



ASSOCIATION FOR  
PUBLIC POLICY ANALYSIS  
& MANAGEMENT

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## **APPAM 2020 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 2020.

### **RETURN RESPONSES TO:**

Samantha Oliver, Meetings and Conferences Manager  
Association for Public Policy Analysis and Management  
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**Proposal Deadline: Wednesday, October 17, 2018**

**Estimated Decision: December 2018**

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### **Vision and Background**

APPAM's mission is to improve public policy and management by fostering excellence in research, analysis, and education. To help further this mission, APPAM looks to feature the important work of researchers from around the world. Since 2016, APPAM has jointly hosted an International Conference with an institutional member. This past July, APPAM hosted its 10th International Conference in Mexico City, Mexico which was hosted jointly by APPAM, University of Texas at Austin – Lyndon B. Johnson School of Public Affairs, and ITAM University.

The [2018 APPAM International Conference](#) theme was “Public Policy for Sustainable Metropolitan Development” and it attracted 212 attendees from around the world. Over the two-day conference, there were three plenary sessions, approximately 50 breakout sessions, one small poster session, and daily networking breakfasts, lunches, and receptions.

The [2017 APPAM International Conference](#) was hosted by APPAM, Maastricht University, and Syracuse University's Maxwell School in Brussels, Belgium. The theme of the conference was “Public Policy and Governance Beyond Borders” and it hosted 199 attendees throughout the 33 panels, ten roundtables, two plenaries, and one small poster session.

The [2016 APPAM International Conference](#) was hosted by APPAM and the London School of Economics and it attracted 285 attendees to the theme of “Inequalities: Addressing the Growing Challenge for Policymakers Worldwide.” There were 66 panels, three plenaries, one small poster reception, and a series of networking events.

The [2019 APPAM International Conference](#) will be held July 29 – 30, 2019 and co-hosted with Johns Hopkins University – University Pompeu Fabra Public Policy Center in Barcelona, Spain. The theme is “Public Policy Under Rapid Global Changes.”

## **Roles and Expectations for all co-hosts of the APPAM International Conference**

- **There can be up to two institutional co-hosts and one must:**
  - Be an APPAM institutional member or plan on becoming one soon after selection
  - 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. This facility must be able to provide the following meeting space – ideally all located within one building:
    - 15 concurrent session rooms; ideally, between 40 – 60 theater capacity
    - One general session room; ideally, between 200 – 250 theater capacity
    - One large and semi-private space for special events – i.e. registration, breakfast, lunch, information tables, and a poster reception
    - 15 Poster pin boards (preferred but not required)
  - Commit to a \$5,000 minimum sponsorship contribution to be applied to various conference initiatives
  
- **A chairperson from the host institution(s), will:**
  - Develop a theme for the conference
  - Make recommendations on the best timing and dates for the conference
  - Select a Program Committee for reviewing submissions
  - Program and recruit speakers for the plenary sessions (quantity of plenary sessions is at the discretion of the chair)
  - Promote the conference to both local and international networks to maximize content submission and conference attendance
  - Secure chairs and discussants for the sessions (along with the Program Committee)
  
- **An event manager/liaison from the international institution, will:**
  - Help identify local hotels and misc. vendors
  - Provide a minimum of 10 qualified and reliable student volunteers to help staff the two-day conference
  - Oversee the volunteers and assist with additional on-site logistics (i.e. registration, directions, etc.)
  - Make introductions and act as a liaison, when necessary, between the facilities staff (i.e. catering, AV, meeting space) and the APPAM staff
  
- **APPAM staff will:**
  - Manage the submission review and notification processes
  - Assist with site selection and room assignments
  - Manage conference registration and name badges
  - Manage all conference communication – email and website promotions, online and printed programs, know-before-you-go emails, speaker and conference participant details, and a post-event survey
  - Manage logistics and orders for all catering, AV, and misc. vendor needs
  - Speaker communication and travel management
  - Onsite logistics management with approximately two to three APPAM staff members
  - Final authority on all scheduling, budgeting, ordering, and staffing

### General Planning Timeline

- 12-months out – Space review & initial logistics preparations begin
- 10-months out –
  - Policy areas established
  - Themed description finalized
  - Venue agreement finalized
  - Call for Proposals is prepared
- 8-months out – Submissions open
- 7-months out – Program Committee established by co-host
- 6-months out –
  - Submissions close
  - 8-week Program Committee review period
- 5-months out – Plenary titles & descriptions confirmed
- 4-months out –
  - Plenary speakers confirmed
  - Submitters notified of acceptance or rejection
  - Preliminary program and conference registration go live
- 6-weeks out – Volunteer roles are assigned
- 2-weeks out – Final confirmation of logistics
- 1-week out – Operations schedule and contact sheets are provided to all key staff members

### Finances

APPAM will cover the costs of the following:

- Rental fees associated with holding the conference, if applicable (preference will be given to a host institution with complimentary meeting space)
- Food and beverage events
- Costs associated with operating the abstract submission, review and notification systems
- Registration
- Any other onsite management costs

In addition, APPAM will provide a modest plenary speaker travel budget that would be used at the discretion of the conference chair and co-chair. APPAM will set the registration rates for the conference and keep all proceeds associated with the conference. APPAM will have the final authority on all budget-related items.

There is a \$5,000 minimum sponsorship contribution that will be applied to various conference initiatives.

### Submitting a Proposal

Proposals to organize the APPAM 2020 International Conference must include the following:

- **Chair and Optional Co-Chair:** If both a chair and co-chair are being proposed, please provide the names, affiliations, and backgrounds of these two individuals. 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. 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.
- 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.
- **Suggested Theme:** The theme of the conference must be integral to the field of public policy and management.
- **Dates:** APPAM will consider dates for the International Conference between April to August 2020. Please provide the rationale for the dates you propose, including information about overlap or conflict with another conference, event, national and local holidays, or the host facility schedule.
- **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.
  - There must be a range of lodging options within comfortable walking distance of the conference location.
  - APPAM strongly prefers to host this conference at a school or location other than a hotel, if possible.
  - 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.

### **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 **Wednesday, October 17, 2018**. Notifications will be sent to all submitters in December 2018.
- 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:

Samantha Oliver, Meetings and Conferences Manager  
Association for Public Policy Analysis and Management  
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