

## CALL FOR EXPRESSIONS OF INTEREST

### European Society for Environmental History Biennial Conference 2021

Subject: **Proposals to host the European Society for Environmental History Conference in 2021**

Deadline for submissions: **31 January 2019**

**The European Society for Environmental History (ESEH)** invites expressions of interest from scholars who would like to host the biennial conference of the Society in 2021. The letter of intent indicates to the Site Selection Committee (and ultimately to ESEH's Board) a serious desire to host an ESEH meeting. It is not a formal commitment to host. The Site Selection Committee will present its report, which will include the letters of intent it has received, to the Board for a tentative selection. At that point, the Site Selection Committee and the Society's officers will work jointly with the selected host (and its local organising committee) to develop a full proposal, which will commit the local organisers to host the meeting.

Crucial points for the evaluation will be:

- (1) The scientific proposal (we strongly encourage innovative themes and formats)
- (2) The facilities (for lodging, panels, meals, and other events)
- (3) The strength of the local group (its ability to manage the organization including website, financial transactions and support from local institutions)
- (4) The geographical location (costs, transports, etc.)
- (5) Ideas aiming to strengthen diversity at the conference

The letter should be no more than 5000 words long.

The deadline for submitting the letters of interest is **31 January 2019**. The letters and the eventual support materials must be sent by email to [site.selection@eseh.org](mailto:site.selection@eseh.org).

The results of the process will be communicated by **1 May 2019**.

Please do not hesitate to contact us for any clarification you may need.

The members of the ESEH 2021 Site Selection Committee are:

Patrick Kupper, University of Innsbruck (chair)

Borna Fuerst-Bjelis, University of Zagreb

Tomasz Samojlik, Mammal Research Institute, Polish Academy of Sciences

## **Guidelines for a Letter of Intent**

The letter of intent indicates to the Site Selection Committee (and ultimately to ESEH Board) a serious desire to host an ESEH meeting. It is not a formal commitment to host. The Site Selection Committee will present its report, which will include the letters of intent it has received, to the Board for a tentative selection. At that point, the Site Selection Committee and officers will work with the selected host (and its local organising committee) to develop a full proposal, which will commit the local organisers to host the meeting.

The letter of intent should address these points:

### 1. Proposed dates

The meeting should be scheduled in summer 2021. The challenge of finding the right date includes the need to consider the availability of local accommodations, avoiding major holidays, and overlapping with meetings of other major professional societies to which ESEH members might also belong.

### 2. Proposed theme

ESEH meetings have traditionally had a conference theme, although presentations outside that theme have also been welcome. Identify a theme you think would best suit your institution and location.

### 3. Possible accommodation space: meeting and lodging

Identify where the meeting locations will be. If it is going to be held on university campus, identify facilities and costs involved. Also investigate local hotels with convention facilities (prices, availability) and see what their policies are about minimum room reservations or bookings, costs of meeting facilities, costs of audiovisual equipment, banquet location, and any other policy related to hosting a conference.

ESEH meetings have recently included the following activities which require venues:

- 10-12 concurrent sessions
- 1-2 plenary sessions
- a poster session (c. 30 posters on display for the whole event)
- a banquet (tickets bought separately)
- opening reception
- coffee breaks and lunches (some meetings have not included these)
- ESEH General Assembly
- at least 1 meeting room for Board meetings.

### 4. Estimates of Travel Costs to host location

One factor in deciding where to locate a meeting is the probable costs of travel for members who attend. Providing some rough estimates of travel costs from major cities would be helpful.

## 5. Possible members of a local organising committee

Who are the people in your local area who can form the core group of organisers?

## 6. Support

What university, museum, or other institution can support the local organising committee? That would include support for correspondence, secretarial help, if necessary, and any other matters pertaining to running an international meeting. How much funding (whether monetary or in kind donations, such as free food) can be provided by local sources?

What funding sources at regional or national levels might be available?

If past meetings are any guide, the local organising committee is also responsible for raising a substantial amount of funding.

## 7. Possible tours with environmental history themes

The local committee has typically offered tours or field trips during the meeting to show off the local nature and/or environmental history sites, whether museums, civil engineering works, nature parks, or other sites. In the past, a half day of the meeting has been dedicated to tours. Enough tour spaces to accommodate c.200 people should be planned.

## 8. Ability to cooperate with ESEH staff for the conference website and to manage financial transactions

The local group should provide contents (registration, program, travel arrangements, useful information for participants etc.) for the web pages which will be arranged by the Society and hosted on our website.

Also, as more and more people use credit cards for payments, they will expect such payment schemes to be available for registration. How will you handle this?