



## TENDER FOR APPLICATIONS TO HOST THE ESPID 2011 CONFERENCE

*The Board would like invite proposals to host the ESPID 2011 Conference from ESPID members.*

Applicants should submit proposals to the ESPID Secretariat by **10<sup>th</sup> September 2008**.

Applications should include:

### **1. CV**

This should be brief – maximum 1 side of A4 paper

It should include recent academic and professional positions and details of scientific experience relevant to the proposed scientific programme and organisational experience relevant to the logistic work of organising a congress

### **2. An outline programme**

Please provide your ideas for a main conference theme and, perhaps, other specific topics and subjects. If you have specific preliminary ideas for possible speakers or contributors, tell us about them.

Also, based on your experience of previous ESPID Conferences, give us your ideas about how you think the programme should best be organised. Tell us things you would like to copy from other conferences – both ESPID and others – and things you would do differently.

### **3. An outline local committee**

Give us a preliminary idea of the names of colleagues from your country or region who you would like to involve in organising the conference, indicating any with whom you have already been in contact and who have expressed a willingness to take part.

### **4. A venue**

Please give us some information about the place you would like to hold the meeting. Tell us about the congress facilities, the hotels, and access by air travel. Tell us about other congresses that have been held there. Tell the reasons why you think ESPID delegates would find a conference there enjoyable, convenient and interesting.

### **5. Flexibility**

It is just possible that we might like your scientific proposal, want to hold the conference in your country, but wish to choose another location. Please tell us whether your proposal is specifically to hold the conference in the location you propose or whether you would also consider leading a conference in an alternative location in your country or region.

Finally, it is possible that we may like your proposal, but find it necessary to choose another one for the next available meeting. Please indicate whether you expect to remain, in principle, interested in hosting the conference in later years.

*The entire proposal should not, please, exceed 6 sides of A4 not including title page and any illustrations.*

Inga Feller-Devaud

**ESPID Secretariat**

E-mail: [espid@kenes.ch](mailto:espid@kenes.ch)