

**Host School Application for the 2025 IBSC Annual Conference**

**You may type your answers directly into this Word document or prepare a separate document answering the questions. Please email the completed document to Amy Ahart, interim executive director, at** [30T**ahart@theibsc.org**](mailto:ahart@theibsc.org)30T **by March 31, 2022.**

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 of our global participants as possible, we are focusing on the following dates for the 2025 IBSC Annual Conference. Please rank your preferred dates for hosting the conference. Place an X by any date range that will not work for your school.**

Sunday, June 22 – Wednesday, June 25

Wednesday, June 25 – Saturday, June 28  
Sunday, June 29 – Wednesday, July 2

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 people (attendees and spouses/partners).**

* Briefly describe the largest school spaces and their maximum seating capacity. Are these spaces equipped with full audiovisual 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, including 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 audiovisual 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 audiovisual 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 between 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+ 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. IBSC will work with the host school to identify a hotel(s) and negotiate the contract.

* 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 dates 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**

* Which airport would most attendees use? How far away is it from the hotel area?
* What types of transportation are 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 available to transport attendees to and from campus to the hotel or to special events during the conference? If so, how many attendees 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 seated or buffet dinner.

* For approximately 550 people (attendees and spouses/partners), what on-site facility would be available for an evening reception or dinner (seated or buffet)?
* What nearby settings or venues off campus might be considered for an evening reception or dinner (seated or buffet) during the conference? Could these settings accommodate about 550 people (attendees and spouses/partners)?

1. **Spouse/Partner Program**

The IBSC Annual 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 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 attendees? Please describe some possible options.