



International Conference Convener (ICC) Request for Proposal (RFP)

The Association for Public Policy Analysis and Management (APPAM) is seeking proposals to fill the role of International Conference Convener (ICC), for a term of four years, beginning in 2015. For information about past international conferences see, <http://www.appam.org/events/international-conferences/>

The ICC will be the key person(s) responsible for arranging at least one international conference on behalf of APPAM each year they serve. The ICC should be a member of APPAM. The primary responsibilities of the ICC will be to oversee the planning and implementation of at least one international conference in the public policy and management field during each year of service.

The 2015 conference will be overseen by the current ICC, Douglas Besharov. The new ICC would be expected to work with Douglas Besharov to jointly plan the 2015 conference and ensure a smooth transition. The 2016, 2017 and 2018 conferences would be the sole responsibility of the new ICC.

Additional aspects of the conference are as follows:

- It is required that each of the conferences have at least three sponsors, including the home institution of the ICC, an international institution that is a member of APPAM or aspires to become an APPAM institutional membership to serve as the local conference host, and APPAM. It also is expected that the ICC's home institution will be an institutional member of APPAM.
- Each conference would be on a topic negotiated between the ICC, the international host and APPAM, and could be as narrowly or broadly construed as desired. Further, all details (date of the conference, composition of the program committee, registration rates and details, timeline for promotion, etc.) will be discussed and determined jointly between the three parties.
- None of the international conferences would occur within 60 days of any regular APPAM conferences.
- Qualified applicants for the ICC should have a strong record of research. Additionally, ICC candidates should demonstrate the ability to manage a complex project involving

key personnel such as program committee members located around the world, and a proven track record for securing funding for similar projects. APPAM does not anticipate supplying direct funding for the international conference but will offer support in the form of staffing, administrative help, management of submission and registration systems and promotional help. The home institution and the international hosts are expected to raise external support for these conferences and provide the administrative support, as necessary, to plan and implement successful international conferences.

- The ICC is expected to work jointly with the APPAM office and the international partner to plan these conferences. While there is an MOU to help guide the work of each partner, the ICC is expected to lead the planning and foster a community of joint leadership for these conferences.
- APPAM is open to considering unique and innovative proposals that share tasks and responsibilities between more than one person/institution.

Each conference RFP should include one or more U.S. members and one or more international members who are expected to provide oversight over the Program Committee to ensure a reasonable approximation of the quality standards APPAM enforces for the Fall Conference. The international participant(s) are expected to make all local arrangements, including, but not limited to, venue, food and beverage and accommodations and act as the host of those arrangements. They will also help encourage international researchers to submit proposals. The ICC should propose an explicit method for determining the international institutional partners. This should include an explanation regarding how to determine the status of the institution within the international community and an indication of the quality and reach of the institution's research. The partnerships chosen by the ICC would be subject to review by the Executive Committee and the Policy Council but would be assumed to be accepted unless specifically rejected by the Policy Council.

Your submission should indicate:

1. A process model describing how you would go about planning and implementing the 2016-2018 conferences. For example, identify the criteria you will use to select international locations, partnerships and topics;
2. Describe the resources that you will bring to this effort;
3. Describe how the conferences would be run, administratively;
4. How you envision the 2016-2018 international conferences would support the strategic role of APPAM in the public policy and management community

Your proposal should be received no later than August 31, 2014.

Please send your proposal electronically to:

Tara Sheehan, Executive Director
Association for Public Policy Analysis and Management
tsheehan@appam.org

A proposal should include:

1. The name and background of the proposed ICC (including a c.v.)
2. A statement responding to the issues identified above
3. Institutional support including statements of support from University or other authorities
4. A brief business plan.

Inquiries should be directed to Tara Sheehan at APPAM. Please let her know as soon as possible if you plan to submit a bid; a bidder's conference may be scheduled before the deadline, if there is interest.