

JURE CONFERENCE

CALL FOR BIDS 2024

**SUBMISSION DEADLINE
9 FEBRUARY 2023**

JURE 2024



Members of the JURE 2022 International Organising Committee |

The annual JURE Conference for Research on Learning and Instruction marks a highlight on the calendar of every Junior Researcher of EARLI. The JURE network was started in 1995 with the specific aim to support early career researchers in their academic endeavours. Now attracting around 300 internationally active junior researchers, the JURE conference is an unmissable conference for anyone starting out their academic career. Moreover, the JURE conference aims to provide plenty of social events and networking opportunities, which form an integral part of its programme.

Hosting the JURE Conference offers the guest location a once-in-a-lifetime opportunity to showcase its facilities, hospitality and local customs to an engaging, interested and warm community of international researchers. Additionally, acting as a Conference Chair is an excellent opportunity for junior researchers to obtain conference management skills in an international context.

The JURE Conference is jointly organised by the Local Organising Committee (LOC), the International Organising Committee (IOC) and the EARLI Office, all of whom have their own specific tasks:

The LOC consists of a Conference Chair, who takes the responsibility for the overall management, promotion, financial management and on-site organisation. The Conference Chair is supported by a team of local colleagues who are tasked with the management of all local responsibilities: hotels, catering, social events, securing local sponsorship, booking the conference venue and organising practical arrangements on-site and during the conference.

The IOC assists the Conference Chair with all scientific aspects of the conference, such as selecting workshop leaders / keynote speakers and other invited guests, providing a smooth submission and review process, organising the Best of JURE sessions, answering questions from participants, helping out during conference sessions, ... The IOC also plays an important role in spreading the word about the conference amongst their own contacts and in local research networks.

The EARLI Office supports the IOC and LOC in all tasks and oversees the project as a whole. It is also in charge of monitoring the conference budget and acts as a liaison between all parties involved. EARLI has the necessary online infrastructure to handle submission and review, registration, scheduling, conference app and accountancy. These tools should be used to support the organisation of the conference.

THINKING ABOUT SUBMITTING YOUR BID?

If you are considering to submit a bid to host the 2024 JURE Conference, please consult the preliminary checklist below to gauge whether your location would be suitable.



VENUE

Availability of the conference venue in late June - early July to accommodate 200 - 300 participants in the JURE Conference.

One auditorium with a capacity of at least 250 people to be used for keynotes and plenary sessions (opening ceremony, panel discussions, ...).

At least 10 rooms with a capacity of 30 people to be used in parallel throughout the conference programme (available during the 5 conference days).

Lunch facilities at the conference venue (or within walking distance).

CITY

At least 300 hotel rooms with easy access to the conference venue.

Accessibility through international travel (airport located nearby).

ORGANISING TEAM

Conference Chair is a JURE member who participated in at least one of EARLI's conferences (EARLI, JURE or SIG) before.

A team of local colleagues can be assembled (at least 5 people) to assist the Conference Chair with local tasks.

→ If the answer to any of the parameters above is no, EARLI cannot accept your bid.

→ If the answer to all of the parameters above is yes, please read more on the detailed requirements below, which will guide you to prepare a more elaborate bid.



JURE 2022 DELEGATES |

Your bid will be assessed by the EARLI Executive Committee, who will evaluate each bid individually as well as in relation to other potential bids, according to the following criteria:

1

CONFERENCE HOST

Preference is given to bids from locations in Southern and Eastern Europe, as these countries have been underrepresented in EARLI's Conference history.

2

LOCAL UNIVERSITY

Preference is given to conferences hosted at a university rather than a commercial conference venue. Commitment and involvement of a local university is paramount to the success of a JURE conference.

3

DETAILED BID

A clear, elaborate and well-considered bid allows the EC to easily assess whether your proposal can be accepted. We recommend you to include as much relevant information as possible.

Additionally, EARLI retains the right to reject bids from countries that are facing international sanctions and are violating basic human rights (such as gender equality, sexual freedom, freedom of thought and speech).

CHECKLIST

When preparing your bid, please make sure to include the items below:

LOCAL SUPPORT

Appoint a Conference Chair to take on the responsibilities for the overall management and local arrangements. This role can also be shared by two junior researchers.

Secure a written commitment from the hosting University, indicating full support for the JURE conference.

Demonstrate prior experience in organising conferences of a similar size.

SCIENTIFIC CONTENT

Which local researchers would you invite to act as a keynote speaker or workshop leader?

In which ways would your conference be innovative and attract both European and international delegates?

CONFERENCE VENUE

Information on the halls/rooms at the conference venue (seating capacity and room set-up).

Information on costs of conference rooms (free of charge or rent required).

Information on technical facilities and services offered (i.e., technical assistance, student support).

Information on available exhibition space for sponsors (e.g., suggested location and surface in m²).

Information on the available catering options.

CHECKLIST

When preparing your bid, please make sure to include the items below:

ACCOMMODATION AND DESTINATION

Information on city and region, including key figures of rooms available in the conference city per hotel category (*-****), guest houses and student housing. At least 300 hotel rooms available in the hosting city, with easy access to the conference venue.

Information on distance between conference venue and hotels (specified in time and means of transportation).

TRAVEL

International accessibility of the conference city (e.g., number of international flights, links to international hubs, train links etc.).

Information on the local transportation network and accessibility of the conference venue by public transportation from the airport.

SOCIAL ACTIVITIES

Suggestions for social events of interest to the JURE participants (visits, informal get-togethers, ...).

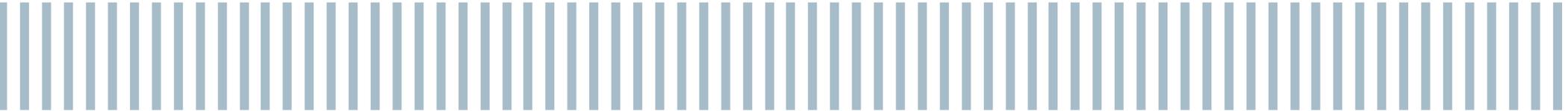
Suggestion for the JURE Conference Dinner (a venue accommodating approx. 250 people).

Information about landmarks, museums, monuments which might be of interest to the conference participants.

HEALTH AND SAFETY

Confirmation that all conference locations are equipped to ensure a safe conference experience in accordance with the current health and safety regulations at the time of the Conference.

FINANCE



As local circumstances vary greatly and the European market is currently experiencing unprecedented inflation, a detailed budget will be agreed upon with the local team upon acceptance of your bid, as part of contract negotiations.

The aim of the JURE conference is to break even, covering the conference costs with income generated through registration fees and sponsorship, all the while keeping the conference fees as affordable as possible.

As such, kindly indicate in your bid:

- Any financial support the hosting university could offer.
- Any relevant sponsors, who might be willing to contribute to the JURE 2024 conference.
- Any other ways that would help to keep the conference affordable for participants.

QUESTIONS?

Please don't hesitate to contact Lisa Vanhaeren at the EARLI Office (lisa.vanhaeren@earli.org) with any further questions you may have.