies Association (EISA) is an individual membership based association, serving the International Relations community in Europe and beyond. EISA has been created by the Standing Group on International Relations. Its activities include a broad range of events, ranging from large-scale annual Pan-European Conferences to the European Workshops in International Studies (EWIS), Exploratory Symposia (ES) and Early Career Researchers Workshops (ECW), the latter organised back-to-back of the Pan-European conferences.

Mission

EISA aims to bring together academics and others working in the field and subfields of international studies in Europe and beyond. It organises conferences for professionals and students at different stages of their careers and provides frameworks for facilitating networking, exchange and bridge-building among different European institutions. Its publications offer outlets of excellence with different scopes and formats, enabling advances in cutting-edge research and fostering dialogue between academia and policy-making.

EISA aims to be a forum for enhancing research on international studies and for stimulating mobility, exchange and dissemination of knowledge throughout Europe and beyond.

2. Call for bid to host the 8th European Workshops in International Studies (EWIS) in 2021

The European International Studies Associations (EISA) hereby invites its members to bid for the organization of the 8th European Workshops in International Studies in 2021 (EWIS 2021). An application should cover all items required in this document. All applications will be examined by the EISA Governing Board and the winning destination will be announced officially shortly after. The capability to host the Conference will be reconfirmed after a site visit of the destination which will follow no later than 3 months after the official board announcement. The Site Visit will be organised by EISA in cooperation with the official Local Organisers (LO).

If you have interest in hosting the next or a future EWIS, please do not hesitate to send an email to:

Maria Mälksoo,
EISA Executive Secretary and the current EWIS portfolio holder,
email: m.malksoo@kent.ac.uk

3. Time Line

1 October 2019	Call for Statement of Interest (EISA)
15 October 2019	Call for bid (EISA)
15 November 2019	Deadline for submission of the bid document, electronically in pdf via email (LO)
1 December 2019	Board consultations and evaluation of proposals (EISA)
15 December 2019	Announcement of the winning destination (EISA)
March 2020	Site Visit (EISA, LO)
April 2020	Reaffirmation of the winning destination (EISA)
May 2020	Responsibility matrix finalisation (EISA and LO), pre-conference planning (EISA and LO), contract development (EISA and LO)

4. General Responsibility Matrix

- a. EISA Governing Board is the main body and final decision maker in planning and organising EWIS2021.
- b. LO are responsible for:
 - Liaising with University and local authorities
 - Making suggestions and recommendations for social events
 - Promoting and marketing of the EWIS locally and regionally
 - Advising about local sponsors opportunities
 - Assisting during site visits
 - Participating in the Organizing Committee comprised of the Local Organisers and EISA EWIS portfolio holder. The lead organiser from the LO and the EISA EWIS portfolio holder act as co-chairs for the EWIS 2021 programme.
 - Securing approximately 15-20 student assistants before and during the conference.

5. Financial responsibility

EISA overtakes full responsibility for financial planning and final financial outcome of EWIS2021.

6. Mandatory requirements/criteria to host EWIS

The requirements stated below represent the key criteria against which all bids to host the Conference will be evaluated. Please make sure to give concise yet satisfactory evidence of the capability to fulfil these criteria in your bid document.

a. Capacity to organise the Conference

1. Candidacy must be submitted and represented by a person with an active EISA membership. This person will also represent and will be responsible for forming and leading the LO team.
2. Preferred venues of the conference are university premises, ideally located in the city centre to increase attractiveness for delegates and to maximise experience of the local atmosphere. The university must have capacity to accommodate up to 450 delegates (300 delegates at the same time).
3. There must be clear support of the university and will to be an official local partner of the conference.
4. The overall financial affordability for EWIS delegates is also one of the considered aspects in the evaluation process. Especially budget friendly options for students (accommodation, food, travel expenses etc.) are important.
5. The easy accessibility of the venue from foreign countries is also considered.
6. Capacity to secure student volunteers for EWIS2021 (15-20 students).
7. All logistical, technical, financial and other organisational aspects of the conference are under responsibility of EISA and are supervised by the EISA Governing Board together with the Organising Committee.

b. Venue

Offices

- 1 office to be used by EISA personnel for the duration of the event with internet access, a telephone and copying facilities

Workshop & Plenary Rooms

- 30 workshop rooms for up to 20 participants each, available simultaneously
- Aula-Auditorium (with the capacity of 250-300 persons) for plenary sessions.

Registration/book exhibition area

- to be in a central location, easily accessible, close to a tea and a coffee or otherwise guaranteeing good footfall.
- to be able to accommodate approximately 2 registration/information desks, and potentially around 10 publishers with average area of presentation desks per publisher not exceeding 3x2 meters.
- to provide tables for use for display purposes and chairs for publishers attending. Any additional items required by the publishers may result in a charge incurred.

Technical Equipment and Software

- Venue shall provide a beamer and computer facilities in all panel rooms and plenary rooms. Participants will be encouraged to bring their presentation on a USB stick.
- Please specify if Wi-Fi will be provided for all participants during the conference or what technical solution is necessary to be set up to secure this service.

c. Social Events

- Opening Reception – venue for approx. 300 participants. The event is held usually on the 1st of the conference. Outside venue with no/low rental cost is preferred.
- Section Chairs Dinner – venue/restaurant for approximately 70 people. This event is usually held on the 2nd day of the conference.
- The LO are expected to suggest a suitable location for happy hours on the 2nd and 3rd days of the conference, and help to negotiate a reasonable price for the reduced price drinks with the selected venues.

All venues should be preferably located within walking distance from the conference venue.

d. General Matters

- The Conference is to be held in early or late June or early July and lasts 3 days (with an optional extra day for excursions in the city/region after the workshops). The event is expected to attract up to 450 participants.
- The conference premises will be open each day of the conference, from 8am till 7pm.
- Set up times for registration/book exhibition/information desks will begin on the day prior/morning of the event. Registration will begin on the day of the conference and generally continue throughout the conference.
- The book exhibition will begin the first day of the conference and continue throughout the conference.
- Please provide us with possible terms of the conference and general costs for rentals and AV or any other related costs.
- Please provide us with information, if there is any applicable public support which EISA could apply for the conference.

7. Contact details

Please address all questions and bid documents directly to the below stated address.

Dr Maria Mälksoo

EISA Executive Secretary

m.malksoo@kent.ac.uk