

# **CONGRESS OF THE SOCIETY FOR THE STUDY OF ECONOMIC INEQUALITY (ECINEQ) JULY 2011**

## **GUIDELINES FOR APPLICATIONS**

**Local Organising Committee and Conference Venue**

**Deadline for Expressions of Interest: 15 November, 2009**

The Society for the Study of Economic Inequality (ECINEQ) solicits proposals for the 4th Local Organising Committee and for the Conference Venue for its 4 Bi-Annual Conference, to be held in July 2011. These Guidelines for Applications have the objective of offering the applicants an overview of the administrative, organisational and financial responsibilities they are requested to undertake, and detailed instructions on how to forward their proposals to the ECINEQ Secretariat.

## **CONTENTS**

CONFERENCE OVERVIEW

ADMINISTRATIVE, ORGANISATIONAL AND FINANCIAL RESPONSIBILITIES

1. The Conference Venue
2. Scientific programme
3. Accommodation
4. Registrations
5. Communication and Conference documentation
6. Publishers' exhibition
7. Transportation
8. Social Programme
9. Institutional Programme
10. Finance
11. Reports

HOW TO SUBMIT

## **CONFERENCE OVERVIEW**

The Conference will tentatively be held in July 2011 and will last 4 days. Day 1 will be dedicated to the registrations and a welcoming reception. The scientific activities will be concentrated from Day 2 to Day 4. Social events and ECINEQ institutional meetings will be organised during the conference. Table 1 shows an example of programme overview.

**Table 1** : Example of Programme Overview (2007 Berlin conference)

	Schedule
<b>Wed 11</b>	15:30-18:30 Pre registration
<b>Thu 12</b>	9:00-10:15 <b>Plenary session</b> : Welcome Address and Invited Lecture: Debraj Ray 10:15-10:45 coffee 10:45-12:45 <b>Parallel sessions T1</b> : submitted papers 12:45-14:00 lunch 14:00-16:00 <b>Parallel sessions T2</b> : submitted papers 16:00-16:30 coffee 16:30-18:30 <b>Parallel sessions T3</b> : submitted papers 20:30 <b>Social Dinner</b> at the House of Representatives (shuttle bus available)
<b>Fri 13</b>	9:00-10:15 <b>Plenary session</b> : Welcome Address and Presidential Address: Joan Esteban 10:15-10:45 coffee 10:45-12:45 <b>Parallel sessions</b> : submitted papers 12:45-14:00 lunch 14:00-16:00 <b>Parallel sessions</b> : submitted papers 16:00-16:30 coffee 16:30-19:00 <b>Parallel sessions</b> : submitted papers 19:00 Members' meeting and <b>Social Dinner</b>
<b>Sat 14</b>	9:00-10:15 <b>Plenary session</b> : Invited Lecture: Peter Lambert 10:15-10:45 coffee 10:45-13:15 <b>Parallel sessions</b> : submitted papers 12:45-14:00 lunch 14:00 End of the conference

The total number of scientific (paying and invited) participants is expected to be between 200 and 250. In addition to these categories of participants, a limited number of accompanying persons (approximately 20%) may register exclusively to the social events. The Conference will be jointly organised by the Programme Committee (PC) and the Local Organising Committee (LOC), which will carry out their own and different duties in close co-operation. The PC will be appointed by ECINEQ, and will be responsible for preparing the scientific programme. Definition of the call for papers,

selection process mechanisms, and definition of the total number of sessions and their typology (plenary or parallel sessions) are amongst the PC's duties. More than 200 papers are expected for the final Scientific Programme. Because of the intense interaction between the LOC and the PC, it is advisable that meetings between both parties be organised to discuss facilities and procedures. Additional *ad hoc* committees may be indicated by ECINEQ to deal with special issues. For instance, a Committee to Promote Developing Country Participation may be created. The LOC will assume various administrative, organisational and financial responsibilities linked to the organisation of the event, as proposed in this document.

## **ADMINISTRATIVE, ORGANISATIONAL AND FINANCIAL RESPONSIBILITIES**

Universities, research organisations, groups of organisations, or individuals, that intend to present their candidature as Local Organising Committees and Conference Venues will assume all of the administrative, organisational and financial responsibilities listed below.

### **1. The Conference Venue**

The LOC is responsible for the arrangements concerning the Conference Venue. A venue suitable to the requirements from the point of view of the location, scientific sessions and facilities should be arranged.

#### **1.1. Location**

The location of the Conference Venue should present the following characteristics:

- (a) Access for international and national participants should be straightforward and not too costly or time-consuming;
- (b) Accommodation for all participants should be straightforward and not too costly;
- (c) Recreational opportunities should be present in the vicinity, e.g. sites of relevant cultural, historical or naturalistic interest.

