



## Call for Expressions of Interest to Host the ALT's 2023 Annual Conference

The ALT Committee is seeking expressions of interest from universities wishing to host the Association's annual conference in 2023. The ALT's annual conference is the main annual event of the Association, where the vibrant, welcoming, and inclusive community of academics, professionals, and practitioners that the Association represents come together to engage in discourse on all dimensions of legal education.

The conference usually takes place on the Monday and Tuesday prior to Good Friday, and hosts should be mindful of potential clashes with other conferences (notably the SLSA) held around that time. In 2021 we were hosted online by Aston University, and in 2022 in hybrid mode by the University of Manchester.

### Application Criteria

- A strong local team of organisers, supported by their Dean/Head of School/Department;
- A venue capable of catering for approximately 140 delegates, with flexibility to accommodate more;
- Overnight accommodation for about 100 people, close to the conference venue;
- An accessible location;
- Ability to provide a conference website and other online presence, including dedicated social media channels;
- At least 4 large seminar rooms capable of holding 30 people, within short walking distance of each other (ideally within the same building);
- A lecture theatre or similar large space for plenary sessions and the Association's annual general meeting;
- A cloakroom for the storage of luggage;
- Reliable and free Wi-Fi within the building;
- A central area suitable for registration, publishers' stands, refreshments, and lunch;
- Contingency plans in the event of continued COVID-19 disruption
- Adequate administrative and financial support;
- A clear, detailed, and realistic proposed budget for the event;
- Capacity to promote the conference through local and wider networks.

Expressions of interest should be sent to the ALT Secretary by **Friday 29 July 2022:**

- Aislinn O'Connell ([Aislinn.OConnell@rhul.ac.uk](mailto:Aislinn.OConnell@rhul.ac.uk)).

# Tender Template

The above criteria must be addressed by all tenders. The following structure and headings should be adhered to in order to ensure that all points are clearly addressed and the Committee can make meaningful comparison between applicants:

1. The Conference Team
2. The Conference Location
3. Event Details
4. Venue Details
5. Social Event Venues
6. Accommodation
7. Support Services and Marketing
8. Indicative Budget

Please address the following items under each heading.

## 1. The Conference Team

- A message of support from the institutional management.
- A clear indication of the conference steering committee with an indication of the skills and experience that each person brings to the team.

## 2. The Conference Location

- An overview of the conference site, city, and region.
- A guide to transport links/accessibility.
- Details of any transport to get people from venues/social events, as needed.

## 3. Event Details

- Your proposed dates. Please keep in mind the usual timing of the conference which our members are familiar with and the need to avoid clashes with e.g. the SLSA conference. We will consider proposals for alternative dates if a rationale for changing the 'slot' is provided
- Numbers allocated (as an overview) for accommodation, social events, and event spaces.
- A complete and viable contingency plan for both a blended and a fully virtual conference, in the event of continued COVID-19 disruption;

## 4. Venue Details

- The conference venue space options/configurations and capacities.
- Details of the venue refreshments (tea/coffee, lunches, etc).
- A campus/site map, clearly showing the location of venues.
- Note that photographic illustrations would be beneficial, although are not required.

## **5. Social Event Venues**

- The formal Annual Dinner takes place on the Monday evening and is the focus of the ALT's social programme. A (more informal) dinner also takes place on the Sunday evening.
- Any additional area visit opportunities for those arriving at the conference early (particularly, international visitors) may also be included.
- Note that photographic illustrations would be beneficial, although are not required.

## **6. Accommodation**

- Accommodation options: detailed facilities, star ratings, location in relation to the conference venue, and costs.
- Note that photographic illustrations would be beneficial, although are not required.

## **7. Support Services and Marketing**

- Detailed administrative support that will be provided, including items such as booking processes, registration, room hire/event management, and catering.
- Detailed outline of the dedicated conference website, including items such as structure, management, and integration with registration systems.
- Detailed plan for social media and other elements of your marketing strategy for the conference.
- Note that while the ALT committee can distribute occasional updates via the ALT's electronic mailing list, all marketing and online presence remains the responsibility of the host institution.

## **8. Indicative Budget**

- A guaranteed minimum financial return to the ALT.
- Details of a number of delegate package options, including a discounted postgraduate student rate.
- A breakdown of projected income, setting out conference rates and sponsorship.
- A breakdown of projected costs, including items such as: room hire, catering, social events/entertainment, IT support, administrative support, student volunteer support, conference programmes, badges, online registration, website hosting, plenary speaker expenses, and other anticipated costs.
- A projection of the anticipated financial surplus.