

Are you interested in hosting an ECPR event? If so, read on. This interactive flyer contains everything you need to know before you submit a proposal to us, including:

- How your university will benefit from hosting
- How ECPR can help you realise your goals
- How being an ECPR event host has helped other institutions
- Your next steps

www.ecpr.eu

Conferences of character

At any given time, ECPR has around 350 member institutions across the globe. Many of these institutions are universities with rich and illustrious histories, housed in buildings of historic significance.

We've made a decision for our events to take place within the walls of our member institutions, often with receptions in the civic spaces of the host city, rather than in anonymous convention centres.

Hosting an ECPR event is an opportunity for you to showcase the very best your institution and your city has to offer, so that participants get a sense of the history and character of the place

they are visiting, as an intrinsic element of their conference experience.

Almost by definition, universities tend to exist in towns and cities with an ample cultural offering. Recent ECPR events have been hosted by institutions in such attractive destinations as Prague, Reykjavik, Oslo (pictured), Pisa and Budapest.

A chance to experience the sights, sounds and tastes of the host city alongside people who share your scholarly interests – and perhaps to strike up new friendships in a memorable setting – means that a trip to an ECPR conference can turn into something so much more than just an academic event.

The ECPR logo is displayed in a white rectangular box in the top right corner. It consists of the lowercase letters 'ecpr' in a bold, black, sans-serif font.

Hosting: what's in it for you?

There are myriad benefits to becoming an ECPR event host.

Not only will you raise the profile of your institution in general, and your faculty in particular, but hosting brings other incidental advantages, some of which you've probably never even considered.

This is your opportunity to:

- **Forge international links** with academic and industry peers
- **Gain recognition** for specific research programmes at your university
- **Create opportunities** for collaboration with other institutions
- **Improve your prospects** for securing grants or research funding
- **Enhance** the professional development of your student helpers, strengthening their employment prospects
- **Build relationships** with local hotels, visitor attractions, and the regional tourist board

'We at CEU have a long and strong connection to ECPR, especially the Methods School. It therefore felt like a natural continuation and intensification of this strong link when CEU was chosen as the location for ECPR's Summer Methods School.

Hosting this prestigious event provides CEU with the opportunity to showcase and enhance our talent in methods education and research, and faculty and students are actively involved in making this annual event a success. Getting to know professors and students from other universities interested in methods is equally exciting as presenting to them CEU, its stunning premises, and outstanding location

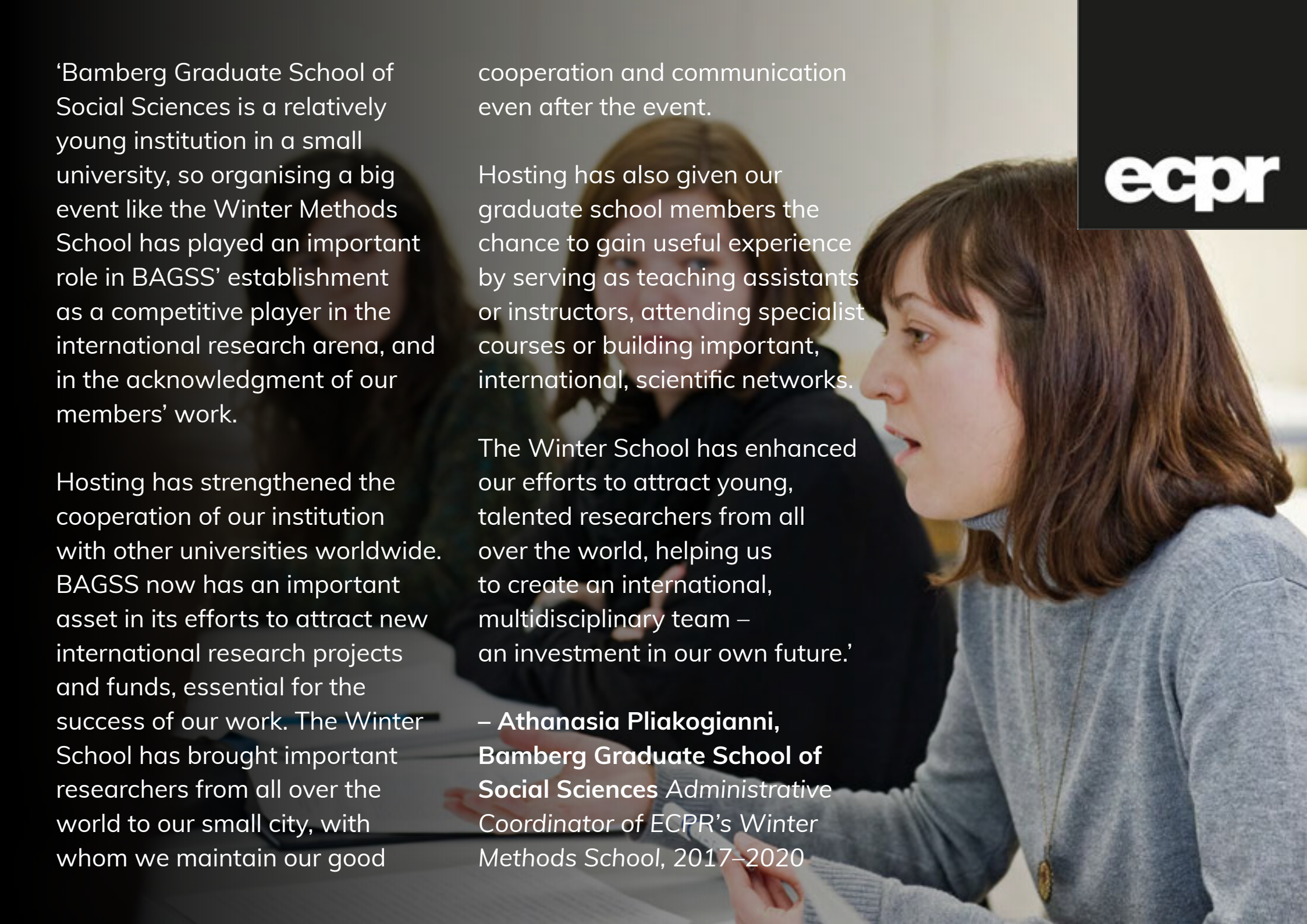
in the heart of Budapest.

