



Invitation to host Surveillance Studies Network 7th Biennial Conference 2018

**Tenders to be received by Friday March 4 2017
Decision to be announced on Friday 24 March 2017**

Please send tenders and any questions to nilz@surveillance-studies.net

The Surveillance Studies Network invites expressions of interest to host the 7th Biennial Conference in 2018. The conference should have a broad theme so as to be attractive to the diverse range of disciplines and topics that fall under the surveillance studies umbrella. The conference is one of the primary means of generating income to support the activities of the Surveillance Studies Network. These include running and publishing the 'free' journal of *Surveillance and Society*, awarding grants and prizes, and maintaining the SSN website. It is therefore imperative that the conference generates, at the minimum, £4000 of income for SSN (not including the membership fees).

Outlined below is a draft specification for what hosting the conference would require and an indicative budget. If you and your institution would be interested in hosting the conference on this basis, then we would like to invite expression of interest (EOI). Your EOI should contain information about your institution, your capacity and experience in administering such events, why you want to host it, an estimated conference preparation timeline, what added value you bring especially why your institution would be an attractive venue to prospective delegates and whether you have a conference theme in mind. You should also include indicative costings for room hire, daily delegate rate, local admin support, delegate packs and website development. On the basis of the EOI the Directors of SSN will choose the venue for the 2018 conference. Please feel free to contact them for informal conversations. In the first instance, contact Nils Zurawski for this purpose (nilz@surveillance-studies.net)

Basic specifications for host institution

Date:	Sometime in March/April 2018
Duration	2 full days,
Capacity	200 capacity Lecture Theatre with full AV, plus a minimum of 4 fully AV equipped rooms available nearby with 60+ capacity each.
Language	The language of the conference is English.
Atrium/Foyer	To cater for lunch/tea and coffee breaks - near to breakout rooms

Catering	3 X teas and coffee per day, buffet brunch/lunch x 2, plus conference dinner (available at additional cost)
Accommodation:	It is easier if delegates arrange their own accommodation at local hotels but this requires the venue to be a reasonably large city. If the host institution can arrange accommodation that is fine, but we would advise against this because the administration can be difficult and it often requires a firm block booking months in advance and payment up front.

Conference Organisation

The conference organising committee consists of:

- Four SSN Board members (Including one SSN Director)
- Three members of the host institution (one of whom will be the conference director)

Structure of conference:

A two-day conference should enable two plenary sessions and a maximum of 84 papers based on 4 parallel sessions or 63 papers based on 3 parallel sessions.

Poster sessions or other activities to encourage postgraduate student involvement in the conference are encouraged.

The Host institution would be responsible for

Reporting on planning and preparation milestones to SSN in advance of the conference
 Developing and running the conference web site
 Providing lecture theatres, break out rooms, meal facilities
 Creating a conference paper archive - password protected
 Producing a conference accommodation and travel guide
 Creating conference booking forms
 Publicising the conference
 Organising, managing and scheduling conference sessions, plenaries and associated activities
 Creating the conference pack containing abstracts, delegate list, timetable etc.
 Organising the conference dinner (at an additional payment)
 Administering conference registration and payment preferably through electronic means, and collecting SSN subscriptions via the same mechanism
 Preconference administration including answering delegate's queries
 Running front desk throughout the conference.

Indicative Budget (for planning purposes only)

The figures below are hypothetical. In your response, the calculation should reflect your own institutional costings. It should also indicate the likely conference fee we can charge and the number of full fee paying attendees, which will yield the surplus required by SSN, as indicated in paragraph 1.

Income

If the fees were set at:

- £275 (full fee without membership)
- £250 (discounted rate with £50 membership)
- £125 (postgraduate student fee) (with £50 membership)

Assuming that 100 people attend, 80 of which request membership and 20 of which are doctoral students on reduced fee places with membership included, the income from the conference would be:

Total Conference Income:	$(80 \times £200) + (20 \times £75)$	£17,500
Total Membership income:	$(100 \times £50)$	£5,000
TOTAL INCOME		£22,500

Costs

Catering £18pd x 2 x 100	£3,600
Room Hire plus AV support	£3,500
Admin Support (from host institution)	£4,000
Delegate pack	£400
Expenses for Plenary Speakers	£1,000
Casual Labour/front desk/misc expenses	£1,000
SSN management fee (contract issue, first call, advice and support)	£1,000
Total Expenditure	£14,500

Total Income	£22,500
Total Expenditure	£14,500
Total Surplus	£8000

Splitting the Surplus

There are two ways in which the conference surplus can be split depending on level of risk accepted by the host institution. It is up to the host institution to choose under which model they would like to operate.

- 1) Zero start up budget (split surplus 60/40%)
- 2) SSN underwrites conference for instance by providing a £5000 grant (split - return of £5000 then surplus divided 80/20% in SSN favour).

ie SSN Income

Model One

Conference Income	=	£1800
Membership fees	=	£5000
Management fee	=	£1000
Total SSN Income	=	£7800

Model Two

Conference Income	=	£2400
Membership fees	=	£5000
Management fee	=	£1000
Total SSN Income	=	£8400