

EQuiP Conference organization_Expression of interest form

If you are interested in becoming EQuIP's next Conference Chair, please complete the following form of interest.

Expression of interest form for hosting an EQuIP conference (please submit via e-mail to EQuIP Secretary at EuropQualPsy@gmail.com)

Proposed Chair(s):

Name(s):

Affiliation(s):

Contact details:

Please provide here a brief bio (up to 250 words)

Host city: *Please provide a general description*

Venue: *Please provide a general description of venue/facilities/technical and administrative support*

Projected costs: *please provide estimated costs for venue and an approximate estimation of range of fees. Also please include information about plans to raise funding for the conference (e.g., sponsorship).*

Conference chairs/organisers: *please provide an initial list of the people who will be involved in the conference organisation.*

Conference dates: *please provide possible dates, taking into account that there has been a tradition for EQuIP Conferences to take place mid-late June/early July in even years.*

Some useful information:

- The conference should be self-funded, meaning that conference expenses should be covered by conference fees. Also support by sponsorship can be considered.

- EQuIP conferences have a Scientific Committee (including all EQuIP EC members and colleagues from different European Countries) and a Local Organising Committee, which includes people from the country where the conference takes place and who make sure that they secure the material conditions for a successful conference organization.
- Once your proposal is provisionally approved by the EQuIP Executive Committee you will need to:
 - *Propose a conference theme* to be approved by the EQuIP Executive Committee
 - *Suggest keynote speakers and pre-conference workshop conveners*
 - *Update and consult* with the EQuIP Executive Committee at regular times during the conference organization, including the preparation of the conference programme, which should accommodate EQuIP's General Assembly.
 - Involve a *conference organizing company*-unless you have the resources to run the conference organization at your institution- and make a specific proposal to the EQuIP Executive Committee, including a provisional conference budget. Conference fees should cover the conference website, ideally lunch and coffee for conference days, a welcome reception and if possible a conference dinner/event.
 - *Inform the Executive Committee* whether you plan to pursue a publication from the conference material. Please take into account that EQuIP's preference is for edited volumes or Journal special issues and not for conference proceedings.