Thank you for your interest in hosting a future IRSPM conference. We appreciate your efforts to support and promote the work of the society.

Since there are usually several candidates to host the conference, we are required to make a selection. To allow us to make this selection process systematic and fair, we ask you to provide some information about your organisation and your plans for the conference. Please be as specific as possible: the more detailed and concrete the information, the more competitive the application will be. Please attach background supporting materials when useful.

The form should be submitted to the Conference Selection Committee at [conference@irspm.org](mailto:conference@irspm.org)

1. **If it is not the year 2026, please indicate what year you would like to host the conference and what period (estimated dates)**
2. **Please name and describe your proposed conference theme**

*Each IRSPM conference has a distinctive theme, relevant to the work of the society. Please give a short description of this theme and explain why you consider it relevant for the IRSPM community.*

1. **Why would you like to host the conference?**

*What do you think hosting the conference contributes to IRSPM, your organisation, your local environment?*

1. **Please give a short description of your institution**

*In the description, please indicate which unit or department will be responsible for hosting the conference.*

1. **Please describe the organisational support you can draw upon to organise the conference**

*What staff will be available for this purpose, over what time period?*

*It will be helpful if you already could list who specifically you envision to be in your committees and be part if your organisation team.*

*Will you be considering engaging a professional conference organiser?*

1. **Please describe your previous experience with hosting conferences**

*For hosting a conference, the size of IRSPM, we feel that at least some prior experience is essential. Please describe this experience and include a short description of the audience and size of the conference(s). Feel free to append information about these past events to the form.*

1. **Please describe the conference facilities you are intending to use**

*This should include, but not limited to:*

* *The maximum number of participants your institution can host.*
* *The available rooms (e.g. 10 rooms with max. 50 people, 5 rooms with max. 100 people, one auditorium for min. 500 people).*
* *Technical equipment and facilities*
* *Catering (internal or external)*

*IRSPM conferences usually scheduled over 3 full days and attracts between 500 – 600 attendees with up to 20 parallel sessions in the same time slot.*

1. **Please describe the location and accessibility of the conference location**

*This includes:*

* *Distance from town centre and hotels.*
* *Type of hotels and other options for accommodation*
* *Available transport options within town (bus, metro, shuttle service etc.).*
* *Available transport options to the town, airport and train stations*

1. **Please name potential sources of sponsorship for the conference**

*These could be the hosting institution, businesses, governments, foundations etc.*

*If possible, it would be useful to provide more details by including what grants and specific sponsorships you might be able to draw upon to support the organisation of the conference in your region.*

1. **Estimate budget**

*It will be desirable to provide an estimate budget listing the expenses (venue rental, catering, etc.) and the revenue (grants, sponsorships, registration fees, etc) to understand the financial visibility of your proposal.*

1. **Add any other additional info and details you find useful to support your application**