

## How to apply to host a SIEF congress

Every two years SIEF organizes its main international congress. Until now we have always managed to find good hosts who were willing to act as a linking pin for the congress. We are now publishing guidelines to encourage members to apply as a candidate for hosting a SIEF congress, and to make the application and selection procedure more transparent. Please feel invited to think about hosting a SIEF congress in the future. The first one to consider will be in 2023.

## Guidelines for applying to host a SIEF congress

**The application procedure for hosting a SIEF biennial congress is as follows:**

1. The person submitting the application must be a member of SIEF
2. Please provide a 1-1.5 page cover letter explaining why your institution wants to organize a SIEF congress and what makes you a good candidate. We are particularly interested in hearing of the position/situation of ethnology and folklore in your country as well as the specific host institution and how organising SIEF could potentially help to advance and strengthen the discipline as well as offer opportunities for professional development for those involved in organising.
3. Along with the cover letter, please provide the following documents with your application:
  1. Letter of approval from the hosting institution acknowledging institutional support;
  2. Details of the charges the institution will levy for the use of the venue, if any;
  3. Short description of the venues that would be used for the congress activities: size of the largest hall (for Opening Ceremony, Keynotes, General Assembly and Closing Ceremony), number of lecture and seminar rooms for panels, workshops, other formats and various meetings;
  4. Short description of the accommodation situation in town, the possibilities of using student dormitories on campus, and the availability and price range of hotel/hostel rooms
  5. Best dates for the congress from the point of view of the local situation
4. Applications can be submitted four years ahead of the congress, but should not be submitted later than three years before the proposed date.
5. The Board may request a follow-up Skype interview and/or additional information by email following the receipt of the application.
6. Applications should be sent to the Secretary of the Association (email address below)
7. The SIEF Executive Board will decide on the next venue at the Executive meeting held prior to the preceding congress.
8. The decision of the venue will be presented at the General Assembly during the society's preceding congress; the General Assembly will give advice on time and topic of the next congress
9. If there are no applicants that fulfill the necessary criteria, the Executive Board is free to approach a candidate of its choice.

## Please note the following:

1. SIEF conferences should be distributed through different regions of Europe, while taking into account the geographic and financial accessibility of the location
2. SIEF expects the conference accounts to close with a positive balance.
3. In case of a negative balance, SIEF is not liable to cover any losses.
4. SIEF does not provide financial support to the host institution: the conference income must come from registration fees, banquet tickets, publisher marketing, and fundraising by the host institution.

5. SIEF requires NomadIT to be used for creation and maintenance of the conference website and administration of the workshops, paper submissions, registrations, meetings, receptions, and all other activities.
6. SIEF directs grants it gets for congress organization towards subsidizing travel and accommodation for delegates in need - dependent on the Association's current financial situation.
7. NomadIT's conference work should be paid for out of the conference budget.
8. SIEF does not accept the payment of salaries for secretarial work in the conference budget.
9. Each conference requires the following committees:
  1. Scientific Committee: consisting of representatives of the Board and of the Local Committee.
  2. Local Committee: constituted by the persons locally responsible of the congress organisation.
10. The conference should be structured as follows:
  1. Theme: chosen by the Scientific Committee (the Local Committee is encouraged to propose various themes);
  2. Keynotes speech: speakers selected by the Scientific Committee;
  3. Opening Reception: organised by the Local Committee with NomadIT;
  4. Panels, workshops, posters, and other formats (i.e. films): an open proposal process; selected by the Scientific Committee;
  5. Working Group meetings
  6. General Assembly organized by the SIEF Board
11. Additional major time slots:
  1. Lunch meetings
  2. Journal launches
  3. Other meetings and receptions
12. Further spaces required:
  1. A room for SIEF Executive Board meetings and hearings;
  2. A large space for registration desks, and a room close by for the NomadIT office;
  3. A publisher exhibition space in the main Conference area, close to catering space;
  4. A suitable hall for film programme;
  5. Internet access (username and password) - wifi where possible.
13. SIEF rules for biennial conferences:
  1. 'No multiples' rule: delegates may not fulfill a similar role in two or more sessions (e.g. speaker in more than one session); but delegates may be speakers in one session, convenor in another one, and discussant in another one;
  2. All panels and workshops must have at least two convenors, coming from different institutions; at least one of the convenors should hold a PhD degree;
14. Accommodation should be made available to meet the needs of different incomes and interests.
15. Food provision (and restaurant information) should take into consideration the various dietary requirements of delegates.

Any queries should be sent to NomadIT on [congress@siefhome.org](mailto:congress@siefhome.org)

**Applications should be sent to SIEF's secretariat ([sief@meertens.knaw.nl](mailto:sief@meertens.knaw.nl))**