

## Call for Expressions of Interest for organizing the ESRS Congress 2019

This is the official call for expressions of interest for arranging and hosting the XXVIII European Congress for Rural Sociology in 2019. The responsibility for ESRS congresses will be shared between a Local Organising Committee (LOC) and a Scientific Committee. The LOC will be formed by the host institute and will handle all local arrangements. The Scientific Committee will be appointed by the ESRS executive committee at a later stage. The Scientific Committee will handle the scientific programme and will develop the conference theme, preferably in discussion and agreement with the LOC. The LOC is responsible for all arrangements associated with hosting the event, including planned social events.

Expressions of interests should be specified according to the below guidelines and submitted to the secretary of the Society before February 28th, 2017.

### Specifications in the expression of interest:

When expressing your interest, please provide information on the following:

1. Contact person for the bid: name, mailing address, phone and fax, email.
2. Name and short CV of the proposed chair of the Local Arrangement Committee.
3. Name of the host institution.
4. Letters of support from the host institution chief executive and/or host city.
5. Proposed meeting site and its description: meeting facilities for plenary sessions and working groups. The venue should normally include one large hall or lecture theatre suitable for seating ~400 delegates, two smaller halls suitable for seating ~200 delegates and 15 to 20 'break-out rooms' suitable for hosting parallel sessions of 20 to 40 people.
6. Location: travel distance to nearest international airport; accommodations available to participants and projected room prices.
7. A preliminary budget, template attached, with projected registration fees in Euro assuming 300 paid registrants;
8. Proposed dates of the Congress.

On the basis of the expression of interests the ESRS council will select the winning bid before the end of March 2017, and notify applicants of the outcome.

Choice between candidates will finally be based on:

- Financial soundness of the congress budget;
- Commitment and experience of the organizing team;
- Adequacy, appropriateness and accessibility of the venue;
- Attractiveness of the conference venue.

Following the announcement of the winning bid, a Memorandum of Understanding shall be drawn up between the bidding institution and ESRS in which the responsibilities of the LOC and the ESRS will be explained and agreed upon. On behalf of ESRS the Scientific Committee will work together with the winning bid to bring about a successful conference.

**Please email the bids to:** Kristina Svelds, secretary of the ESRS: [Ksvelds@abo.fi](mailto:Ksvelds@abo.fi)

### Budget Notes:

- The LOC assume financial responsibility for the congress. Any losses or profits made by the congress are the responsibility of the LOC. Budgets should be pitched to minimise both risk

to the host institute of financial loss, but also to keep delegate fees as low as possible in order to enable delegates with limited financial resources to attend.

- The LOC shall contribute €45 from every delegate registration fee to the ESRS (including reduced fees e.g. students, non OECD).
- The LOC are responsible for selecting and covering the costs of one keynote speaker. Other invited speakers are selected by the Scientific Committee and costs are paid by the ESRS. In recent years, Sociologia Ruralis has selected and sponsored the Sociologia Ruralis
- The congress registration fees/budget should normally cover the cost of all meals and coffee breaks during the congress, as well as the opening ceremonies and associated party. The cost of the field trips and congress dinner are normally subsidised by the congress budget, to enable delegates to attend. Similarly, reduced student fees are normally subsidised through the congress budget.
- Reduced registration rates of approximately €55 should be offered to ESRS members.
- The budget should be such that registration fees, field trips and congress dinner costs are waived for up to 3 invited speakers, the ESRS executive (eight members) and six members of the Scientific Committee.
- The LOC is expected to provide and up-date a web-site for the congress, as well as an electronic abstract submission system and registration form.
- The LOC is expected to provide a printed programme and on-line book of abstracts for the congress.
- The LOC is expected to arrange for the publication of an edited congress proceedings.

### **Additional Questions and Answers:**

How much funding is the organising committee expected to provide from local sources?

- The LOC is expected to seek local sponsorship, but the ESRS is aware that the ability to do so varies considerably. The overall cost of the congress to delegates is one of the selection factors.

What would the range for expected registration costs be?

- Early bird registration for members should ideally be less than €400.

How are the discounted student rates paid for?

- These are subsidised out of the total budget.

How is the programme set?

- Traditionally, the Scientific Committee sets the academic programme – congress theme, number of keynotes, panel sessions, parallel sessions etc. The LOC sets the more social elements of the programme – field trips, location and content of the opening ceremonies and closing dinner dance, any optional events.
- The ESRS president and chair of the Scientific Committee typically visit the host venues approximately one year prior to the congress. Costs of this trip are paid for by the ESRS.
- Excursions can be half or whole day. A survey of participants in the 2013 congress indicated that the majority of delegates prefer the excursions to be scheduled in the middle of the congress.

How many paying delegates attended previous congresses?

- Vaasa (2009) – 425
- Chania (2011) – 330
- Florence (2013) – 450
- Aberdeen (2015) - 375

Is the staff time of the LOC included in the budget?

- The LOC may choose to hire a professional congress organiser to handle logistics. Academic staff time is not normally paid for out of the budget. The LOC may budget to waive the fees of the LOC members.

## **Budget template – estimate based on 300 paying delegates**

- Please estimate costs in Euros and note the anticipated exchange rate, if this is not the currency of the host country.

### **Fixed costs:**

Venue Hire  
Technical Support  
Excursions  
Print costs (programmes, book of abstracts)  
Event Materials + logo design  
Website cost  
Advertising  
Congress Management and Registration  
Speaker Costs (LOC only) – Travel + Hospitality  
Total fixed costs:

### **Variable Costs per person**

Daily delegate rate (lunch, coffees) (paying delegates plus for up to 20 non-paying speakers, executive members etc)  
Welcome reception  
ESRS subscription  
Field trips  
Congress dinner  
Total variable Costs:

### **Income**

Registration - Early bird ESRS member  
Registration – Early bird non-member  
Registration – Early bird ESRS member – student  
Registration – Early bird non-member - student  
Registration – ESRS member  
Registration – Student ESRS member  
Registration – non-ESRS member  
Registration – Student non-ESRS member  
Excursion and/or congress dinner supplements

Other:

**Total:**