Are you interested in hosting an ECPR event? If so, read on.

This interactive flyer contains everything you need to know before you submit a proposal to us, including:

- How your university will benefit from hosting
- How ECPR can help you realise your goals
- How being an ECPR event host has helped other institutions
- Your next steps

www.ecpr.eu
So you’re interested in hosting an ECPR event...

Congratulations: you’re in capable hands. The ECPR events team has 47 years’ experience in bringing high-profile academic events to fruition.

If you are successful in your hosting bid, members of our events team will make several advance visits to your University, to ensure every aspect of the venue is right for the event, and that your conference and plenary sessions run seamlessly.

We’ll also take care of advance publicity via email and social media, and you can relax while our efficient event organisers handle the administrative hassle of budgeting, registration, payment, and academic timetabling.

Our experienced staff are available five days a week to deal personally with questions and queries from conference participants, so you don’t have to.

And of course, we’ll create bespoke print products and supply branded ECPR merchandise for participants’ conference bags.

After the event, we’ll handle survey response collation and data-crunching, to give you a 360° picture of participant feedback: the full package!

Give me a call on +44 (0)1206 63 00 44 or email sthompson@ecpr.eu to discuss the many options.

Sandra

Sandra Thompson
ECPR Events Manager
Conferences of character

At any given time, ECPR has around 350 member institutions across the globe – the majority in Europe. Many of these institutions are universities with rich and illustrious histories, housed in buildings of historic significance. We’ve made a decision for our conferences to take place within the walls of our member institutions, often with receptions in the civic spaces of the host city, rather than in anonymous convention centres.

Hosting an ECPR event is an opportunity for you to showcase the very best your institution and your city has to offer, so that participants get a sense of the history and character of the place they are visiting, as an intrinsic element of their conference experience. Almost by definition, universities tend to exist in towns and cities with an ample cultural offering. Recent ECPR events have been hosted by institutions in such attractive destinations as Prague, Reykjavik, Oslo (pictured), Pisa and Budapest.

A chance to experience the sights, sounds and tastes of the host city alongside people who share your scholarly interests – and perhaps to strike up new friendships in a memorable setting – means that a trip to an ECPR conference can turn into something so much more than just an academic event.
Hosting: what’s in it for you?

There are myriad benefits to becoming an ECPR event host. Not only will you raise the profile of your institution in general, and your faculty in particular, but hosting brings other incidental advantages, some of which you’ve probably never even considered.

This is your opportunity to:

- Forge international links with academic & industry peers
- Gain recognition for specific research programmes at your university
- Create opportunities for collaboration with other institutions
- Improve your prospects for securing grants or research funding
- Enhance the professional development of your student helpers, strengthening their employment prospects
- Build relationships with local hotels, visitor attractions, and the regional tourist board
Positioning the University of Tartu in a national and international arena was my own personal incentive to host the 2016 Graduate Student Conference.

Another benefit of hosting an ECPR event is that the cooperative balance between ECPR and the host institution is just right, Goldilocks style!

For example, the ECPR takes on the academic role – choosing papers, doing the cross-national logistics, international promotion, etc – all of which would be hugely disincentivising for a local organiser if they had to do it alone.

At the same time, the local institution certainly benefits from the opportunity to profile and promote itself. And that’s tremendously important in this day and age.'

– Vello Pettai, University of Tartu
Leader of our Local Organising Team for the 2016 Graduate Student Conference
Hosting a big event such as the ECPR General Conference certainly helped us foster links with academic institutions abroad.

Apart from chairing two roundtables, many of my colleagues put together panels, and in this sense, I believe it gave us, as an institution and as researchers from East-Central Europe, some confidence.

What is more, I believe it strengthened our position within the University – being an institution with three medical faculties and with very rich faculties such as mathematics and biology, social science disciplines have been perceived as the weaker link.

So again, organising such a conference, bringing so many people to Prague, and putting together special issues for the occasion, enabled us to be more visible – and show that we do research; research that has a place in the European arena.

We hope to utilise this experience as we apply for more institutional grants, and expand as an institution.

In any case, it was a wonderful experience – some of my colleagues think I am crazy, but I would certainly do it again, if I had the chance!

– Hana Kubátová,
Charles University in Prague
Member of our Local Organising Team for the 2016 General Conference
Hosting the ECPR Summer School in Methods & Techniques has definitely strengthened the image of Ljubljana’s Faculty of Social Sciences as the largest and most prominent social sciences educational and research institution in Slovenia – and in a wider area of southeast Europe with a traditionally strong and cutting-edge empirical orientation.

For me personally, it was an academic version of a child’s dream of living in a candy shop – having everything and everyone renowned in methodological sphere under our roof is an unbeatable experience that goes beyond practical benefits.’