#### **1.2. Scientific sessions**

The LOC is responsible for the adequate provision of rooms for the scientific sessions<sup>1</sup>.

The minimum requests that the Conference Venue should meet include:

- (a) 1 hall capable of accommodating all scientific participants for the plenary sessions (approximately 300 people);
  - (b) 6 rooms capable of holding up to 50 people<sup>2</sup>;
- Up to 6 rooms may be required simultaneously.

All of the rooms should be provided with overhead and computer presentation

---

<sup>1</sup> Final decisions on the number of rooms requested for the scientific sessions will be taken by the PC following the selection of papers. The number of rooms to be used for the scientific sessions may therefore be modified at a later date.

<sup>2</sup> The rooms hosting plenary and invited sessions should be provided with fresh water at the speakers' disposal.

facilities<sup>3</sup>, be capable of restricting sunlight in order to facilitate overhead and computer projections, as well as not being noisy. Microphone facilities should be available where necessary. If the location requires, air conditioning facilities should be provided. On-site technical assistance should be provided throughout the sessions.

### 1.3. Other facilities

In addition to the rooms for the scientific sessions, the Conference Venue should include:

- a room for the Information and Registration Desk , where the LOC should provide the following services: general Conference information, Conference registrations, hotel reservations, tourist information, organised tours, pre and post Conference activities. A message board should also be available at this desk;
- a room for the organisation of a publishers' exhibition, preferably in the catering area or in its close proximity;
- a computer room, which should be at the participants' disposal throughout the Conference. A reasonable number of computers (minimum 1 computer for every 10 participants) should be provided and equipped with internet access and for the consultation of the Conference CD-rom. Full laser printing facilities should be available. A technician should be available on-site at all times;
- a room for institutional and private meetings ;
- a catering area, where coffee breaks and lunches will be served for all of the scientific participants during intervals of the scientific sessions.
- photocopying facilities;
- medical assistance for the duration of the Conference.

An efficient system of signs indicating how to reach each room should be implemented.

Table 2 summarises the minimum number of rooms and facilities that a suitable Conference Venue should provide. The table also indicates the rooms' utilisation and capacity.

**Table 2** : Summary of the minimum number of rooms and facilities required at the Conference Venue

<b>N. of room</b>	<b>Utilisation</b>	<b>Capacity (number of people)</b>
1	Plenary scientific sessions	300
6	Parallel scientific sessions	50
1	Information and Registration Desk	-
1	Publishers' exhibition	5 publishers
1	Computer room	-
1	Institutional and private meetings	-
1	Catering area	-
1	Concourse area	-
1	Cloakroom facilities	-

<sup>3</sup> Computers should be provided with software suitable for presentations (e.g. PowerPoint) as well as a beamer

1	Public telephones	-
1	Photocopying facilities	-
1	Medical assistance	-

## **2. Scientific programme**

The preparation of the Scientific Programme involves the co-operation of the PC and the LOC. The launch of the call for papers and the preparation of the software to handle the submission and review processes is the responsibility of the LOC. The contents of the call for papers and the software tools should be agreed on together with the PC. The call for papers should be included in the brochure announcing the Conference, sent to the Conference e-mailing list provided by ECINEQ, and inserted in the Conference website. The LOC should send an electronic deadline reminder to the Conference mailing lists at intervals of 30 days, 15 days and 7 days before the deadline for papers submissions. The LOC should create an e-mail account dedicated to inquiries concerning the submission of papers. The assignment of the session rooms is the responsibility of the LOC. The PC should inform the LOC about the expected number of participants in each session.

## **3. Accommodation**

The LOC is responsible for organising accommodation for all of the Conference participants. Accommodation may be handled either by the LOC or delegated to a professional conference organiser. The LOC should be prepared to book hotel rooms in all price and quality ranges for Conference participants. The LOC should announce a deadline for guaranteed accommodation in the proximity of the Conference dates. After this deadline, bookings should be confirmed according to space availability. The accommodation offer should take into consideration the location of the Conference Venue: access should be straightforward and not exceedingly costly or time-consuming. The LOC should inform delegates of arrival procedures (e.g., how to reach the hotel from the airport, how to reach the Conference Venue from the hotel, etc.) before time. The LOC should design the Conference website in order to provide a mechanism that enables on-line reservations and payments. Credit card and bank transfer payments should be accepted. In addition to reservation in advance, the LOC should offer participants the possibility to arrange accommodation on-site, through the Information and Registration Desk.

