



## Call for Proposals for 2014 Conference

The Future Conferences Committee (FCC) of the International Association for Relationship Research (IARR) invites **preliminary proposals** to host the 2014 conference. The deadline for submission is **November 1st, 2011**.

Proposals to host the 2014 conference can be submitted by an individual or a small group of individuals, but all applicants must be IARR members. Applicants will act as Local Arrangements Chair (or Co-Chairs) for the conference. The Local Arrangements Chair will be responsible for coordinating the venue, meeting spaces, lodging, and meals for the conference. (The Local Arrangements Chair will also work closely with the Program Chair, an elected IARR member who is responsible for developing the program.)

The FCC will begin by reviewing preliminary proposals. The preliminary proposals contain only the most essential information needed to evaluate potential conference sites. After screening preliminary proposals, the FCC may solicit a full proposal. The full proposal contains the detailed information the IARR Board needs to make a final decision about the conference location.

The 2014 conference can be held in either a North American location or a non-North American location. The estimated conference attendance is approximately 350-450 people.

A preliminary proposal to host the 2014 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 willing 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. 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.
3. Proposed dates. Specify the proposed dates of the event. The conference is usually held during a 4-5 day period in July, which is a reasonably convenient time for most IARR members.
4. Proposed schedule. Provide a preliminary outline of the conference schedule. Include time for lunches, dinners, coffee breaks, approximately six plenary sessions (90 minutes in length), and approximately eight paper / poster sessions (90 minutes in length). (Note: The Local Arrangements Chair(s) will work closely with the program planner on the final schedule to accommodate the number of submissions accepted for presentation.)

5. Major venues. Include descriptions of the following:
  - a. Meeting places, including (a) auditoriums for plenary sessions; (b) a central area for breaks between sessions; (c) large rooms for symposia, book exhibits, registration, and poster sessions (with the capacity to house at least 70 posters); and (d) smaller rooms for paper sessions and interest groups.
  - b. Presentation equipment, including access to (a) overhead projectors; (b) computers for power point presentations; (c) computer projectors for power point presentations; and (d) poster stands for poster sessions.
  - c. Eating facilities, including cafeterias, dining rooms, and banquet halls.
  - d. Lodging facilities, including local hotels, dormitories, and on-site housing. Describe any low-cost housing options.
6. Hospitality. Describe plans for lunches, dinners, and coffee breaks. Traditionally, all lunches and at least two dinners are served in community to encourage interaction among attendees. One coffee break in the morning and one coffee break in the afternoon (with beverages and light snacks) also should be included in the registration fee.
7. Awards dinner. Include plans for an awards dinner with a social event (typically a dance) afterwards. The awards dinner can be included in the registration fee or available at an additional cost.
8. Optional excursion. Describe plans for an optional excursion (if desired). This excursion should not be included as part of the registration fee.
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 (for both regular and 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 *Main Conference 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.

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.