CALL FOR PROPOSALS TO HOST THE 6th IATIS CONFERENCE (2018)

The International Association for Translation and Intercultural Studies (IATIS) has held four conferences so far: Seoul in 2004, Cape Town in 2006, Melbourne in 2009, and Belfast in 2012. The organisation of the 5th IATIS Conference, to be held in Belo Horizonte in July 2015, is now well underway, and already we're turning our attention to the 6th IATIS Conference, which is to be held in July or August 2018.

IATIS would thus like to invite those interested to prepare proposals to host the 2018 Conference following the guidelines below.

Proposals to host the 2015 conference should be emailed to Dr. Julie Boéri, Chair of the IATIS Conference Committee, at conference.bid@iatis.org, to arrive no later than May 30th, 2015. Please put "IATIS 2018 Proposal" in the subject line.

The IATIS Executive hopes to announce the venue for the 2018 IATIS conference in Belo Horizonte in July 2015.

Details of previous conferences and the forthcoming Belo Horizonte Conference are available **here** : http://www.iatis.org/index.php/iatis-belo-horizonte-conference

DEFINITIONS:

1.   The **Conference Organizing Committee** consists of:

- at least one local organizer who act(s) as Chair(s) of the Conference Organizing Committee, and
- up to four others (local and international members of IATIS)

Its responsibilities include:

- proposing a conference theme
- submitting the initial conference proposal

and, once the proposal has been accepted,

- selecting and contacting plenary speakers (in consultation with the IATIS Conference Committee and/or Executive)
- eliciting abstracts and panel proposals (through a first call for papers issued through IATIS and other mailing lists)
- approving panel proposals
- putting together the Conference Advisory Panel

2.   The **Local Organizing Committee** consists of:

- the Chair(s) of the Conference Organizing Committee, and
- at least four other local IATIS members who are willing to be actively involved in the conference preparation and organization. A mixture of established and newer researchers is encouraged and experience of

organizing a comparable (in size) conference at the same venue may be an advantage.

Its responsibilities include:

- assisting the Chair(s) of the Conference Organizing Committee in preparing the initial conference proposal
- local practical arrangements, in line with the conference proposal
- dealing with all enquiries relating to the conference
- contacting potential sponsors and publishers to offer display space, advertising space, etc.
- organizing the printing of the book of abstracts in advance of the conference
- recruitment of on-site labour
- preparing all information/text relating to the conference to be posted at appropriate junctures on the IATIS web site, including information on accommodation, contacts, abstracts, full programme, etc.
- submission of full accounts to the IATIS Secretary within six months of the conference taking place.

3.   The **Conference Advisory Panel** consists of:

- thirty to forty internationally established researchers

Its responsibilities include:

- evaluating abstracts for the general conference

GUIDELINES FOR CONFERENCE PROPOSALS

Conference proposals, to be submitted by local groups of IATIS members, should contain the following information in the sections specified:

1. The name(s), affiliation(s), email address(es), postal address(es), telephone and fax number(s), of the local organizer(s) who will act as Chair(s) of the Conference Organizing Committee. A brief CV of the Chair(s) should be added in a first appendix.

2. The names, affiliations, contact data, of all proposed members of the Local Organizing Committee. (Note: 'local' can be understood broadly.) A one-paragraph bio-bibliographical note about each of them should be added in a second appendix.

3. The choice of a *theme* relevant to the field of translation and intercultural studies. Themes should be sufficiently inclusive to allow a broad range of submissions (without being so vague as to be meaningless). Previous IATIS Conferences have had the following themes: Identity; Intervention in Translation, Interpreting and Intercultural Encounters; Mediation and Conflict: Translation and Culture in a Global

Context; The Politics of Recognition; Innovation Paths in Translation and Intercultural Studies.

4. Proposed *dates* in either July or August of 2018.

5. A full description of the chosen *venue* or *conference facilities* under the headings below. (Eligible venues will be required to meet the criteria described under each heading):

5.1 Capacity:

Venues should be able to hold at least 300 participants, and ideally up to 400.

5.2 Accessibility:

Venues should be reasonably accessible, e.g. within a two-hour journey of an international airport.

5.3 Venue Configuration:

The following types of spaces are required:

- a convenient space for the registration area (preferably close to the entrance of the main conference building)

- a spacious area for book exhibit and possibly software demonstrations (as centrally located as possible; preferably within a few minutes from the lecture rooms, with the possibility of organizing coffee breaks in the same area)

- one large lecture room for up to 400 people

- at least five regular lecture rooms for parallel sessions for 50 to 100 people (preferably in one building, as close together as possible)

- a room for the conference secretariat

A room where conference participants can access the internet is also desirable.

5.4 Audio-visual, IT and other Infrastructure:

Ideally, conference rooms should have a PC and projector and an overhead projector, as well as good acoustics or public address system. Where appropriate, air-conditioning may be an advantage.

5.5 Anticipated Conference Management System

Proposers should give a very clear indication of how the submission and review of abstracts for panels and the general conference will be handled, and how intending participants will receive feedback on abstracts. An automated conference management system (for example, EasyChair; see http://www.easychair.org/) is recommended.

