

Call for Expressions of Interest for organizing the ESRS Congress 2021

This is the official call for expressions of interest for arranging and hosting the XXIX European Congress for Rural Sociology in 2021. 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 council 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.

If you are thinking of organising the conference, please contact the president Sally Shortall (sally.shortall@newcastle.ac.uk) with cc to the secretary (kristina.svels@luke.fi) before the 31st of March, 2019. The final expressions of interests should be specified according to the below guidelines and submitted before 31st of May, 2019. Please email your final expression of interest to: kristina.svels@luke.fi.

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 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 description of it: 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 and train station; accommodations available to delegates and projected range for room prices.
7. A preliminary budget (see template on last page), with projected registration fees in Euro (€), assuming 350 paying delegates.
8. Proposed dates of the Congress (preferably second half of August).
9. Include a Power point presentation (max. 5 slides) for the General Assembly if being elected.

On the basis of the expression of interests the ESRS executive committee will make the final decision to be announced at the 2019 General Assembly in Trondheim on the 26th of June 2019. The selected bid will be invited to hold a brief presentation at the General Assembly during the Congress in Trondheim.

Choice between candidates will be based on:

- Financial soundness of the congress budget;
- Commitment of the organizing team with appropriate skills to organise larger conferences;
- Adequacy, appropriateness and accessibility of the venue;
- Attractiveness of the conference venue.

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

Budget Notes

- The LOC assumes 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 delegates with reduced fees e.g. students, from non-OECD countries).
- The LOC is responsible for covering the costs of keynote speakers. In recent years, *Sociologia Ruralis* has also selected and covered the cost of one keynote speaker.
- The congress registration fees/budget should normally cover the cost of all meals and coffee breaks during the congress, as well as the opening ceremony and associated party. The cost of the field trips and congress dinner are normally subsidised by the congress budget, to enable delegates to attend, but may be subject to additional fees.
- The budget should be such that registration fees, field trips and congress dinner costs are waived for all keynote speakers, the members of the ESRS Executive Committee, and the members of the Scientific Committee.
- The LOC is expected to provide and up-date a website for the congress, an electronic abstract submission system and online registration form.

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. However, sponsorship reduces the costs that have to be covered through the registration fees, and the overall cost of the congress to delegates is one of the selection factors.

What would the range for expected registration fees be?

- Early bird registration for members should ideally be less than 450 €.
- Registration fees for ESRS members are usually lower than for non-members.
- A reduced fee can be offered to students and delegates from non-OECD countries.

How are the discounted student rates paid for?

- These are subsidised out of the total budget.

How is the programme set?

- The Scientific Committee and Local Organising Committee closely cooperate in the organising of the conference. The SC sets the academic programme – congress theme, keynotes, panel sessions, parallel sessions etc.. However, the LOC has the right to organise the content of one plenary in line with the theme of the conference. In addition the LOC is responsible for the logistics of the academic program and 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 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.

How many delegates attended previous congresses?

- Vaasa (2009) – 425
- Chania (2011) – 330
- Florence (2013) – 450
- Aberdeen (2015) – 380
- Krakow (2017) – 400

How much was the registration fee during the last conferences?

- Vaasa (2009) – 380 € / 430 € (early bird/full fare for ESRS members)
- Chania (2011) – 380 € / 430 € (early bird/full fare for ESRS members)
- Florence (2013) – 430 € / 480 € (early bird/full fare for ESRS members)
- Aberdeen (2015) – 455 € / 525 € (early bird/full fare for ESRS members)
- Krakow (2017) 387 € / 433 € (early bird/full fare for ESRS members)
- Trondheim (2019) 455 € / 507 € (early bird/full fare for ESRS members)

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.

Indicative budget template

- Please estimate the costs, assuming 350 paying delegates
- Please estimate costs in Euro (€) and note the anticipated exchange rate, if this is not the currency of the host country.

Fixed costs

Venue

Technical Support

Excursions

Printed costs (congress program, book of abstracts and/or proceeding)

Event Materials + logo design (name tags, bags, etc.)

Website (setup and maintenance/updates, incl. registration software)

Advertising (layout and print flyers for distribution, ...)

Personnel for Congress Management and Registration

Keynote speakers (travel + hospitality)

Total fixed costs:

Variable Costs per person (for 20 non-paying delegates, i.e. plenary speakers, executive committee members, scientific committee members, staff of the LOC, etc.)

Daily delegate rate (lunch, coffees)

Welcome reception

ESRS subscription (45 €/person)

Field trips

Congress dinner (may be optional, with additional fee to be paid by delegates)

Total variable Costs:

Expected Income (registration fees and expected number of delegates)

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

Additional fees for field trips and/or congress dinner

Sponsorship

Other:

Total: