

Proposal for hosting ACM-WE womENCourage Celebration

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

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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](#)).

	DAY 1 Hackathon	DAY 2 Main Program	DAY 3 Main Program				
8:15	Registration	Registration and Poster Set-up	Registration	8:15			
9:00	H A C K A T H O N	Welcome	P O S T E R S O N D I S P L A Y	9:00			
9:15		Keynote 1		Keynote 2	9:15		
9:30		Posters (10): presentations		Posters (10): presentations	9:30		
9:45		Coffee Break		Coffee Break	9:45		
10:00		(Food in the room)		Tech Talk 1	P a r a l l e l S e s s i o n s: W o r k s h o p s a n d T u t o r i a l s (Part I)	10:00	
10:15				Panel 1		10:15	
10:30				Lunch Break		Lunch Break	10:30
10:45				P O S T E R S O N D I S P L A Y		P a r a l l e l S e s s i o n s: W o r k s h o p s a n d T u t o r i a l s (Part II)	10:45
11:00							11:00
11:15							11:15
11:30	11:30						
11:45	11:45						
12:00	12:00						
12:15	12:15						
12:30	12:30						
12:45	12:45						
13:00	13:00						
13:15	13:15						
13:30	13:30						
13:45	13:45						
14:00	H A C K A T H O N	Tech Talk 2	P a r a l l e l S e s s i o n s: W o r k s h o p s a n d T u t o r i a l s (Part II)	14:00			
14:15		Coffee Break		Coffee Break	14:15		
14:30		P O S T E R S O N D I S P L A Y		P a n e l 2	14:30		
14:45					14:45		
15:00					15:00		
15:15					15:15		
15:30					15:30		
15:45					15:45		
16:00					16:00		
16:15					16:15		
16:30	16:30						
16:45	16:45						
17:00	H a c k a t h o n P r e s e n t a t i o n s	Career Fair	P a n e l 2	17:00			
17:15		17:15					
17:30		17:30					
17:00	H a c k a t h o n P r e s e n t a t i o n s	Posters (10): presentations	A C M C h a p t e r s a n d C e l e b r a t i o n o f W o m e n	17:00			
17:15		17:15					
17:30		17:30					

