Proposal for hosting
ACM-WE womENcourage Celebration

Submitting organization: [Name]
[Address]
Submission Date: [Date]

1. The Conference Host
2. The Venue
3. Venue Capacity and Equipment
4. Accommodation
5. Thematic focus
6. Organisation
7. Coffee breaks and Lunches
8. Showcasing your City
9. Incentives & Outreach
10. Further Information & Endorsement

Appendix: Example womENcourage Programme

Please send the completed form to ACMWE_SC@LISTSERV.ACM.ORG by 25 September, 2018.

When quoting prices, please state the currency and applicable VAT rates and other taxes when they apply.

Typical programme structure for womENcourage is shown in the Appendix.

Once the proposal is approved, the local organizers will work closely with the womENcourage Steering Committee to finalize the budget for approval by the ACM Headquarters and to secure supporters.

1 The Conference Host

Contact details
Please provide the names and contact details (email) of the individuals who will be responsible for organising the event at your institution.

Institution and Department
Please describe briefly your institution and your department (max. 200 words).

Level of support from your institution and its executive management
What support do you have from your organization and the institution management?

Experience with large events
Please indicate the prior conference hosting experience

Links with ACM/ACM-W/ACM-WE events
Please indicate prior experience with organizing and/or attending ACM Women Celebration in Europe or internationally, or other ACM events.

Motivation
Please describe your main motivation to bid for the hosting womENcourage at your organization (max. 200 words).
2 The Venue

Date for the conference
The date for the conference will be **Wednesday, 25th September to Friday, 27th September, 2019**, with the expectation that most delegates would be arriving on 24th September. Please confirm that the venue will be available for these dates. Indicate how the dates fit into the academic year (teaching week, non-teaching week etc.).

The main conference venue
Please indicate the name and postal address of the main conference venue, with links to online maps and web pages if appropriate.

Travelling
Please explain the different travel options and travel time from the nearest airport(s).

Local transport
Please provide brief information on local transport to the event venue and relevant places.

3 Venue Capacity and Equipment

Plenary sessions (i.e. for keynotes or round table sessions)
Please indicate the availability of suitable lecture halls or auditoria for plenary sessions (these should have a minimum capacity of 200 seats and appropriate A/V equipment).

Break-out rooms
Please indicate the availability of break-out rooms and equipment (i.e., data projectors) (a minimum of 6 break-out rooms with a minimum capacity of 35-40 seats is needed).

Hackathon room
Please indicate the availability of a hall suitable for holding a hackathon requires working in groups), including food and drinks to be served during the event (capacity 120-140).

Posters
Please indicate the availability of a suitable hall or foyer for poster stands (minimum 60 posters/30 two-side stands). Please provide floor-plans.

Career Fair
Please indicate the availability of a suitable hall to hold a Career Fair with minimum 14 tables and space for standing banners. Please provide floor-plans.

Computers and internet
Please indicate whether Wi-Fi and/or a computer lab are available at the conference venue for participants to use. If yes, is there any charge and what arrangements need to be done by participants to access these?

Disabled access
Please outline the disabled access / facilities available (for both accommodation and conference facilities).
4 Accommodation

Hotels
Please provide a summary overview of hotels and guest houses in the vicinity of the venue.

Student residences
Please indicate whether student residences would be available and describe the prices and types of accommodation.

5 Event thematic focus

Main conference theme and panels
Can you suggest a thematic focus for the Celebration and the slogan for the event? What could be panel topics aligned with the theme?

Event participation of local staff and student community
What level of participation do you expect from the local community of academics, students, practitioners, etc.?

6 Organisation

Organizing committee members
Please describe briefly the focus and the quality of your organization and provide details about the members of the organizing committee. The organizing committee should include at minimum: Programme Chair and Vice-chair, Poster Chair, Workshop Chair, Marketing and Sponsorship Chair, Career Fair Chair, and Hackathon Chair.

Student help
Please describe what type of student help you may be able to set up and whether this produces any extra costs. How would you motivate the students?

7 Catering: Coffee breaks and Lunches

Location for coffee/tea breaks
Please confirm that coffee/tea breaks will be available and describe the distance to plenary and break-out rooms. Make sure the space is large enough for 200 participants.

