

Pan-European Conference on International Relations (PEC)

Call for Bid and Guidelines for Host Country and Venue Proposal
PEC2020

1. Introduction

About EISA

The European International Studies Association (EISA) is a new individual membership based association, serving the International Relations community in Europe and beyond. EISA has been created by the Standing Group on International Relations. Activities will include a broad range of events, ranging from large scale annual Pan-European Conferences to the European Workshops in International Studies (EWIS), Exploratory Symposia (ES) and Early Career Researchers Workshops (ECW), the latter organized back-to-back of 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 organises conferences for professionals and students at different stages of their careers and provides frameworks for facilitating networking, exchange and bridge-building among different European 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 mobility, exchange and dissemination of knowledge throughout Europe and beyond.

2. Call for bid to host the 14th Pan-European Conference on International Relations in 2020

The European International Studies Associations (EISA) hereby invites its members to bid for the organization of the 14th Pan-European Conference on International Relations in 2020 (PEC2020). 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 have interest in hosting the next or a future PEC, please do not hesitate to send an email to:

Lukas Cap,
C-IN Project Development Manager,
email: lukas.cap@c-in.eu

3. Time Line

1 October 2018	Call for Statement of Interest (EISA)
15 October 2018	Call for bid (EISA)
15 November 2018	Deadline for submission of the bid document, electronically in pdf via email (LO)
1 December 2018	Board consultations and evaluation of proposals (EISA, PCO)
15 December 2018	Announcement of the winning destination (EISA)
March 2019	Site Visit (EISA, PCO, LO)
April 2019	Reaffirmation of the winning destination (EISA, PCO)
May 2019	Responsibility matrix finalisation (EISA, PCO, LO), pre-conference planning (EISA, PCO, LO), contract development (EISA, LO)

4. General Responsibility Matrix

- a. EISA Governing Board is the main body and final decision maker in planning and organizing PEC2020.
- 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 the PEC2020 (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 in local sponsors 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 30 student assistants before and during the conference

5. Financial responsibility

EISA overtakes full responsibility for financial planning and final financial outcome of PEC2020.

6. Mandatory requirements/criteria to host PEC

The below stated requirements represent the key criteria against all bids to host the Conference will be evaluated. Please pay attention to give evidence of the capability to fulfill 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 1500 delegates (at least 1100 delegates at the same time).
3. There must be clear support of the university and will to 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 for PEC2020 (30 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 to be used by EISA personnel for the duration of the event with internet access, a telephone and copying facilities
- 2 meeting rooms for the Governing Board and other meetings
- 1 room for conference assistants

Panel & Plenary Rooms

- 40-50 panel rooms of varying sizes (20-50) available simultaneously
- Aula-Auditorium (approx. 450 or, ideally, higher capacity) for plenary sessions, 2 additional lecture halls (180-200 or higher capacity) for semi-plenary sessions, 1 lecture hall (100) for the EISA Annual General Meeting.

Registration/book exhibition area

- to be in a central location, easily accessible, close to a tea and a coffee or otherwise guaranteeing good footfall.
- to be able to accommodate approximately 5 registration desks, 2 information desks and a maximum of 20 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.

Technical Equipment and Software

- Venue shall provide a beamer and computer facilities in all panel rooms and plenary rooms. Participants will be encouraged to bring their presentation on a USB stick.
- Please specify if Wi-Fi will be provided for all participants during the conference or what technical solution is necessary to be set up to secure this service.

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. 1000 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 to be held in September and last 4 days. It is expected to attract up to 1500 participants.
- Day prior the conference, the related Early Career Researchers Workshops (ECRW), which will be attended by 30-40 people, will take place.
- The conference premises will be open each day of the conference, including ECRW, from 8am till 8pm.
- Set up times for registration/book exhibition/information desks will begin on the day prior/morning of the event. Registration will begin a day prior the conference simultaneously with ECRW 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, if there is any applicable public support which EISA could apply for the conference.

7. Contact details

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

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