26 July 2018

EXPRESSIONS OF INTEREST (EOI) SOUGHT:

HOSTING THE AUSTRALIAN CITIZEN SCIENCE CONFERENCE 2020

Organisations interested in hosting the 3rd Australian Citizen Science Conference are invited to submit a written expression of interest. EOIs must be received by ACSA by **Friday 28 September 2018** and will be evaluated by **Friday 26 October 2018**. The successful host will be notified before ACSA's AGM in November.

To be considered, EOIs must prepare an application that addresses each of the specific points outlined below.

Key Criteria

- The 2020 conference venue will be provided pro gratis, at a date to be determined within the calendar year.
- The host venue must be willing to work closely with the Professional Conference Organiser (PCO) as chosen by the Australian Citizen Science Association (ACSA).
- Why your venue should host the conference.
- What on-ground personnel may be available to assist with the organisation of the event.
- What support you might expect from your community to make the conference exciting and that sets the region apart from others.
- What potential field trips might be available.

Conference Venue Requirements

- The conference venue must be able to seat at least 300 people, with air conditioning, professional sound and audiovisual facilities including onsite technician.
- All areas where the conference is to be held should be disability friendly (e.g. ramps, handrails going up stairs including stages, accessible toilets, etc).
- The venue must be able to provide a space suitable for morning tea, lunch and afternoon tea, preferably with use of a kitchen and preparation area.

- Specify how the venue would be able to facilitate a program allowing for workshops or smaller meetings in break-out rooms separate from the main plenary area (main conference room).
- The venue must be able to host a poster display area. It is preferable that the poster display area be separate from the main conference rooms to minimise noise.
- The host organisation may need to provide some computers/laptops updated with software to run electronic presentations.
- Mobile telephone reception and internet access (wifi preferred) must be available at the venue.
- Accommodation of at least 300 motel style rooms nearby or at venue.

Sustainability and Risk Management

- Conference vendors and on-site organisers should be aware of risk management principles and have an exit or emergency plan in place for the conference.

Transport

- Excellent transport links with airport in reasonable proximity.
- Excellent public transport options to and from accommodation and conference venue.

Further Information

It is expected that the conference will be directed by a Conference Organising Committee (COC), comprised of members of the Australian Citizen Science Association Management Committee, the host venue and members of the local Regional Chapter (where applicable). The COC will develop the conference program including agenda and speaker choices. They will also be responsible for seeking sponsorship. ACSA expects the host venue to manage acquiring all required conference sponsorship with local sponsor contacts.

Budget

Conference logistics (quotes for accommodation, catering etc) and onsite management of registrations will be the responsibility of the Professional Conference Organiser. The host venue is not required to supply any budget information at this time, nor does it undertake any financial risk. The Association Management Committee members are keen to keep conference costs to a minimum to ensure interested persons can afford to attend.

Contact

Please provide the name and contact number of a key contact ACSA can get in touch with should we require additional information.

Expressions of Interest documents should be addressed to:
Amy Slocombe
ACSA National Coordinator
Australian Museum
1 William Street
Sydney NSW 2010
or via amy.slocombe@austmus.gov.au