## **4. Registrations**

The LOC is responsible for the Conference registrations. Registrations may either be handled by the LOC or delegated to a professional conference organiser. An efficient storage of data is essential for the success of the Conference. The LOC will be asked to supply all data stored in electronic databases after the Conference, and to present accounts for all money handled. Registrations are entirely on-line. The LOC should design the Conference website in order to provide a mechanism that enables on-line registrations and payments. Credit card and bank transfer payments should be accepted. The LOC should create an e-mail account solely for questions and

queries concerning registrations.

It is important that on the first day there be an adequate staff of helpers (between 8 and 10, depending on the number of outstanding queries and the complexity of accommodation) to deal with the paperwork of registering arrival.

The LOC and the PC should agree for deadline registrations and inclusion in the final programme: the authors of accepted papers will only be included in the final programme if presenting authors have registered by this date. Registered participants are to be included in the list of participants and to receive a personal name badge. Participants are required to wear their personal name badge at all times. This will automatically provide access to the Conference Venue facilities, to the scientific sessions, lunches, coffee breaks and all social events.

## **5. Communication and Conference documentation**

The LOC is responsible for the publicity of the Conference and for the preparation of the Conference documentation.

### *a. Promotion activity*

The LOC should prepare and circulate the Announcement of the Conference brochure, which should include the call for papers, essential logistical information about the Conference Venue and the Conference, and the launching of the Conference website. The LOC should agree with ECINEQ on the timing and format of the inclusion of the call for papers and further Conference announcements in the Association's publications (Newsletters, journals, etc.). Reminders of deadlines for the paper submissions, for registrations and for guaranteed accommodation should be sent at intervals of 30 days, 15 days and 7 days left to the deadlines.

The LOC team should create specific e-mail accounts dedicated to inquiries concerning:

- Submission of papers;
- Registrations;
- Accommodation;
- The website;
- General information about the Conference.

All of the messages sent to these accounts should be dealt with in a maximum of 24 hours.

### *b. Information before the Conference*

In addition to the promotional activities and reminders, the LOC should carry out an intensive informative programme prior to the Conference, aiming to offer the participants information on scientific activities and on the logistical aspects of the Conference before their arrival at the Conference Venue.

### *c. Information during the Conference*

As far as the Conference Documentation is concerned, the LOC should provide all of the participants with a printed Programme Book and a Conference CD-Rom at their arrival at the Conference Venue. The Programme Book should be designed as a guide to the Conference, and will include the Scientific Programme, the list of presenters and

participants, the social programme, maps and general logistical details related to the Conference. The Conference CD-Rom should contain the full versions of the papers presented at the conference. The LOC should also provide participants with a badge, containing their title, name, surname, affiliation and country of origin. It is recommended that a bag, a pen and a block notes be included in the conference package.

#### *d. The Conference website*

The LOC is responsible for the preparation and maintenance of a user-friendly Conference website. This tool is the most important core of Conference information and should be designed to remain as a reference point for the participants throughout the Conference and after the conclusion of the event. In organising the Conference, it is important to remain environmentally conscious and reduce the amount of paper normally produced for such events. Therefore, the Conference website should be used:

- for the Conference registration;
- for hotel reservations;
- for submitting papers to be considered by the PC;
- to download papers and abstracts included in the program;
- to obtain information on the programme and related activities, including the social programme;
- to obtain travel information and information on the Conference Venue area;
- to obtain information about scholarships;
- to access the list of participants;
- to obtain information on the publishers' exhibition and on the conference sponsors and committees.

Updated versions of the presented papers should be posted on the Conference website, which should remain on-line as long as possible.

### **6. Publishers' exhibition**

The LOC, in co-operation with the ECINEQ Secretariat, is responsible for the organisation of the Publishers' Exhibition. Most of the major economics publishers should be invited by the LOC to exhibit books and computer software during the Conference in a prominent position - preferably in the catering area or in its proximity, giving maximum visibility to the exhibition. All publishers should be required to register to the Conference and pay for exhibition space and exhibiting facilities. A complete list of the publishers taking part in the exhibition with direct links to their websites should be available on the Conference website. This list should also be included in the Conference CD-Rom and the Programme book. Alternative promotion opportunities should be offered to those publishing houses unable to participate in the Publishers Exhibition, such as the inclusion of leaflets in the conference package, etc.

### **7. Transportation**

The LOC is responsible for informing participants about efficient transportation to reach the Conference Venue. The LOC should arrange a transportation formula that

entitles registered participants to use the City transportation system (bus or underground) free of charge for the duration of the Conference.