5.6 Anticipated Variety of Sessions

Proposers should indicate whether they intend to hold poster sessions, flash panels, pecha kucha sessions, etc, as well as more traditional keynotes and parallel paper presentations. A formal debate between leading scholars in the area could also be considered.

5.7 Communication policy:

Candidates should specify what communication policy they plan to operate

In terms of language:

- List of official languages of the conference consistent with the location of the conference and the international IATIS conference format

- How this policy will be implemented in terms of publishing material on the conference (website, calls for papers, info-letters, programme, etc.) before, during and after the conference

- How this policy will be implemented on site during the conference (paid vs. volunteer, simultaneous, consecutive interpreting, language brokering, technical equipment facilities, etc.)

In terms of social media:

- Channels of communication to be privileged

- Will there be recording and dissemination of the conference talks

- Etc.

5.8 Accommodation:

Conference venues should be within reasonable distance of hotels, hostels, student residences, etc, with adequate numbers of rooms available to accommodate participants over the intended conference dates. In the conference proposal, intending conference organizers should indicate clearly the kinds of accommodation that will be available to conference participants, along with approximate prices (allowing for possible price increases in the following years). While conference organizers are not expected to book accommodation for participants, they are expected to make available a list of local hotels, guesthouses, etc, to intending participants. If an agent is handling accommodation bookings on behalf of the local organizers, an indication of any handling fee should be given in the proposal.

5.9 Catering:

Venues should be able to make adequate provision for coffee breaks and, where appropriate, lunches and/or conference dinners/receptions.

5.10 Timing:

Local conference organizers should ensure that there are no events scheduled to take place at the proposed venue at the same time as the IATIS conference, and which would mean that resources required for the IATIS conference might not be available.

Proof of the availability of the chosen venue for the specified dates should be added to the proposal. This means that an option will have to be taken on the venue, valid until the end of July 2015, by which time the IATIS Executive should have made its choice.

5.11 Full details on contractual issues pertaining to the chosen venue in relation to:

> 5.11.1 Financial issues (if you indicate amounts in your local currency, please also give a conversion to either US$ or euro, valid at the time of your submission):
>
>> - the precise rental rates for each of the spaces and rooms to be used
>>
>> - the rental rates for all types of available conference equipment
>>
>> - the cost of putting up adequate signs
>>
>> - any additional costs or charges (e.g. for cleaning staff, technical staff, security, and the like)
>>
>> - charged for coffee breaks
>>
>> - rates for lunches (if any, and if local circumstances make it advisable to have them on the premises)
>>
>> - local printing costs for a 200-page abstracts booklet (up to 500 copies)
>>
>> - local expense for conference bags
>>
>> - local cost per person per day for student labour
>>
>> If the rates given are the current ones and if increases may be expected before the time of the proposed conference, a clear indication has to be given of the maximal annual increase.
>>
>> *All of the above costs contribute to the calculation of the final per-head conference registration fee. Note that conference registration fees (normal, student, member, non-member, etc, rates) have to be approved in advance by the IATIS Executive. It is envisaged that a small number of presenters from Band 3 & 4 countries will be subsidized by IATIS to allow them to attend the next IATIS conference, and their costs will also be factored into final registration fees.*
>>
>> *Conference hosts will also be obliged to submit a full conference budget to IATIS Executive within six months of the conference, and to agree with the IATIS Executive how any surplus/deficit in the conference budget will be handled.*

5.11.2 Cancellation terms

A statement of cancellation terms should be included in the proposal

5.11.3 Liability

> Note that such details also have to be specified in case university buildings are intended as a venue. In case a university is prepared to let IATIS use its buildings and/or equipment free of charge, signed proof to that effect needs to be added to the proposal.

5.12 An indication of the type of *social programme* that can be anticipated (e.g. post-conference tour, cultural events, availability of photographs). Note that organizers should only endorse tour operators, etc, whose activities they know to be good.

5.13 A tentative indication of the *level of local support*. E.g., Could there be any sources to help fund the expenses of invited plenary lecturers? Would any local authority be willing to sponsor a reception? Can any other forms of subsidy be applied for and for what amounts?

5.14 Date

INDICATIVE TARGET TIMETABLE FOR THE 6th IATIS CONFERENCE (2018)

July/August 2018	6th IATIS Conference
June 30th 2018	Provisional conference programme on-line
April 30th 2018	Closing date for early registration
January 31st 2018	Registration opens
October 31st 2017	Notification of acceptance of abstracts
September 15th 2017	Deadline for receipt of abstracts
January 31st 2017	First call for papers for general conference
November 30th 2016	Call for panel proposals
September 30th 2016 (latest date)	Keynote speakers identified, conference advisory panel in place
July 10th 2015	Possible decision on venue for 6th IATIS Conference
July 7th–9th 2015	Possible consultation with proposers at 5th IATIS Conference in Belo Horizonte
May 30th 2015	Deadline for receipt of proposals to host 6th IATIS Conference