**Proposal to Host the Conference of the International Society for Media, Religion, and Culture**

**Host name:**
**Host organization:**
**Proposed year of hosting:**

**Location:**
1. <u>City:</u>
    a. What is your location's accessibility? Is it convenient for those traveling from points around the world? Is there a major airport nearby (how distant is it)? How are people to get from the airport to the venue? What is the average cost of an airline ticket from London and New York City?
    b. What do you believe are the main draws of this location for visitors? Are there particular reasons why this site will be of interest to this particular group of scholars? Are there special events that you intend to plan that will highlight this location's uniqueness?

2. <u>Site:</u>
    a. Describe the specific site (i.e. building(s)) in which the conference would be held. Will be conference and housing happen in the same location? If not how will participants get between locations?
    b. How many rooms are available for conference presentations and what are their capacities?
    c. What technological support is available in conference presentation rooms (e.g. ethernet, projectors, etc)? Please provide indication that these rooms are actually available during the dates you propose for the conference.
    d. What is your site's maximum capacity? Have there been previous conferences at your site? If so, please list a few examples. Do you have references or reviews of those previous conferences? If so, please provide them.

3. <u>Lodging:</u>
    a. Please give an estimate of the cost of hotel rooms and meals. How many participants will your site/hotels be able to accommodate?
    b. Do you have a room block reserved right now in one or more hotels, and if so, what are the expectations? Provide indication that adequate hotel rooms are actually available during the proposed conference dates.
    c. Are overflow hotels available nearby?
    d. What modes of transportation will make it possible for people to move between the airport, hotel, and site?
    e. Has the site offered any concessions? (complimentary guest rooms per number of rooms picked up, complimentary high speed Intenet access, 15% discount on A/V pricing, complimentary meeting space based upon agreed upon food and beverage minimum)

**Infrastructure**:

1. Host university:
   a. What kind of support will the hosting university provide?
   b. Is there a commitment of funds for the conference? If so, to what level of funding is the commitment? Is the commitment firm (evidence of commitment letters, verbal agreements, etc., should be provided)?
   c. Are there conference coordinating agencies available on whom you could draw to help manage registration and the events?
   d. Are there other groups within the university that might be drawn in to provide funding and buy in?
   e. Are there specific ways that your university is uniquely positioned to foster the interdisciplinary nature of the ISMRC conversation?
   f. What is the university's expectation regarding the Host's involvement in coordinating this event?
2. Local host:
   a. What support will the Local Host have for coordinating and carrying out activities? (e.g., student event coordinator)
   b. Does the host have the ability to meet on a regular basis via Skype or Google Hangout with the Conference Program Planner, President, Treasurer, and other relevant persons?
   c. What is the conference planning experience of the host?
   d. Have you read the ISMRC by-laws, the FAQ regarding conference planning, and the conference planning guide? Do you have any suggestions or foresee and challenges regarding expectations outlined in these documents?
3. Local host committee:
   a. What area universities are also participating in the planning and hosting of this event?
   b. What research networks are being drawn into this event, and how are they to be included?
   c. Who will participate in the conference planning committee, and what are their expected contributions?
4. Funding:
   a. What other opportunities for partnerships and sponsorships can your site uniquely provide? Please list and explain.

5. Other concerns:
   a. How will language differences be addressed?

6. Are there specific dates you would like to propose (typically the conference runs three full days)?