

## Guidelines for a proposal to host the ESEH Conference in 2027

The proposal 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 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

Although we aim for a face-to-face conference, we urge the Local Organising Committee (LOC) to include the possibility for digital participation (i.e. for some form of hybrid events); a contingency plan in case of any major disruption of travelling is recommended. Identify a theme you think best suits 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 and regions. Based on this thematic proposal, the ESEH Programme Committee will launch a Call for Papers in cooperation with the LOC.

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

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 ESEH Board, the head of the Programme Committee, the ESEH Grants Committee and possibly other committees. If you need support with financial transactions, please contact the ESEH treasurer.

### 5. Location, accommodation, facilities

Identify what the locations of a face-to-face ESEH 2027 will be. If it is going to be held on a university campus, identify the 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
- Free coffee breaks and lunches
- A poster session (c 20-30 posters on display for the whole event)

- Opening and closing reception (may have a fee)
- ESEH General Assembly
- Exhibition space for the book fair (publishers' stands, silent book auction) and research networks
- 1-5 rooms for board meetings
- Possible other side events (NEXTGATE, meetings of regional and thematic groups, film nights, exhibitions, etc.)

Will your institution provide the needed infrastructure to support digital participation?

## 6. Technical equipment and support

Technical solutions are crucial in organising a conference. Is your institution/university well equipped for that? Will you cooperate with some other organisations/institutions? What kind of technical support can you offer (WIFI/stable Zoom 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?

## 7. Fundraising

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 participation 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, 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 ESEH 2027 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. Risk assessment

What kind of other risks do you foresee and what might you do to minimise them? Don't worry too much: 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!

## 12. 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,

conference app, banquet location etc.) would be helpful. Please explain how much extra funding you need and how you are going to raise that.

### **13. 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 plan your work.

Please direct any further questions to the chair of the ESEH Conference Venue Selection Committee: [christian.rohr@unibe.ch](mailto:christian.rohr@unibe.ch)

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#### **The ESEH Conference Venue Selection Committee**

- Christian Rohr, University of Bern, Bern, Switzerland (chair)
- Diogo De Carvalho Cabral, Trinity College, Dublin, Ireland
- Kati Lindström, KTH Royal Institute of Technology, Stockholm, Sweden