



Call for expressions of interest to host the ESEH Biennial Conference 2025

Guidelines for a Letter of Intent

The Letter of Intent should address these points:

1. Proposed dates

The date of the conference can be determined by the proposing group, but should consider the availability of local accommodation; avoid major holidays; and avoid (insofar as is possible) overlapping with other large conferences at international level as well as other major events at your home institution. The ESEH Board has indicated a preference for June, late August or early September, but other dates may be possible.

2. Form, theme, and general vision of your conference

In a (post-)pandemic world we need new, creative ways of organising conferences. Although we aim for a face-to-face conference, we urge the local organizing committee to include the possibility for digital participation (i.e. for some form of hybrid events); it would be appreciated a contingency plan in case of any major disruption of travelling. Identify a theme you think would best suit your institution and location, but please avoid a narrow and too specific theme. You should aim for a broad theme that can include a wide range of interests.

How do you envisage running the conference in terms of sustainability, innovation, experimentation and diversity, creating inclusive and participatory environments? How will you include attention to teaching as well as research?

3. Local Organising Committee (LOC)

Who are the people that will form your core group of organisers? What is your profile and what are the strengths of your group? What experience do you have in organising international meetings? How do you intend to share work and responsibility? How would you include other individuals and groups from your country working in the field of environmental history?

4. Support and communication

While organising an ESEH conference you will need help. How would your university/institution support the LOC? Do you have a local convention bureau or conference office at your service that has experience with organising large international meetings? What exactly does it offer (communication, registration, travel arrangements, conference web page, payment, digital support etc.)? We recommend that you contact colleagues at your university who recently have organised large (face-to-face and/or digital) conferences and other partners before compiling the bid. Support letters should be provided as accompanying materials. While organising the conference you will have to communicate with past ESEH LOC members, the head of the Program Committee and the ESEH Board. If you need support with financial transactions, please contact the ESEH treasurer.

5. Location, accommodation, facilities

Identify locations for a face-to-face/hybrid ESEH2025. If it is going to be held on a university campus, identify facilities and costs involved. Also investigate local hotels and low budget accommodation possibilities, check their convention facilities (prices, availability) and their policies on minimum room reservations. As a guide, ESEH conferences have recently included the following activities requiring venues: *10-12 parallel sessions *1-3 plenary sessions *coffee breaks and lunches *a poster session (c 20-30 posters on display for the whole event) *opening and closing reception *ESEH General Assembly *Experimental sessions and sessions with a focus on education *1-5 rooms for board meetings *other side events. Will your institution provide the needed infrastructure to support digital participation?

6. Technical equipment and support

Technical solutions are crucial in organising a conference. What kind of technical support can you offer (WIFI/stable skype connection/laptops or PC in all rooms/conference app etc)? Will you allow virtual presentations, and if so, to what extent? How interactive will your conference be? Do you want to have a Twitter conference?

7. Fundraising

If past meetings are any guide, the LOC is also responsible for raising a substantial amount of funding. How and from whom will you obtain funding to support the conference? How will you support participants with limited or no funds? For face-to-face conferences please also include information about visa requirements. Budget estimates should be provided as accompanying materials.

8. Students, partners, NEXTGATE

Whatever form your conference will have in the end, you will need motivated volunteers and helping hands. What are your plans to promote the conference among your students and make them involved? How will you communicate with other local and international partners you want to work with (local producers, artists, etc)? How will you interact with NEXTGATE? In particular, we encourage the LOC to network with local NGOs, communities, schools, and cultural institutions so the conference can become an opportunity to reach a wider public and build collaborations.

9. Conference tours and promotion

At previous face-to-face conferences the LOC has typically offered tours or field trips to show off the local nature and/or environmental history sites, whether museums, civil engineering works, nature parks, or other sites. In the past, at least a half day of the meeting has been dedicated to tours. Enough tour spaces to accommodate c. 60-100 people (1/5 of the participants) should be planned.

10. Impact of the conference

What impact might organising the ESEH2025 have on your institution/country/region? How will the conference foster environmental history in your country? Do you have a plan to enlarge the membership of the ESEH in connection with the conference?

11. COVID-19 and other risks

Covid-19 has made us all more aware of the risks, as well as the rewards, of meeting in-person. We invite you to include strategies for creating a safe and healthy conference environment, and to give due thought to the risks large conferences might still bear in 2025.

The ESEH deeply appreciates your willingness to host the conference. In organising it you will join a select community of people who can offer support and advice all along the way!

Accompanying Materials to be provided with the Letter of Intent

Budget estimations

One factor in deciding where to locate a meeting is the probable costs for participants. Providing some rough estimates of travel costs from major cities, your policy concerning participation fees, and a preliminary specification of costs (costs of meeting facilities, audiovisual equipment, social events, etc) would be helpful. Please explain how much extra funding you need and how you are going to raise that.

Support letters

We ask you to add support letters from your local conference office, partner organisations, co-hosts etc. This helps us to identify how serious your plans are and how strong your support network is. In the end, it will help you to rationalise your work.