Format for proposing to host a SASE annual conference

This document is meant to guide prospective hosts in submitting proposals to the Society for the Advancement of Socio-Economics for its annual conference.

Applicant: Your institution

Host year: Single year or range of years when your institution hopes to host SASE

Person in charge of application: Faculty point person (include name, position, and email address)

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 Program Committee (should be "Person in charge of application").

Introduction: Your introduction 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.

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.

Space requirements: Please indicate the availability of space requirements outlined in "Conference Site Requirements" document.

A/V requirements: Please indicate the presence of high-quality WiFi throughout the conference space; projectors with USB connection in every classroom and auditorium; and any remote participation technology available in classrooms.

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.

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.

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.

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 or on-site administrative support.

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.