



Society for the Advancement of Socio-Economics

This form and any supporting documents should be sent to saseexecutive@sase.org.

1. Applicant:

Your institution

2. Host year:

When you would like to host SASE

3. Person in charge of application:

Faculty point person (include name, position, and email address)

4. Local Organizing Committee:

Names, affiliations, and emails of those to be involved in on-the-ground conference organization. The chair will be expected to serve on the Program Committee the year of the conference, and should be the person in charge of this application.

5. Introduction:

Your introduction (ca. 2-3 paragraphs) should briefly describe your institution and outline your motivations for hosting a SASE annual conference. Any departments, centers, or allied institutions in the city that actively support this proposal should be noted here. *You may answer on an attached document*



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Introduction, cont.

6. Conference site:

You should briefly describe the building(s), campus, and neighborhood in which the conference would take place. The campus and neighborhood description should mention the availability/range of print shops, eateries, cafés, and hotels on/near campus. *You may answer on an attached document rather than in the space below if preferable.*

7. Available rooms:

- Number of classrooms
 - 25-40 seats:
 - 40-80 seats:
 - 80-100 seats:
- Auditoria & capacity:
- Reception spaces & capacity:
- Gathering spaces & capacity:
- Lobby space for registration and book display: **Y/N**
- Number of buildings over which above spaces are divided:
 - Distance between buildings:

please note that SASE does not pay for room rentals



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8. A/V requirements:

- High-quality WiFi throughout conference space: **Y/N**
 - Additional details

- Projectors with USB connection in every classroom and auditorium: **Y/N**
 - Additional details

- Remote participation technology: **Y/N**
 - Additional details

9. Catering:

Please indicate the availability of in-house or third-party catering (and the possibility of choice between the two) for lunch, receptions, and coffee stations.

10. Environmental considerations:

Please describe any measures your institution is currently taking in regard to environmentally-friendly practices. The possibility of forgoing single-use plastics, mitigating air conditioning/heating, providing recycling bins, and planning for productive use of leftover food is particularly appreciated. *You may answer on an attached document rather than in the space below if preferable.*



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11. Municipality:

This section should address the municipality's proximity to international airports and train stations; the distance and ease of transportation between the conference site and the city center; the touristic appeal of the city and/or region; and any known interest on the part of the municipality in supporting and/or partnering with events such as ours. *You may answer on an attached document rather than in the space below if preferable.*

12. Contribution of resources:

This section should outline the resources that the host institution is planning to contribute to the conference, as well as any prospective support or sponsorships from institutional partners, the municipality, etc. The host institution's contribution of resources should mention the free use of rooms for the conference; commitment to split airfare and hotel expenses for featured speakers; and any other contributions, such as financial support for catering. *You may answer on an attached document rather than in the space below if preferable.*



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13. Administrative support:

Please indicate the person who would be responsible for coordinating with SASE in order to organize conference logistics, their email and position within the host institution, and the expected cost of their services to SASE.

14. Any additional information:

Please feel free to add any information you would like to communicate. *You may answer on an attached document rather than in the space below if preferable.*