Hosting the Summer School has gained particular symbolic importance ever since CEU has been subjected to a politically motivated attempt to close its operations in Hungary and to force it out of its home town, Budapest. Our status as ECPR Methods School hosts anchors CEU in the international political science community – an important asset in this difficult time and a strong signal that we are not left alone in our fight for academic freedom and the survival of CEU.'

– **Carsten Q. Schneider**,
*Central European University
Academic Convenor and
Local Host of ECPR's Summer
Methods School, 2016–2020*

A man with glasses and a red lanyard is speaking at a podium. He is wearing a light blue suit jacket over a blue and white striped shirt. His hands are raised in a gesture of emphasis. The background is a warm, wooden wall.

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'Bamberg Graduate School of Social Sciences is a relatively young institution in a small university, so organising a big event like the Winter Methods School has played an important role in BAGSS' establishment as a competitive player in the international research arena, and in the acknowledgment of our members' work.

Hosting has strengthened the cooperation of our institution with other universities worldwide. BAGSS now has an important asset in its efforts to attract new international research projects and funds, essential for the success of our work. The Winter School has brought important researchers from all over the world to our small city, with whom we maintain our good

cooperation and communication even after the event.

Hosting has also given our graduate school members the chance to gain useful experience by serving as teaching assistants or instructors, attending specialist courses or building important, international, scientific networks.

The Winter School has enhanced our efforts to attract young, talented researchers from all over the world, helping us to create an international, multidisciplinary team – an investment in our own future.'

– **Athanasia Pliakogianni,**
Bamberg Graduate School of Social Sciences Administrative Coordinator of ECPR's Winter Methods School, 2017–2020

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'Positioning the University of Tartu in a national and international arena was my own personal incentive to host the 2016 Graduate Student Conference.

Another benefit of hosting an ECPR event is that the cooperative balance between ECPR and the host institution is just right, Goldilocks style!

For example, ECPR takes on the academic role – choosing papers, doing the cross-national logistics, international promotion, etc – all of which would be hugely disincentivising for a local organiser if they had to do it alone.

At the same time, the local institution certainly benefits from the opportunity to profile and promote itself. And that's tremendously important in this day and age.'

– **Vello Pettai, University of Tartu** Leader of our Local Organising Team for the 2016 Graduate Student Conference



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‘Hosting a big event such as the ECPR General Conference certainly helped us foster links with academic institutions abroad.

Apart from chairing two roundtables, many of my colleagues put together panels, and in this sense, I believe it gave us, as an institution and as researchers from East-Central Europe, some confidence.

What is more, I believe it strengthened our position within the University – being an institution with three medical faculties and with very rich faculties such as mathematics and biology, social science disciplines have been perceived as the weaker link.

So again, organising such a conference, bringing so many people to Prague, and putting together special issues for the occasion, enabled us to be more visible – and show that we do research; research that has a place in the European arena.

We hope to utilise this experience as we apply for more institutional grants, and expand as an institution.

In any case, it was a wonderful experience – some of my colleagues think I am crazy, but I would certainly do it again, if I had the chance!

– Hana Kubátová, Charles University in Prague
Member of our Local Organising Team for the 2016 General Conference



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A photograph of Emilios A. Solomou, a man with glasses, wearing a dark suit, white shirt, and dark tie. He is speaking at a podium with a microphone. The background is a red curtain.

‘Hosting the 2018 ECPR Joint Sessions of Workshops at the University of Nicosia was one of the most significant events of the year for the Department of International Relations and the University in general. As one of the most prestigious gatherings in the field of political science, it attracted established as well as young and aspiring scholars from all over the world. This placed our University in the limelight and it thus became the focus of attraction not only for those attending the Joint Sessions but for academics all over the world.

