**British Shakespeare Association**

**Conference Proposal Form**

The British Shakespeare Association welcomes applications from institutions to host the British Shakespeare Association conference. This is the largest regular Shakespeare conference in the United Kingdom, bringing together researchers, teachers and theatre practitioners to share the latest work on Shakespeare and his contemporaries.

The conference is the highest profile activity organised by the BSA, and draws delegates from around the world. The local organising team is a vital part of the BSA’s mission, and will receive full support from the BSA Board’s Conference Team, which has over a decade’s experience of overseeing these events. The organising team benefit from the full infrastructural support of the BSA, including its online registration and marketing resources, mailing lists, professional contacts and organisational advice.

Please complete the form below with details of your proposed conference. While we do not expect firm details to be available for all questions, this will enable the Board of Trustees and its Events Committee to evaluate the conference’s intentions and alignment with the BSA’s core mission.

1. **Organisational details and local management**

Organising institution:

Proposed dates of conference:

Lead organiser:

Members of organising team:

Administrative support arrangements:

What arrangements does your institution have in place for large-scale event management?

**NB you need to list these** e.g. for our last conference Swansea University listed: The conference has the backing of the College of Arts and Humanities and the Research Institute for Arts and Humanities (RIAH). In addition, the University provides conference organization services.

1. **Conference theme and aims**

Proposed theme/title:

Provisional Call for Papers:

What format (seminars, workshops, delivered papers etc):

Proposed keynotes:

Any tie-in events:

1. **Rationale**

Why should the conference be held at your institution?

1. **Education strand**

How will your conference meet the BSA’s large primary/secondary teacher constituency?

1. **Practitioner strand**

How will your conference meet the BSA’s mission to reach theatre practitioners?

1. **Financial strategy**

*It is expected that the conference fee will cover the core costs of the conference. Please note that all delegates need to be members of the BSA in good standing, and the BSA will lend its support to ensure this is realised.*

*The BSA will provide financial support for bursaries to be made available to member delegates who are students or on vulnerable contracts. The conference will administer and allocate these bursaries.*

Do you have a commitment from your institution to underwrite the costs of the conference? You must provide, in writing, such a commitment (signed by the CEO, Vice-Chancellor, or equivalent senior person) to underwrite the costs of the conference *because without this the conference cannot take place*.

1. **Logistics and space**

What conference facilities are available for sessions?

What spaces are available for circulation, refreshment breaks, booksellers’ exhibits etc?

What performance/event spaces are available?

What are the proposed arrangements for accommodation and transport between venues?

Where do you plan to hold plenary sessions and the conference dinner?

*NB: The BSA may hold an open BSA meeting as part of the conference, and may also use the event to award the year’s honorary fellowships.*

*NB: In compliance with its EDI Policy, the BSA is committed to the highest standards of accessibility and inclusivity. Event planning and budgeting should have these as priorities from the outset.*

1. **Web support**

What arrangements does your university have in place to handle booking arrangements, website etc.?

How will you process registrations?

How will you ensure that all delegates are members of the BSA at the point of registration?

1. **Publicity**

How will you advertise the conference to the academic community?

How will you advertise the conference to other constituencies?

1. **Further comments and requests for support**

Please detail any other queries, or requests for additional support from the BSA.

*Please submit this form to the Chair of the Events Committee* Karen Eckersall karenprof70@hotmail.com

*and the Chair of the BSA (Alison Findlay:* *a.g.findlay@lancaster.ac.uk**.*