



Society for the Advancement of Socio-Economics

## **Conference Site Requirements**

### **Time Requirements**

SASE conferences take place over four consecutive days in early summer, often running from 9am to 9pm.

### **Space Requirements**

- 30-35 rooms of at least 25 seats, including 5 rooms of 80-100 seats
- 1-2 auditoria of 400-600 seats
- 1 lobby or similar space for 10-20 rectangular tables (for registration and book display)
- 1-2 gathering spaces with 100-150 moveable seats
- 1 reception space for 500-800 standing

*SASE does not pay for room rentals. If a reception needs to be held off campus, then we would negotiate a price for that space (unless, of course, the university, the municipality, or another actor can secure the space free of charge).*

### **A/V Requirements**

- High-quality WiFi throughout conference space
- Projectors with USB connection in every classroom and auditorium
- Remote participation technology (if possible)

### **Administrative Requirements**

On-the-ground support is very important to ensuring the smooth functioning of a conference. The host institution should provide a point person to coordinate with SASE in order to organize conference logistics. The point person is expected to participate in meetings/conference calls with the SASE staff about conference organization, and is charged with collaborating with the SASE staff in order to:

- Oversee project management relative to timelines, necessary steps to be taken, etc.
- Create and update budgets for all aspects of the conference (catering possibilities, A/V assistance, etc.)
- Select, reserve, and organize the proper set-up, cleaning and security for appropriate spaces within the university (including A/V needs)
- Organize proper signage throughout the building(s)
- Coordinate catering (two receptions, various lunches/dinners, coffee)
- Source hotels in the area, establish preferential prices when possible
- Ensure logistical organization in the days before and during the conference itself