## 8. Social Programme

The LOC is responsible for the preparation of the Social Programme scheduled within the Conference activities. It is usual to hold a welcoming reception for all scientific participants and registered accompanying persons on Day 1, and two more formal receptions, dinners, concerts or theatre performances later on during the Conference. The LOC is also responsible for the arrangement of recreational opportunities in the venue area, including arranging reservations, where necessary, and negotiating prices. Recreational opportunities will be organised both for the scientific and the accompanying participants, during, before or after the Conference.

## 9. Institutional Programme

The LOC is responsible for the organisation of the institutional events requested by ECINEQ, as the ECINEQ Council Meeting and the General Assembly of Members. Information on these events will be given to the LOC by the Association in due time.

## 10. Finance

The LOC is responsible for all financial aspects linked with the administration and organisation of the Conference. The Conference should be strictly self-financing and meet the administrative and organisational obligations agreed to with ECINEQ. The financial risk of the event is to be incurred exclusively by the LOC, and will not be a burden to the ECINEQ. This means that any liabilities arising from Conference accountings will fall on the Conference budget, which is the responsibility of the LOC. The LOC is responsible for the determination of the registration fees, in agreement with ECINEQ. The registration fees should be high enough to cover all of the expenses incurred within the Conference.

A levy equal to € 100.00 for each participant must also be assured. A lower fee for doctoral students, and residents in Eastern European Countries and less developed countries should be considered. These registration fees should be kept at a comparable level to that adopted in preceding Conferences. The structure of the registration fees must be approved by ECINEQ. Table 3 proposes an example of structure and categories of fees, where:

n = amount sufficient to cover all of the LOC marginal costs; it is recommended that n does not exceed € 250.00.

m = membership fee

	Early registrations	Late registrations
Participant	$n + m$	$1.2 \times n + m$
Participant – reduced fee	$n + m/2$	$1.2 \times n + m/2$

**Table 3** : Example of structure and categories of fees

Those whose papers have been accepted by the PC should be informed that their papers will only be included in the final scientific programme if they register before the deadline defined by the LOC and the PC. Registration fees must be paid before the start of the Conference and a discount offered for early registrations. Invited speakers are exempt from the payment of the registration fee; their accommodation should be arranged and covered by the LOC.

The LOC should send the balance of net income and the membership fees not later than one month after its conclusion. Any profit generated by the conference will be split into equal parts between the LOC and ECINEQ. It is advisable for the LOC to organise an effective fund-raising activity: financial, scholarships, and in-kind contributions towards the Conference are welcome.

## **11. Reports**

The LOC is required to keep ECINEQ up-to-date with the progress of its organisational efforts through the presentation of preliminary written reports upon request.

The LOC is also required to send the final report on the Conference not later than one month after its conclusion. This should include:

- The final budget of the conference;
- Comments on the flows of funds experienced;
- Number and contact details of registered participants by category and nationality (this information should be supplied in electronic databases);
- Any lessons likely to prove useful in the future.

The amount cashed by the LOC on behalf of ECINEQ as membership fee must be transferred not later than one month after the end of the Conference.

## **HOW TO SUBMIT**

Universities, research organisations, groups of organisations, or individuals that intend to propose their candidature for the Conference Venue and Local Organising Committee are kindly requested to send the following documentation to the ECINEQ Secretariat:

- (a) a presentation of the candidates, highlighting their experience in the field of international Conference organisation;
- (b) a formal letter stating that the candidate will assume all of the administrative, organisational and financial responsibilities listed in the "Guidelines for Applications";
- (c) a detailed proposal of management of the administrative, organisational and financial responsibilities listed in the "Guidelines for Applications";
- (d) a presentation of the Conference Venue, preferably illustrated with pictures;
- (e) any further documentation that the candidates judge useful for the evaluation process .

Expressions of interest and proposals should be sent by e-mail to the ECINEQ Secretariat at the address and in accordance with the deadlines indicated below. Any material that cannot be sent electronically should reach the ECINEQ Secretariat by mail or fax in accordance with the deadlines indicated below. Selections will be made by the ECINEQ Scientific Committee.

**Expressions of interest and proposals should be sent to:**

Amedeo Spadaro  
ECINEQ Secretariat  
Edificio Jovellanos, Universitat de les Illes Balears  
Ctra Valldemossa km 7,5  
07122 Palma de Mallorca, Spain  
Phone: +34.971.173077  
Fax: +34.971.172389  
e-mail: amedeo.spadaro@uib.es

**Deadlines:**

Deadline for Expressions of Interest: 15 November, 2009