



## Call for Proposals for 2013 Mini-Conferences

The Future Conferences Committee (FCC) of the International Association for Relationship Research (IARR) invites proposals to a host regional, thematic, or graduate student / new professional conference to be held in 2013. The deadline for submission is **November 1, 2011**.

Hosting an IARR conference is an excellent way to showcase your school and your city. It also provides your team with the opportunity to develop new organizational skills, and establish contacts with the business community in your area. Based on past conferences, you can project a financial impact of several hundreds of thousands of dollars on the local economy.

Proposals to host a 2013 mini-conference can be submitted by an individual or a small group of individuals, but all applicants must be IARR members. Proposals will be evaluated according to three criteria: (a) potential for interest among IARR members; (b) capacity to provide opportunities for education, collaboration, and networking among attendees; and (c) ability to generate revenue equal to expenses (i.e., all mini-conferences must be self-funded). Proposals will be reviewed by members of the Future Conferences Committee and the IARR Board.

A proposal to host a 2013 mini-conference should contain the following information:

1. Name, title, and contact information of applicants. Include mailing address, telephone number, fax number, and e-mail address for all applicants. Designate one or more applicants to serve as the Local Arrangements Chair or Co-Chairs. (In the case of a single Local Arrangements Chair, designate a second applicant willing to take charge if the Local Arrangements chair is unable to fulfill his or her duties.)
2. Theme. Explicate the theme of the conference. Discuss how the theme fits into the mission of IARR.
3. Site. Include city, state or province, and country. Specify the physical site of the conference, such as a university campus or a conference center. Provide a brief description of the ambience and amenities of the site. Describe the transportation options for traveling between the local airport and the site.
4. Proposed dates.
5. Projected number of attendees.
6. Any possible co-sponsors. Estimate their degree of financial involvement.
7. Major venues. Include descriptions of the following:
  - a. Meeting places, including rooms for plenary sessions and paper sessions.

- b. Eating facilities, including cafeterias, banquet halls, and restaurants in the vicinity.
  - c. Lodging facilities, including local hotels, dormitories, and on-site housing. Describe any low-cost housing options.
8. Any stipends offered to invited speakers and / or students.
  9. Projected costs of travel and lodging. Provide current airfares from gateway cities around the world (i.e., Beijing, Sydney, Chicago, Montreal, Buenos Aires, London, and Cairo). Estimate lodging costs for participants. Describe any low-cost housing options.
  10. Projected registration fee. The fee structure should include (a) a rate for members of IARR; (b) a rate for non-members of IARR; (c) a rate for graduate students; and (d) a rate for participants from underrepresented countries (based on World Bank classifications).
  11. Projected budget. Complete and attach the *Mini-Conferences Budget Form* available on the IARR website ([www.iarr.org](http://www.iarr.org)). Estimate revenue (from registration fees, co-sponsors, etc.) and costs (for venue, meals, equipment rentals, conference program, speaker honorariums, etc.). Provide both overall and itemized estimates of revenues and costs.
  12. Projected Sponsorship. Report the money and services that your school, local business community, and others will provide to defray the cost of the conference

To apply, please submit a proposal and a completed budget form via e-mail attachment to Omri Gillath, PhD, Chair of the Future Conferences Committee ([ogillath@ku.edu](mailto:ogillath@ku.edu)) by **November 1st, 2011**. Please direct any questions regarding submission or proposal preparation to him.