



iConference Proposal Template

Updated Feb. 2019

Use this template draft for your proposal to host the iConference. Please adhere to the suggested word-count for each response.

1. Contact

Name and location of the proposed host school(s), and contact information for follow-ups to this proposal. (50 words maximum)

2. Principle Organizers

Identify potential candidates for the following primary roles: Conference Chair(s), Program Chair(s) and Papers Chair(s). To clarify, these should be people you *expect* to run your conference; you do not need to formally confirm their participation until *after* your proposal has been accepted. Include names, titles, and affiliations. Note that the iSchools must approve these individuals before invitations are accepted. (100 words max.)

3. Past Experience

List any conferences, symposiums or similar events that have been hosted by your school and/or your principle organizers in the recent past. Provide descriptions, attendance figures and URLs, where possible. (300 words max.)

4. Program Committee and Reviewers

Explain how you will identify and recruit Program Committee members and reviewers. (200 words max.)

5. Theme

Define your conference theme, and describe how it will be incorporated into your program. (200 words max)

6. Venue and Lodging

Describe exactly where you envision your conference taking place, i.e. the city and specific location. If you plan to use a conference hotel, please provide the names and URLs of at least two potential hotel candidates in the area. If you plan to hold it on a school campus or other venue, describe the spaces that will be available for plenary, poster and breakout sessions. Please also describe the proximity of these spaces, both to each other and to local lodging facilities. (300 words max.)

7. Global Access

The iConference is an international event, drawing participants from around the world. Briefly describe your venue's proximity to international airports, and

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methods of local transportation from the airport to the conference venue—i.e., how participants will get to the conference. (200 words max.)

8. General Discussion

Tell us in your own words why you are interested in hosting the iConference, and how your iConference program will benefit the iSchools organization and the information field as a whole. (500 words max.)

9. Financial Plan

Please provide a rough financial plan that includes your estimation of income from registrations and sponsorships, and your estimate of costs for venue and local logistics. We recognize that at this stage you will be making rough estimates; this exercise is primarily to show us your thinking. We remind you that \$25 per paid participant will be remitted to the iSchools. (200 words max.)

10. Affirmation

The iConference has specific requirements pertaining to finances, scheduling, and program that are described in the accompanying iConference Proposal Manual. Please put your initials in the space below to indicate that you have read, understood, and agree to these general parameters.

initial here: _____

11. Advisory

You must receive formal approval from the iSchools organization before officially moving forward with conference planning. Do not sign contracts or launch publicity until you are informed that your proposal has been approved by the review committee.

12. Submission

Proposals should be drafted and submitted using the [iConference Proposal Template](#). Proposals should be submitted via email to iSchools Executive Director [Michael Seadle](#) and Director of Communications [Clark Heideger](#).

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