— Samo Kropivnik, University of Ljubljana  
Member of our Local Organising Team for the Summer School in Methods & Techniques, 2006–2015
Co-hosting the 2012 ECPR Graduate Student Conference with the University of Bremen helped Jacobs University in several ways.

First, it strengthened our ties with our co-host. In fact, jointly organising the Conference was important for the universities to position themselves as paramount institutions for graduate training with view to the funding of the Bremen International Graduate School of Social Sciences in the ‘Excellence Initiative’ of the German Research Foundation.

Second, it offered Jacobs, as a new academic institution, a unique opportunity to raise its international profile within Europe’s political science community – especially as the Conference was held on the university’s premises.

The 2012 Conference itself took place in a very supportive and pleasant atmosphere.

– Susanne K Schmidt (pictured) & Marco Verweij, Jacobs University & University of Bremen

Members of our Local Organising Team, 2012 Graduate Student Conference
What we’ll do for you

**Formulate** a coherent and engaging academic timetable

**Publicise** the event by email to our database of 22,000 political scientists across the globe, and via our website and social media, including more than 11,000 Twitter followers

**Handle** online registration and all digital administration, and troubleshoot schedule clashes

**Answer** all participant queries by email and telephone

**Produce** a printed programme

**Supply** conference merchandise including bags, lanyards, badges, and branded T-shirts for student helpers

ecpr
What you need to do for us

**Become** an ECPR Member if you are not already signed up

**Provide** spaces big enough to accommodate participants (see next page for figures)

**Ensure** all rooms are equipped with appropriate AV, including panel rooms, lecture hall/s, IT room, breakout spaces

**Arrange** social events, including welcome reception, along with speakers for the keynote lecture and roundtable events, if relevant

**Organise** a dinner for key people (dignitaries, speakers)

**Manage** cost-efficient on-site catering in concert with ECPR

**Liaise** with hotel and transport providers, in the local language if relevant, to ensure up-to-date information is provided in the event run-up

**Supply** ECPR with information from which we can produce the print & online programme, to an agreed schedule

**Engage** the services of reliable English-speaking student helpers

**Secure** sponsorship from local businesses to keep registration costs to a minimum
<table>
<thead>
<tr>
<th></th>
<th>Joint Sessions of Workshops</th>
<th>Graduate Student Event</th>
<th>General Conference</th>
<th>Methods School, Summer and Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of participants</td>
<td>5–600</td>
<td>400</td>
<td>2,000</td>
<td>350</td>
</tr>
<tr>
<td>Auditorium for Keynote lecture / Roundtables / Plenary events</td>
<td>250 attendees</td>
<td>200 attendees</td>
<td>500 attendees</td>
<td>250 attendees</td>
</tr>
<tr>
<td>Number of Panel rooms / Classrooms, of varying sizes</td>
<td>25–30 rooms</td>
<td>25–30 rooms</td>
<td>35–40 rooms</td>
<td>30–35 rooms (maximum of 25 people per course)</td>
</tr>
<tr>
<td>Computer labs</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>7–10</td>
</tr>
<tr>
<td>Computer rooms</td>
<td>40 stations</td>
<td>40 stations</td>
<td>60–80 stations</td>
<td>n/a</td>
</tr>
<tr>
<td>Meeting rooms for up to 20 people</td>
<td>Minimum of 4</td>
<td>Minimum of 4</td>
<td>Minimum of 4</td>
<td>n/a</td>
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<tr>
<td>Large, single space in which to accommodate registration, tea and coffee / snack area</td>
<td>Up to 3–400 participants at any given time</td>
<td>Up to 2–300 participants at any given time</td>
<td>Up to 6–700 participants at any given time</td>
<td>Up to 150–200 participants at any given time</td>
</tr>
<tr>
<td>Large space for exhibition of books and software</td>
<td>n/a</td>
<td>n/a</td>
<td>Around 15 exhibitors</td>
<td>n/a</td>
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<tr>
<td>University or civic space in which to hold a Welcome address / Lecture (seated), followed by a standing reception (drinks &amp; canapés)</td>
<td>c.300 participants</td>
<td>c.250 participants</td>
<td>c.1200–1300 participants</td>
<td>c.200 participants</td>
</tr>
</tbody>
</table>
Your next steps

To find out more about each of our unique events, and to help you decide which is right for you, click the buttons below.

Don't forget: you can contact us at any time on:

- **generalconference@ecpr.eu**
  +44 (0)1206 630046
- **graduateconference@ecpr.eu**
  +44 (0)1206 630047
- **jointsessions@ecpr.eu**
  +44 (0)1206 630045
- **methodsschool@ecpr.eu**
  +44 (0)1206 630047

Alternatively, if you are based in the UK, we welcome visitors at our headquarters:

Harbour House
6 – 8 Hythe Quay
Colchester
Essex CO2 8JF