Organising the ECPR Joint Sessions brought valuable experiences to all of us and created great

opportunities for networking and collaborations on a personal as well as an institutional level. The benefits of these contacts and the exchange of ideas and proposals will continue to be felt for several years to come.

The Joint Sessions also brought the University of Nicosia closer to many of people in the wider local business community, as well as to the relevant government authorities. Overall, it was certainly a very worthwhile undertaking.’

– **Emilios A. Solomou, University of Nicosia** *Leader of our Local Organising Team for the 2018 Joint Sessions of Workshops*

What we'll do for you

Formulate a coherent and engaging academic timetable

Publicise the event by email to our database of political scientists across the globe, and via our website and social media, including more than

18,000 Twitter followers

Handle online registration and all digital administration, and troubleshoot schedule clashes

Answer all participant queries by email and telephone

Design & produce a printed programme or handbook

Supply merchandise including bags, lanyards, badges, and branded T-shirts for student helpers

What you need to do for us

Become an ECPR Member if you are not already signed up

Provide spaces big enough to accommodate participants (see next page for figures)

Ensure all rooms are equipped with appropriate AV, including classrooms / panel rooms, lecture hall/s, IT room, breakout spaces

Arrange social events, including a welcome plenary session and reception, along with speakers for the keynote lecture and roundtable events, if relevant

Manage cost-efficient on-site catering in concert with ECPR

Liaise with hotels and transport providers, in the local language if relevant, to ensure up-to-

date information is provided in the event run-up

Supply ECPR with information from which we can produce the print & online programme, to an agreed schedule

Engage the services of reliable English-speaking student helpers
Secure sponsorship from local businesses to keep registration costs to a minimum (if relevant)

Event host enquiry form

Due to high demand, hosting applications may be subject to a three-year wait. We currently seek hosts for the following events:

General Conference
2022 onwards

Joint Sessions of Workshops
2023 onwards

Futures Lab
2021 onwards

Summer Methods School
three-year residency, 2022–2024

To apply, complete the enquiry form on the following three pages, and email it to events@ecpr.eu with any further information on the venue, and accommodation possibilities.

If you'd like to host more than one event, **complete a separate form for each enquiry**. On receipt of your application, we will send you a briefing form to confirm details about your institution, including room capacities, and available facilities. If your institution is shortlisted as a host, we will arrange a site visit.

Event of interest			
General Conference, Year:	Joint Sessions of Workshops, Year:	Futures Lab, Year:	Summer Methods School, 2022–2024
Your contact details			
Title / Name			
Institution / Company			
Address of venue			
Telephone			
Email			

form continues on next page

	Joint Sessions of Workshops	Futures Lab	General Conference	Methods School, Summer and Winter	Yes / No
Venue capacity	5–600	300	2,000 (min)	400	
Good transport links?	Provide basic information, including to / from venue / airport / accommodation				
Auditorium capacity	250	150	1,000	250	
Roundtables	n/a	n/a	2 rooms of 250 min	n/a	
Number of classrooms, of varying sizes	25–30 rooms	10–5 rooms	40–45 rooms	30–35 rooms (max. 28 people per course)	
Computer labs	n/a	n/a	n/a	Min 6 required	
Meeting rooms for up to 20	1 (min)	4 (min)	4 (min)	n/a	
Wi-fi	Essential for all participants				
Registration area	6 registration desks (min)	6 registration desks (min)	12 registration desks (min)	5 registration desks	
	Up to 500 attendees at any given time	Up to 200 attendees at any given time	Up to 700 attendees at any given time	Up to 200 attendees at any given time	
Exhibition / networking area for coffee breaks	Up to 500 attendees at any given time	Up to 200 attendees at any given time	Up to 700 attendees at any given time	n/a	
	n/a	5 exhibitors (min)	15–20 exhibitors	n/a	
Accommodation <i>See also question on next page</i>	Close to venue	On campus preferred	Close to venue	Close to venue	
Local staff	Local organising team with dedicated Events Coordinator / liaison contact, in post approximately 12–6 months prior to the event, and on-site during the event				
	10–15 student assistants during event (min)	10–15 student assistants during event (min)	40–50 student assistants during event, on shift rotation	5 student assistants during event (max)	

<p>What other funding sources / local support would you have for this event?</p>	
<p>Do you have accommodation close to the event venue – or on-campus student accommodation that might be available for the duration of the event? Please give details</p>	
<p>ECPR tries to keep registration costs for participants as low as possible. Costs, if any, for the hire of plenary / panel rooms classrooms and / or communal areas would need to be budgeted for Please indicate what you anticipate these costs to be</p>	
<p>Please indicate local attractions and any likely arrangements for civic hospitality</p>	
<p>Is there any other relevant information you would like to include with your proposal?</p>	

Your next steps

To find out more about each of our unique events, or if you'd like ask us a question, contact us at any time by email or phone:

events@ecpr.eu

+44 (0)1206 630049

Kindly note – if you are interested in hosting more than one event, **please complete a separate form for each enquiry.** Thanks!