

**Expression of Interest – Intention to Host an ASfAR Conference (First week in December, Even Numbered Years)**

Please complete the following table (by typing into the boxes) to lodge your interest in hosting the next ASfAR Conference by COB Friday, **31st October, 2017** and return to secretary@asfar.org.au for discussion at next ASfAR Executive Committee Meeting.

At this stage, the assessment process involves completion of the EOI below. EOIs received will be reviewed by the ASfAR Executive and further clarification sought by email or phone as needed. Where there are several EOIs priority will be given to:

1. strong institutional support,
2. ability to host a key note speaker (national or international),
3. conference facilities, and
4. geographic location to allow access for participants across Australia, New Zealand and Asia.

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| **Information/Criteria** | **University/Organisational Response** |
| **Name of Applicant (University)** |  |
| **Address** |  |
| **Name of Proposed Conference Convenor** |  |
| **Qualifications** |  |
| **Email** |  |
| **Phone** |  |
| **Mobile** |  |
| **Overview of why your university/institution is the ideal site for the next conference** (No more than 300 words) |  |
| **Conference Facilities Available to ASfAR in kind (Describe and use URL link to facilities, site map etc.,)**(Outline in no more than 500 words, dot points, pictures; what is available for use; size (seating) and number of rooms & facilities available (projection, etc.,) in each room; access to onsite catering) |  |
| **Availability of accommodation nearby for attendees with a range of options (students/scholars) as well as researchers/key note speakers**(Outline in no more than 400 words, dot points, what is available in the proximity and approximate costs) |  |
| **Support/Capacity from the** **University/Institution that will be provided**(Including Financial & in-kind support. Attach letter of support from institution from appropriate senior executive) |  |
| **Support from other institutions/organisations in the City/Region**(Outline in no more than 300 words, dot points, what other support e.g., service providers, peak bodies available to assist) |  |
| **Recommendations about Topics/Theme/Conference Title**(Outline in no more than 300 words your ideas about the focus/theme) |  |
| **Suggested Key Note Speaker (National or International) aligned with Suggested Conference Topic/Theme** |
| **Commitment of Institution to support a National or International Key Note Speaker** |  |
| **How will a focus on early career/PhD students/scholars be achieved?**(Outline in no more than 300 words) |  |
| **Institutional Organiser****Contact details** |  |
| **Possible proximal venue suitable for a conference dinner** |  |

If you have any questions please contact President, Dr Mark Stokes (mark.stokes@deakin.edu.au), or the Secretary, Dr David Trembath (secretary@asfar.org.au)