# iConference Proposal Template

Version: October 2022

## Overview

A single host or multiple hosts is possible. A proposal from multiple schools needs to specify how they will divide the responsibilities. Please specify which institution serves as the primary contact. Please list:

* Names of the persons involved in organising
* Email addresses of these persons
* Experience that each brings

## Kind of Conference

Please specify whether the conference will be entirely face-to-face, hybrid, or entirely virtual.

## If Face-to-Face Only

Please specify:

* The venue (most iConferences have 400 to maximum 600 attending)
* Likely travel costs from selected major cities
  + E.g. New York.; Berlin; London; Canberra; Beijing; Tokyo; Seoul; Rio; Pretoria
* Likely catering, hotel, and rental costs for the venue

## If Hybrid A - The virtual part and the part take place at the same time

Please specify:

* Experience with hybrid meetings (the iSchools will manage the software for the virtual portion)
* Number expected for the face-to-face portion
* Likely catering, hotel, and rental costs for the venue
* Available Zoom licenses or equivalent software
* Number of participants expected for the face-to-face and for the virtual portion
* Note that in Hybrid A, the virtual and physical program **will** run simultaneously
  + E.g. Physical program will be supported with Zoom licenses or equivalent to allow virtual participation

## If Hybrid B - The virtual part and the physical part will take place independently from each other

Please specify:

* Experience with hybrid meetings (the iSchools will manage the software for the virtual portion)
* Number expected for the face-to-face portion
* Likely catering, hotel, and rental costs for the venue
* Available Zoom equivalent licenses
* Number of participants expected for the face-to-face and for the virtual portion
* Note that in Hybrid B, the virtual and physical program **will run separately**
  + E.g. Virtual conference program will commence first, and the physical program after

***In case you opt in for a hybrid conference type, we recommend on the Hybrid B* option**

## If Virtual Only

Please specify:

* Experience with virtual conferences
* Technical staff available to support the conference
* Available Zoom licenses or equivalent

## Advertising

Please specify:

* How you plan to advertise the iConference, including social media
* How you plan to recruit paper authors
* How you plan to recruit reviewers
* How you plan to recruit session moderators in the various regions (The iSchools will help, of course, but local initiative is important)

## Costs

Please describe:

* To what degree your institution can cover unexpected costs due to something like the pandemic or other disruptions
* How expensive overall do you expect the conference to be

## What do you offer for the iConference that is special?

## What benefits will the iConference bring to your school?

iSchools Inc.

Please send the application to: [staff@ischools-inc.org](mailto:staff@ischools-inc.org)