Location for lunches
Please indicate the availability of food catering for lunches (200 participants).

Dietary requirements
Please confirm that it will be possible to cater for dietary requirements (allergies, gluten free, vegetarians, vegans, etc.).
8 Showcasing your City

Your city and region
Please briefly describe the attractiveness of your city and region (max. 250 words plus web links).

Local attractions
What local attractions could be suggested to the participants for visit before or after the event?

Reception
What locations would you suggest for holding the reception (to take place on Day 1, after the Hackathon)? Around 70-80% of the participants will attend, so venues with a capacity for 140-160 participants.

Conference dinner
What locations would you suggest for holding the conference dinner (to take place on the evening of Day 2 or Day 3)? Please describe briefly location and who would provide the catering. Typically, about 80-90% of the participants may attend (160-180).

9 Incentives & Outreach

Sponsors – internal
Please indicate if there is any confirmed or potential sponsorship available internally from within your organization?

Sponsors – external
Please indicate the names of any external sponsors or other sources of funding (both institutional and corporate) that you will be able to contact for financial support or sponsorship-in-kind.

Partners
Please indicate potential local partners (local or neighbouring think-tanks, institutions, publishers, etc.) that you may contact for contributions other than sponsoring (e.g., speakers, venue, etc.).

10 Further information & Endorsement

Further relevant information
Please summarise briefly any other relevant information you would like to communicate to ACM-WE Women Encourage Steering Committee concerning the added value of your bid?

Committee work
Would you be available to attend some of the ACM-WE Executive Committee meeting on Oct 6, 2018, should your application be successful?

Endorsement
Name of person completing this form, signature and date.
Appendix: Example Programme (womENcourage 2018).

<table>
<thead>
<tr>
<th>DAY 1</th>
<th>DAY 2</th>
<th>DAY 3</th>
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</thead>
<tbody>
<tr>
<td>Hackathon</td>
<td>Main Program</td>
<td>Main Program</td>
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<tr>
<td>8:15</td>
<td>Registration</td>
<td>Registration</td>
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<tr>
<td>9:00</td>
<td>Welcome</td>
<td>Keynote 2</td>
</tr>
<tr>
<td>9:15</td>
<td>Keynote 1</td>
<td>Posts (10): presentations</td>
</tr>
<tr>
<td>9:30</td>
<td>Posts (10): presentations</td>
<td>Coffee Break</td>
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<tr>
<td>9:45</td>
<td>Coffee Break</td>
<td>Parallel Sessions: Workshops and Tutorials (Part I)</td>
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<tr>
<td>10.00</td>
<td>A K T H O N</td>
<td>Panel 1</td>
</tr>
<tr>
<td>10.15</td>
<td>Tech Talk 1</td>
<td>POSTERS ON DISPLAY</td>
</tr>
<tr>
<td>10.30</td>
<td>Lunch Break</td>
<td>POSTERS ON DISPLAY</td>
</tr>
<tr>
<td>10.45</td>
<td>(Food in the room)</td>
<td>POSTERS ON DISPLAY</td>
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<tr>
<td>11.00</td>
<td>Posters (10): presentations</td>
<td>POSTERS ON DISPLAY</td>
</tr>
<tr>
<td>11.15</td>
<td>Panel 1</td>
<td>POSTERS ON DISPLAY</td>
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<tr>
<td>11.30</td>
<td>Lunch Break</td>
<td>POSTERS ON DISPLAY</td>
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<td>Lunch Break</td>
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<tr>
<td>14.00</td>
<td>Tech Talk 2</td>
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<td>Tech Talk 2</td>
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<td>Coffee Break</td>
<td>POSTERS ON DISPLAY</td>
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<td>15.00</td>
<td>Career Fair</td>
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<td>16.00</td>
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<td>16.15</td>
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<td>16.30</td>
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<td>16.45</td>
<td>Career Fair</td>
<td>POSTERS ON DISPLAY</td>
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<tr>
<td>17.00</td>
<td>Hackathon Presentations</td>
<td>ACM Chapters and Celebration of Women</td>
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<tr>
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<td>ACM Chapters and Celebration of Women</td>
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