



Association for Critical Heritage Studies (ACHS)
**Conference Bid
Proposal Guidelines**

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For the 2028 conference, the deadline to submit is **May 1, 2024**. Check with the ACHS Vice President-Conference to determine which years are open for submissions. It's recommended to submit your proposal at least four years prior to the intended conference year.

The proposal submission is the initial step to ensure that the local host committee is aware of its responsibilities. The ACHS team will evaluate the proposals and respond to any questions or requests for changes within 30 days of receiving the proposal.

1.0 INTRODUCTION

This document outlines the protocol for preparing and submitting a bid to host the biennial conference of the Association for Critical Heritage Studies (ACHS). We strongly encourage proposals from underrepresented countries and regions. The biennial ACHS conference is designed to alternate between continents.

Prospective hosts must follow these two required steps:

1. Submit an expression of interest (EOI) as detailed on the [ACHS Website](#).
2. Complete the bid proposal that meets the requirements outlined in the **Requirements for Hosting**.

Provide a concise overview highlighting your university's affiliation with ACHS. Include details about the host city, but focus primarily on how hosting the ACHS conference aligns with and benefits your organization.

Prospective hosts can contact the Vice-President of Conferences, Myriam Joannette, for guidance.

All complete bids must be submitted by **May 1, 2024**, to Myriam Joannette at myriamjoa@cloud.com and cc'd to info@criticalheritagestudies.org. The email subject line should be: **"ACHS 2028 EOI BID."**

The Conferences and Events Committee will review bids received by the deadline to ensure they are complete. Following the initial review, the Committee will provide further guidance for preparing the final proposal. Prospective hosts are required to present their plans to the ACHS general membership meeting on June 6, 2024, in Galway, Ireland. The 2028 host will be selected through a vote by ACHS members present at the meeting.

2.0 REQUIREMENTS FOR HOSTING AN ACHS CONFERENCE

Host: The prospective host organizer must be an ACHS member. The Expression of Interest must be supported by the Head (e.g., Chair/Executive Director) of the host's institution, organization, and/or department.

Accessibility: The Conference venue must accommodate diverse physical abilities. This includes elevators/ramps to all floors/rooms and wheelchair-accessible bathrooms. The venue must be near an accessible airport and parking facilities.

Language: Conferences will be conducted in English. In the event of offering specific sessions or keynotes in a language other than English, it will be the organizers' responsibility to provide simultaneous translation when possible.

Conference Facilities: In your proposal, include 2-3 potential locations. These should give the Executive Committee (EC) an idea of where the conference could take place, potentially at a university or college affiliated with a member of the local host committee. A brief description or a link to the proposed facilities is enough for this initial submission.

The proposed venue must have:

- A plenary session meeting room for at least 250 participants, equipped with a stage, lectern, audiovisual services, and internet access.
- Conveniently accessible toilet facilities.
- A registration area that can serve about 30 people simultaneously.
- At least 3 additional rooms for concurrent sessions.
- Adequate ventilation, including air conditioning if necessary.

Additionally, allocate space for exhibitors, roundtable discussions, networking lunches, registration, refreshments, and poster presentations.

Accommodations: Hosts must consider the varied needs and preferences of participants, focusing on both proximity to the venue and affordability. They are expected to negotiate with hotel vendors to reserve and block rooms for conference attendees. Additionally, if feasible, the organizing committee should also negotiate with the host university to provide rooms in university residences at affordable rates.

Transportation: Hosts are required to provide comprehensive information on transportation

options to the city and the conference venue, ensuring easy access for participants. Prioritize safety, comfort, and affordability in these arrangements. If needed, transportation costs can be included in the participants' registration fees. The organizing committee may consult with the city's tourism department for assistance.

Conference Package Costs: Hosts must present a detailed budget covering all conference-related expenses, such as meal breaks and social events. Hosts are encouraged to secure sponsorships for these events. Registration fees should be clearly distinguished from fees for social activities, such as the closing dinner. It's essential for the committee to maintain affordability, ensuring the conference is accessible to a wide range of participants.

Organization and Management: The proposal must include a clear plan for management and administrative structures, such as establishing a Local Organizing Committee or Steering Committee. The host organization is required to update the ACHS Executive Committee monthly on conference planning progress in the year leading up to the event.

Host responsibilities include:

- Engaging regional chapters/networks to aid in conference organization.
- Creating networking opportunities for postgraduate members with keynote speakers and other ACHS members.
- Additionally, hosts must maintain regular communication with the ACHS Executive Committee, providing updates on key aspects such as the selection of keynote speakers and conference themes.

Financial Arrangements and Support:

Conference fees should be paid directly to the hosting institution or organization. The host is accountable for financing all conference expenses using participant fees, subject to ACHS Executive Committee approval, and any sponsorship or additional support they secure.

The hosting institution or organization is solely responsible for all financial obligations, including covering any deficits incurred from the conference. ACHS does not offer direct financial support and is not liable for any deficits that may occur.

Arrangements for the Conference and Pre-Conference Workshop:

The bid must specify the staffing and facilities for event management and registration. It should include setting up a Conference Secretariat accessible to ACHS members prior to the conference, equipped with telephones, fax, email, photocopiers, and printers. Additionally, the venue should

provide reliable internet access for all conference participants.

Social Events:

The ACHS Conference requires: 1) a formal opening ceremony and 2) a dinner reception. The host is encouraged to arrange optional tour programs for participants, which can be offered at an additional cost. Additionally, the organizing committee should liaise with the city's tourist office to suggest individual visit options for participants.

Timing and the Duration of the Conference:

The schedule and timing of the Conference will be jointly decided by the host institution and the ACHS Executive Committee. The Conference, including all optional programming, typically spans four to six days. This includes one day for optional pre- or post-conference activities and three to four days for the main conference events.

Hosts are required to allocate a four-hour time slot on the final day for the General Meeting of Members. The designated room for this meeting must have the capacity to accommodate up to 250 people.

Conference Fees:

ACHS is committed to maintaining economically accessible conference fees. Hosts should consider offering varied rates for low-income individuals, students, early-career scholars, and those who register early. Additionally, hosts are encouraged to facilitate local community participation in the conference.

All proposed conference fees must be set in consultation with the ACHS Executive Committee. It is important to note that ACHS will not bear any financial obligations or liabilities incurred by the host institution or organization in organizing and executing the conference. Hosts are advised to collaborate closely with the Conference Committee and the Vice-President of Conferences to ensure adherence to these guidelines.