

Pan-European Conference on International Relations (PEC)

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

1. Introduction

About EISA

The European International Studies Association (EISA) is the preeminent professional organization of International Relations scholars in Europe and beyond. It is based on individual membership and offers a broad array of activities and events, ranging from the flagship annual Pan-European Conferences to the European Workshops in International Studies (EWIS), Exploratory Symposia (ES, the latter organized back-to-back with 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 organizes conferences for professionals and students at different stages of their careers and provides frameworks for facilitating networking, exchange and bridge-building among different European and global 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 global mobility, exchange and dissemination of knowledge on international affairs.

Hosts

Hosting the Pan-European Conference provides local communities with a wide range of benefits. It offers faculty at the local University the opportunity of international exchange and networking – and it provides an international stage showcasing the quality and diversity of local research. It also provides students in the host community - who often do not have the funds to attend international conferences - with the chance of participating in an international conference and/or with the opportunity to get involved in the organization of the conference and thus with valuable organizational experience and skills. Hosting the PEC boosts the international standing and recognition of host Universities, Departments and research. It also provides an opportunity to explicitly explore the link between local and international political issues and concerns. Last but not least, Pan-European

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conferences bring upwards of a thousand visitors to local communities and thus provide a significant economic benefit.

2. Call for bid to host future Pan-European Conference on International Relations

The European International Studies Associations (EISA) hereby invites its members to bid for the organization of future Pan-European Conference on International Relations (PEC) events. 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 organized by the Professional Congress Organiser (PCO) C-IN, which is the official long-term partner of EISA in organizing PEC, in cooperation with the official Local Organisers (LO).

If you are interested in hosting our future conference, please email:

EISA Office

Email: info@eisa-net.org

OR

Barbora Smejkalová

C-IN Project Development Manager

Email: Barbora.smejkalova@c-in.eu

3. General Responsibility Matrix

- a. EISA Governing Board is the main body and final decision maker in planning and organizing PECs.
- b. PCO C-IN is the contracted long-term partner of EISA for organizing PEC. In coordination and under auspice of EISA Governing board, C-IN is responsible for the overall realization of PEC events (financial and logistic planning, venues selection, technical solution, on-line registration and abstract submission, supplier's selection and contracting, sponsorship and exhibition management, catering, accommodation, on-site management etc.)
- c. LO are responsible for:
 - Liaising with University and local authorities
 - Making suggestions and recommendations for social events
 - Promoting and marketing of the PEC locally and regionally
 - Advising on local sponsorship opportunities
 - Assisting during site visits
 - Participating in the Organizing Committee comprised of the Local Organisers, PCO and EISA President. The Organising Committee works in close collaboration with the Programme chairs appointed by EISA
 - Securing approximately 50 student assistants before and during the conference

4. Financial responsibility

EISA has full responsibility for financial planning and final financial outcomes.

5. Mandatory requirements/criteria to host PEC

The below stated requirements represent the key criteria against which all bids to host the Conference will be evaluated. Please pay address each of these criteria in a short and concise way in your bid document.

a. Capacity to organize 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 center to increase attractiveness for delegates and to maximize experience of the local atmosphere. The university must have capacity to accommodate up to 1500 delegates
3. There must be clear support of the university, and it will be an official local partner of the conference.
4. The overall financial affordability for congress 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 (50 students).
7. All logistical, technical, financial and other organizational aspects of the conference are under responsibility of PCO and are supervised by the EISA Governing Board together with the Organizing Committee.

b. Venue

Offices

- 1 office or room to be used by EISA/PCO personnel for the duration of the event with internet access, with a possibility to be locked.
- 1 room for the conference cca 50 assistants/interns for the duration of the event, with a possibility to be locked.
- 1 meeting room to be made available for 1 meeting of the Governing Board (for 13 board members)

Panel & Plenary Rooms

- Apx 45 panel rooms with varied capacities (20 – 50 seats) available simultaneously
- 1 Aula-Auditorium (350+ seats) for the plenary sessions
- 1 Lecture hall (100 seats) for the EISA Annual General Meeting and EISA ECD Hub Meeting

Registration/book exhibition area

- to be in a central location, easily accessible, close to refreshments or otherwise guaranteeing good footfall.
- to be able to accommodate approximately 5 registration desks, 2 information desks and a maximum of 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.
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Technical Equipment and Software

- Venue shall provide a beamer (projector) and computer facilities in all panel rooms and plenary rooms. Participants will be encouraged to bring their presentation on a USB stick.
- In the rooms where computer facilities are not available, such will be provided by the University.
- Wi-Fi will be provided by the Venue in cooperation with PCO for those participants who do not have Eduroam access, to use during the opening hours of conference facilities.

Additional Facilities

- Venue shall also make available a space to accommodate a 'quiet room' and, separately, childcare and creche facilities.
- Facilities for Lunch (dining room, restaurant)

c. Social Events

- Grand Reception – venue for prox. 1200 participants. The event is held ideally on the 3rd day of the conference. Outside venue with no/low rental cost is preferred.
- Section Chairs Dinner – venue/restaurant for approximately 125 people. This event is ideally held on the 2nd day of the conference.

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

d. General Matters

- The Conference will be held in September and lasts 4 days. It is expected to attract up to 1500 participants.
- The conference premises will be open each day of the conference, from 7:30 am till 8pm.
- Set up times for registration/book exhibition/information desks will begin on the day prior of the event. Registration will begin first day of the conference and 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 about potential public support for the conference – to which EISA will apply.

6. Contact details

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

EISA Office

Email: info@eisa-net.org

OR

Barbora Smejkalová

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