

CALL FOR BIDS 2027

**SUBMISSION DEADLINE
8 MARCH 2024**

EARLI and JURE 2027



EERO ROPO, EARLI 2017 Conference President | COPYRIGHT © JONNE RENVALL

The EARLI Biennial Conference for Research on Learning and Instruction marks a highlight on the calendar of every European educational researcher. Starting out as a small-scale conference in 1985 in Leuven (Belgium), the EARLI Conference has since grown into a globally esteemed celebration of high-quality educational research. Now attracting around 2500 internationally renowned educational researchers, the EARLI conference is one of the largest European conferences of its kind.

The EARLI Conference is preceded by the JURE Pre-conference which takes place at the same venue and is organised by and for Junior Researchers. The JURE Conference attracts up to 400 delegates most of whom also participate in the EARLI Conference.

Hosting the EARLI and JURE Conferences offers the hosting location a once-in-a-lifetime opportunity to showcase its facilities, hospitality and local customs to an engaging, enthusiastic and vibrant community of international researchers.

The EARLI Biennial Conference is jointly organised by the Local Organising Committee (LOC), the International Programme Committee (IPC) and the EARLI Office, under the supervision of the EARLI Board of Directors, all of whom have their own specific tasks:

The LOC consists of a Conference President and a Conference Manager, who share responsibilities for the overall management, promotion, academic tasks (review and programme), financial management and on-site organisation. The Conference President and Manager are often supported by a team of local colleagues such as a PCO, Conference or Tourism Office and fellow researchers who can act as the Local Scientific Committee.

The IPC – which consists of representatives of the EARLI Board, LOC, EARLI Office as well as previous and future conference organisers – meets twice on location ahead of the conference and decides on the invited speakers, session formats and other tasks related to the academic content, budget and general organisation of the conference.

The EARLI Office supports the LOC in all tasks and oversees the project as a whole. It is also in charge of monitoring the conference budget and acts as a liaison between all parties involved. EARLI has the necessary online infrastructure to handle submission and review, registration, scheduling, conference app and financial management / accountancy. These tools should be used to support the organisation of the conference.

THINKING ABOUT SUBMITTING YOUR BID?

If you are considering to submit a bid to host the 2027 EARLI and JURE Conference, please consult the preliminary checklist below to gauge whether your location would be suitable:



VENUE

Availability of the conference venue during the second part of August to accommodate at least 2300 participants for the JURE Pre-conference and EARLI Biennial Conference.

Three auditoria with a capacity of at least 500 people each for keynotes and larger sessions.

At least 30 rooms with a capacity of 60 – 200 people to be used in parallel throughout the conference programme (5 days for EARLI, 2 days for JURE).

Lunch facilities at the conference venue (or within walking distance).

CITY

At least 3000 hotel rooms within 30 minutes of the conference venue.

Accessibility through international travel (airport located nearby).

ORGANISING TEAM

The Conference President is an active EARLI member who participated in at least 2 EARLI Conferences.

The Conference President and/or Conference Manager has experience in organising large, international scientific conferences of a similar size.



If the answer to any of the parameters above is no, EARLI cannot accept your bid.



If the answer to all of the parameters above is yes, please read more about the detailed requirements below, which will guide you to prepare a more elaborate bid.



EARLI 2017 OPENING CEREMONY | COPYRIGHT © JONNE RENVALL

Your bid will be assessed by the EARLI Board of Directors, who will evaluate each bid individually as well as in relation to other potential bids, according to the following criteria:

1

CONFERENCE HOST

Preference is given to bids from locations in Southern and Eastern Europe, as these countries have been underrepresented in EARLI's Conference history.

2

LOCAL UNIVERSITY

Preference is given to conferences hosted at a university rather than a commercial conference venue. Commitment and involvement of a local university is paramount to the success of an EARLI conference.

3

DETAILED BUDGET

A clear, elaborate and well-considered financial plan is included in the bid.

Additionally, EARLI retains the right to reject bids from countries that are facing international sanctions and are violating basic human rights (such as gender equality, sexual freedom, freedom of thought and speech).

CHECKLIST



When preparing your bid, please make sure to include the items below:

LOCAL SUPPORT

Appoint a Conference President and a Conference Manager, who share responsibilities for the overall management and scientific content.

Secure a written commitment from a Local Organising Committee, up to 15 colleagues from your institution or its partners.

Confirm commitment to negotiate with different subcontractors and suppliers concerning catering, conference materials, transportation, accommodation and social activities.

Confirm commitment to explore funding opportunities for the conference.

Demonstrate prior experience in organising large-scale conferences of a similar size.

SCIENTIFIC CONTENT

What central theme would you suggest for the conference?

In which ways would your conference be innovative and attract European and international delegates?

CONFERENCE VENUE

Information on the halls/rooms at the conference venue (seating capacity and room set-up).

Information on costs of conference rooms and whether equipment (laptops, screens, microphones) is included.

Information on technical facilities and services offered (i.e., technical assistance, student support, on-site volunteers).

Information on available exhibition space for sponsors (e.g., suggested location and surface in m²).

Information on the available catering options (on-site and/or in the direct vicinity of the conference venue).



CHECKLIST

When preparing your bid, please make sure to include the items below:

ACCOMMODATION AND DESTINATION

At least 3000 hotel rooms available in the hosting city, located within 30 minutes walk / commute from the venue.

Information on city and region, including key figures of rooms available in the conference city per hotel category (*-****), guest houses and student housing.

Information on distance between conference venue and hotels (specified in minutes and means of transportation).

TRAVEL

International accessibility of the conference city (e.g., number of international flights, links to international hubs, train links etc.).

Information on the local transportation network and accessibility of the conference venue by public transportation from the airport.

SOCIAL ACTIVITIES

Suggestions for the EARLI Opening Reception (a venue accommodating approx. 1500 people).

Suggestions for the EARLI Conference Dinner (a venue accommodating approx. 800 people) and other social events (Presidential Reception, Past Presidents Dinner, SIG Dinners, ...).

Information about landmarks, museums, monuments which might be of interest to the conference participants.

HEALTH AND SAFETY

Confirmation that all conference locations are equipped to ensure a safe conference experience in accordance with the current health and safety regulations at the time of the Conference.

FINANCE



A detailed budget proposal for fixed costs (staff and venue) as well as variable costs (lunches, coffee breaks and conference materials) should be included in your bid. Potential financial support mechanisms such as local funding or support in kind may also be included.

We kindly ask you to use EARLI's own budget template to complete your bid. This can be requested with the EARLI Office (lisa.vanhaeren@earli.org).

ONLY BIDS WHICH INCLUDE A DETAILED BUDGET TEMPLATE CAN BE ACCEPTED.

Please consider the maximum budgets for the following items (including VAT and any overheads):

- o Lunch, maximum € 15 / person / day
- o Coffee break, maximum € 3 / person / day
- o Opening reception: maximum € 15 / person
- o Conference dinner: maximum € 65 / person

The budget proposal should be submitted in EUR (€).

The aim of the conference is to break even, covering both the conference costs and part of the EARLI running costs with the conference revenue. Key numbers such as EARLI running costs are included in the EARLI budget template.

EARLI is committed to cover the staff expenses of a Conference Manager for the duration of 1-year FTE which equals the estimated workload of a Conference Manager for the 2-year conference organisational cycle.

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