

Proposal to Host Annual Conference template

Thank you for considering to host the annual EuroSLA conference at your institution. To help you present your case as effectively as possible, please explain why your institution is well suited for hosting EuroSLA conference to meet expectations of best practice (documented in the *EUROSLA conference: Frequently Asked Questions* on the EuroSLA website).

Please address the following issues in your response, which should be on letterhead or equivalent indicating institutional affiliation, and providing contact details of the organisational lead.

Location capacity and atmosphere:

Capacity to host around 250-300 people from Wednesday to Saturday, including doctoral workshops, and be an attractive genial environment for conference attendees to enjoy the local setting as well as the academic content. Please indicate ease of access for transport links, especially for international attendees (e.g. nearest well-connected airports and frequency of international flights, good range of links to other means of transport)

Academic quality:

Ability to attract good speakers for plenary speakers and Language Learning Round Table, which can reflect local organising committee and institutional strengths, but which must also be appealing to EuroSLA's wide range of interests within the field of Second Language research.

Financial support:

Capacity to manage budgets on a break-even basis, usually with local institution or regional research support, to ensure that conferences to be accessible and affordable for everyone.

Committee planning:

Evidence of a strong and engaged organising committee, of sufficient size and cohesion to ensure smooth planning and running, providing evidence of experience of hosting previous conferences of similar size and complexity.

We look forward to hearing this from you.

The Executive Committee, EuroSLA

www.eurosla.org