CALL FOR CONFERENCE PROPOSALS

The Association for Environmental Studies and Sciences seeks academic institutions to host our 2020 and 2121 annual conference.

The Association for Environmental Studies and Sciences is looking for academic institutions to host our 2020 and 2121 annual conferences. We anticipate the 2020 conference will be June 24-27 and the 2121 conference will be June 23-26, although the exact dates are flexible.

OUR MOST SUCCESSFUL CONFERENCES HAVE INCLUDED

- Active support and engaged participation from AESS members at the host institution
- A conference coordinator from the hosting institution who is familiar with navigating the institution's facilities and financial systems (AESS provides a stipend for the conference coordinator)
- Support of an academic dean or someone of similar authority at the host institution
- Appropriate facilities closely clustered and near to lodging
- On-campus housing (dorms) and local hotel block reservation options
- Field trips and site visits that highlight local ecological and social diversity
- Alignment with AESS' commitment to advancing diversity in environmental scholarship
- Reasonable transportation options for interstate travelers

We encourage anyone interested in hosting to review the programs for the past few conferences, which can be accessed here https://aessonline.org/annual-conference/.

OF NOTE:

We intended to choose the **2020 conference** site by May 1, so *proposals need to be received by April 1, 2019*.

We are available to discuss conference hosting with interested parties. Requests for further information should go the AESS Site Selection Committee at hostAESS@aessonline.org.

SAMPLE CONFERENCE AGENDA

Pre-Conference (usually Wednesday)

- half- and full-day workshops
- member's reception with no-host bar
- a public keynote in the evening

Day One

- opening plenary panel
- conference sessions, roundtables, and posters
- mixer in the early evening

Day Two

- "state of affairs" meeting
- conference sessions, presentations, roundtables
- mini-film fest during daytime sessions
- evening reception/ awards ceremony with a no-host bar.

Day Three

- optional field trips and site visits

The conference requires an exhibit space for up to 20 exhibitors, each of whom needs a 6' display table. This space should be centrally located.

We also expect that the host institution will assist identifying and soliciting sponsors.

IF YOU ARE INTERESTED IN HOSTING THE CONFERENCE, PLEASE PROVIDE THE FOLLOWING INFORMATION

1) General information
   a) About the academic institution(s) that would host the conference
   b) Specific information about your program(s)
   c) Connections with AESS, if any
   d) Ways in which institution and program demonstrate a commitment to environmental wellbeing, enhancing diversity and social justice
2) Facilities available for
   a) 10 concurrent workshops/conference sessions of 10 - 30 people,
   b) Plenary lectures/roundtables with up to 400 in attendance
   c) Receptions with no-host bar for around 200
   d) Breakfast, lunch, evening receptions, and coffee breaks
   e) A set location for registration/check-in and general info
   f) Centralized location for exhibitors and vendors (e.g. space for 8+ tables)
   g) Poster sessions (e.g. displayed in hall, on easels, etc.)
3) Catering/dining options
   a) Include menus and current cost list* for catered breakfast, coffee breaks, lunch, afternoon snack and evening reception
      i) Include whether breakfasts and lunches can be part of campus dining options
      ii) Highlight vegetarian and sustainable, local dining options
   b) Off-campus dining options
   c) Rules for serving food in meeting spaces (e.g. can workshops order in lunch from a local eatery, can mealtime roundtables bring plates of food into classrooms)
4) Lodging
   a) Campus housing
      i) Price*
      ii) Units available
      iii) Type of lodging (e.g. single, double, apartments)
      iv) Amenities (including sheets/blankets, towels, showers, kitchenettes)
      v) Location relative to conference site
   b) Off-campus hotels
      i) Type of hotel
      ii) Block reservation options
      iii) Institutional relationship
      iv) Prices*
      v) Location relative to conference site
5) Field trips
   a) Locations
   b) Costs*

    c) Transportation options and prices*

    d) Ways in which ecological and social diversity is honored

6) Institutional support

    a) Name and CV/resume of main institutional contact

    b) Names of individuals from host site committed to supporting conference planning

    c) Program(s) that will provide support

    d) Optional: Letter(s) of support from dean, provost, president, etc.

    e) Optional: Local organizations committed to support

    f) Optional: Prospective local sponsors

7) Accessibility

    a) Local airport - name, distance to conference site

    b) Walkability of site – distances between conference presentation facilities/housing/dining

    c) Local transportation options and availability

8) Technological support

    a) Capacity of institution to provide tech support during sessions and associated cost

    b) Technology resources available for event and any associated costs (e.g. projectors in every classroom, digital info displays in central locations, extra cables, dongles, printing at registration desk, video conferencing capabilities in rooms, etc.)

9) Environmental impact

    a) Institution's sustainability resources to minimize impact of such an event, e.g. resources to utilize compostable items for food, ability to compost or donate extra food, etc.

10)   Diversity

    a) Please explain ways in which your institution can help AESS increase diversity in the field of environmental scholarship. AESS considers diversity to include, but not be limited to, abilities, academic discipline, age, career, culture, ethnicity, gender, gender identity/expression, geographic location, language, nationality, political beliefs, position within organization, race, religion, sexual orientation, sex, and/or socio-economic status.

11)   Please add any additional information that the Committee might consider when selecting the conference site

*We understand that costs for spaces, catering, lodging, etc. will not be finalized until closer to the conference.