

CALL FOR EXPRESSIONS OF INTEREST

European Society for Environmental History Biennial Conference 2017

Subject: Proposals to host the European Society for Environmental History Conference in 2017

Deadline for submissions: December 31st, 2014

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 2017. 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 ideas which promote 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 and 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 by **December 31st, 2014**. The letters and the eventual support materials must be sent by email to site.selection@eseh.org. The results of the process will be communicated by **April 1st, 2015**.

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

The ESEH Site Selection Committee
Marco Armiero, Poul Holm, Ulrike Plath

Guidelines for a Letter of Intent

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The letter of intent should address these points:

1. Proposed dates and theme

The ESEH can meet at any time of year, although the past few dates have been during the summer months to encourage participants from outside of Europe.

Part of the challenge of finding the right date is made up by the need to consider the availability of local accommodations, avoid major holidays, and avoid overlapping with meetings of other major professional societies to which ESEH members might also belong.

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

2. Possible accommodation space: meeting and lodging

Identify where the meeting locations will be. If it is going to be held on campus, identify facilities and costs involved. Also check out the 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 audio-visual 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 (ca. 30 posters hanging for the whole event), a banquet (ticket bought separately), opening reception, coffee breaks, lunches (some meetings have not included this), ESEH General Assembly, at least 1 meeting room for Board meetings.

3. Travel estimates 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.

4. Possible members of a local organising committee

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

5. 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 matter pertaining to running an international meeting. How much funding (whether monetary or in-kind donations like 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.

6. Possible tours with environmental history themes

The local committee has typically offered tours 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 200 people should be planned.

7. 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?