

**Host School Application for the 2022 IBSC Annual Conference**

**This document is in Word format. You may type your answers directly in it, or prepare a separate document answering the questions. Please email the completed document to Amy Ahart, chief operating officer, at** 30T**ahart@theibsc.org**30T **by 1/30/19.**

1. **Contact Information**

Name of school

School address

School website

Head of School

Name
Title
Email

Contact person for this proposal

Name
Title
Email

1. **Dates**

**To accommodate as many as of our global participants as possible, we are looking at the following dates for the 2022 IBSC Annual Conference. Please rank these in the order of preferred availability of hosting the conference on these dates. Please place an X for any of the dates that will not work for your school.**

Sunday, June 26 – Wednesday, June 29

Wednesday, June 29 – Saturday, July 2

Wednesday, July 6 – Saturday, July 9

Other dates your school proposes

1. **Facilities**

**Based on past conferences and projected growth, the conference requires an auditorium or other large space for at least 600-750 people (delegates and spouses/partners).**

* Briefly describe the largest school spaces and their maximum seating capacity. Are these spaces equipped with full audio-visual provision with wireless internet? Are these spaces air-conditioned?

**The conference requires up to 20 rooms at a time for concurrent workshops and breakout sessions, and perhaps five or six with larger capacity**.

* About how many rooms that seat 30-40 adults are available? How many of these are air-conditioned? Do they have audio-visual and wireless internet provision?
* Five to six spaces with larger seating capacity might be required for larger concurrent sessions. Approximately how many additional spaces with seating capacity of 75-100+ are available? Are these air-conditioned? Do they have full audio-visual and wireless internet provision?
1. **Catering and Dining Areas in Daily Schedule**
* What is the maximum number of people that could be served breakfast, morning break, lunch, and afternoon break in the school dining areas? Are the dining areas air-conditioned?
* If the answer to the first question in this section is less than 500, are there additional spaces other than the school dining areas that could be used to serve meals? If so, please describe briefly and indicate if the space is air-conditioned.
* Would the school catering provider or company be willing and able to contract for these services during the conference? Or do you recommend another provider?
1. **Finances and Administrative Support**

While the conference is a collaboration of the IBSC and the host school, we do depend on the commitment of resources and time from the host school.

* Hosting a conference inevitably involves additional work by the school’s maintenance/cleaning department, costs which historically the host school has absorbed. Would your school be prepared to absorb these costs?
* Sponsorship income has become important to the success of the conference. Is it likely the school could attract any local sponsors, ranging from $2,500 to $10,000 or more each?
* Conference planning and on-site logistics require that the school appoint a senior staff member as the conference coordinator, who would work closely with the IBSC Executive Director as well as with school administration and service providers. While it is not necessary to identify this person now, can the school provide this coordinator?
* This school coordinator will need to form and lead a planning committee comprised of key staff. Is the school prepared to mobilize such a planning committee?
1. **Hotel Accommodations**

The cost and convenience of hotel accommodations within reasonable distance from the host school affect conference attendance. The IBSC normally uses a hotel agent to negotiate the best possible rates and concessions with hotels, but a preliminary indication of the size and proximity of hotels in the area proves helpful.

* Are there major and reasonably priced hotels in the area that individually or together could provide up to 375 rooms per night during the key days of the conference?
* Would transportation be required from hotels to the school campus? If yes, briefly explain the approximate distance and traveling time, along with options for transportation.
1. **Travel to and from the Conference**
* What airport would most delegates use? How far away is it from the hotel area?
* What means of transportation is available from the airport to possible conference hotels?
1. **Travel During the Conference**
* Does the host school (or nearby IBSC member schools) have school buses that would be available to transport delegates to and from campus to the hotel or to special events during the conference? If so, how many delegates could the school bus service accommodate?
* If bus rental would be necessary, is there a nearby bus company with which the host school has a close working relationship?
1. **Special Evening Social Events**

The conference program normally includes two evening social events. One of these is usually on-site and the other off-site. One of these could be a reception, and the other a sit-down or buffet dinner.

* For approximately 550 people (delegates and spouses/partners), what on-site facility would be available for an evening reception or dinner (sit-down or buffet)?
* What nearby settings or venues off-campus might be considered for an evening reception or dinner (sit-down or buffet) during the conference? Could these settings accommodate approximately 550 people (delegates and spouses/partners)?
1. **Spouse/Partner Program**

The IBSC conference includes a program of activities for spouses/partners, which usually attracts 50-65 people. The program includes attendance at the two major evening social events and at any opening ceremonies. We organize a program of visits to museums, galleries, tourist sites, and cultural destinations during the days of the conference.

* What daytime activities might be scheduled for spouses/partners of delegates? Please describe some possible options.