



ASSOCIATION FOR
PUBLIC POLICY ANALYSIS
& MANAGEMENT

APPAM 2018 and 2019 International Conference

Request for Proposal (RFP)

The Association for Public Policy Analysis and Management (APPAM) is seeking proposals from our institutional members to organize an international conference in 2018 or 2019.

Background

This July, APPAM will host its 9th international conference. This conference, which will be held in Brussels and hosted jointly by APPAM, Maastricht University and Syracuse University, continues the international conference model created in 2016, wherein APPAM, an institutional member and an international partner jointly plan and program a conference abroad. The theme of the conference is “Public Policy and Governance Beyond Borders” and more information about the conference can be found here, <http://www.appam.org/events/international-conferences/2017-international-conference/>.

The 2016 APPAM International Conference was hosted by APPAM and the London School of Economics. The theme of the conference was “Inequalities: Addressing the Growing Challenge for Policymakers Worldwide” and attracted 285 attendees. There were 66 panels and 231 papers presented, as well as 3 plenaries and a series of networking events.

The 2017 APPAM International Conference will be of similar size and scope as the 2016 conference.

The model of both conferences referenced above include:

- One or two institutional conference co-hosts. The co-host(s) must be an institutional APPAM member and either have an international campus or have a relationship with an international school that can host and help plan the conference, i.e. a local host institution.
- A chair and co-chair from the institutional co-host institution(s), willing to help develop a theme for the conference, determine the best timing and dates for the conference, select a Program Committee for reviewing submissions, program the plenary sessions and find speakers and secure chairs and discussants for the sessions (along with the Program Committee). The chair and co-chair should also be willing

to attend to all the other details to make sure the conference appeals to the largest number of attendees.

- The institutional co-host(s) should also be willing to provide nominal financial support for the conference; usually this means sponsoring a reception.

APPAM staff manages the submission, review and notification processes, site selection, registration, promotion of the conference, all food, beverage and AV needs, speaker management, onsite management and any other logistical needs for the conference. APPAM is seeking proposals for the 2018 or 2019 international conference that follow a similar structure.

Submitting a Proposal

Please note in your proposal which year you are interested in hosting or if you are interested in potentially hosting either year. If you already submitted a proposal for the 2017 conference and would like to resubmit that proposal, please feel free to do that.

Proposals to organize the 2018 or 2019 APPAM International Conference must include the following.

- **Chair and Co-Chair:** Please provide the names of these two individuals. Their responsibilities will include: identifies the theme for the conference; identifies location for the conference; develops the topics and recruits speakers for plenary sessions; develops the call for papers; recruits members for the program committee; and sets the schedule for the conference. Preference will be given to proposals where the Chair and Co-Chair involve a partnership between an international host and a U.S.-based partner. Preference will be given to proposals where the Chair's organization is an established institutional member of APPAM.
- **Background:** Please provide some history of your organization, especially focusing on your record of research. Also provide some history of the organization of your suggested co-chair. Please detail what the relationship is between the organizations of the chair and co-chair, for example, we have an MOU to work together on projects of mutual interest; the chair is a visiting professor at the institution of the co-chair, etc.
- **Suggested Theme:** The theme of the conference must be integral to the field of public policy and management. [Here is a list of past APPAM international conferences and their themes.](#)
- **Dates:** APPAM will consider any dates for an international conference from mid-April 2017 to mid – September 2018 or 2019, with preference for dates over the summer. Please provide the rationale for the dates you propose, including information about overlap/conflict with other conferences/events.
- **Location:**

- We would strongly prefer to host a conference in a location that is easy for attendees to travel to from the U.S. and various international locations.
 - We will likely not be blocking hotel rooms for the conference and would prefer that attendees have a range of sleeping room choices within walking distance of the conference location.
 - APPAM strongly prefers to host this conference at a school or location other than a hotel, if possible. If your proposal includes hosting sessions at an academic institution or organization, please note how many rooms are earmarked for sessions and the capacities of each room.
 - ***In your proposal, please include both the city you suggest hosting the conference in and where in that city the conference sessions would be held.***
- **Suggestions for seeking submissions:** Please include some thoughts on where you suggest we seek out submissions to ensure international researchers are well represented on the agenda.

Finances

APPAM will cover the costs of all rental fees associated with holding the conference, all food and beverage events, all costs associated with operating the abstract submission, review and notification systems, registration and any other onsite management costs. In addition there would be a modest speaker travel budget reserved for plenary speakers that would be used at the discretion of the conference chair and co-chair. APPAM will set the registration rates for the conference, in conjunction with the chair and co-chair, and keep all the proceeds associated with the conference.

APPAM staff will support the Chair and Co-Chair by promoting the conference; managing submissions; reviewing and notifying submitters of their acceptance status; managing registration, all food, beverage and AV needs; and providing all onsite management.

The local host institution, would be expected to help identify local hotels for the website, provide student volunteers to help staff the conference and otherwise assist APPAM staff with any help they might need logistically with the conference.

Ideally, the chair/co-chair of the conference would act as a sponsor for the conference (e.g. covering the cost of an opening reception or other event) but that is not required.

Selection Criteria/Requirements

- The organization of the chair within the proposal **MUST** be an institutional member of APPAM or plan on becoming one soon after selection.
- Submissions are due by April 14th. Notifications will be sent to all submitters by mid June.

- All submissions will be reviewed by the APPAM Meetings/Conferences Committee, who will make recommendations to the APPAM Policy Council. The final selection for both conferences will be made by the Policy Council.
- Proposal length is limited to 5 pages.

Please send your proposal electronically to:

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

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.