



## Hosting the next EPEA Training Conference

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EPEA Steering Committee is in the process of soliciting bids to host:

- The 17<sup>th</sup> International EPEA Training Conference in 2019

We are inviting agencies, organisations or institutions interested in hosting this conference to submit a formal letter to the Steering Committee of the EPEA stating their interest in hosting the 17<sup>th</sup> International EPEA Training Conference 2019, to be received by the **31<sup>st</sup> March 2018**.

The letter should include the following details:

- Specific information on the host agency/organisation, including a primary contact name, address, telephone number and email.
- What appropriate legislative body such as the Ministry of Justice, Dept. of Education, Education College, etc. actively supports the bid and how.
- The prospective host should provide a breakdown of major costing and indicate how these will be met.
- The prospective organisers should show how they will accommodate any shortfall should it occur.
- An estimated time frame for the planning of the conference, a proposed date for the conference and also some alternative dates. (The EPEA Steering Committee accepts that proposed dates are liable to change but stresses that the conference must take place during 2019.)
- An indication of the local conference organising committee and the responsibilities and roles of its members in preparation and during the conference. These might include a webmaster, delegate organiser, treasurer, hospitality organiser, etc.
- An outline of how administrative support will be organised (*i.e.*, advertising, accepting workshops, publicity, finance, etc.) and details of who will be responsible for the day-to-day practicalities of administration.

## *Guidelines for planning the conference*

*The following are guidelines which previous conference hosts found useful when planning the conference. It should be noted that the organisational details and the roles and responsibilities mentioned below may differ from country to country and organisation to organisation. The EPEA Steering Committee is happy to discuss how these differences can be applied.*

1. The purpose of the training conference is to provide a professional forum to explore and examine developments and issues common to prison educators throughout Europe and beyond.
2. It brings together practitioners, policy makers, providers, etc., to discuss the key questions of the day in a relaxed but formalised setting. The theme of the conference must reflect the aims of the EPEA.
3. While there are no rigid rules as to the format of the conference, traditionally, it has been held over 3 ½ days. It is preceded by an informal reception the evening before the official opening of the conference to allow delegates gather at the venue a day early. The conference is formally closed at lunchtime on the fourth day to enable delegates travel home that afternoon.
4. It is expected that in excess of 150 people will be in attendance.
5. The conference venue must be sufficiently large to accommodate over 150 people. It must provide sufficient breakout rooms to accommodate workshops, sub-meetings, poster sessions, etc. It must provide appropriate and sufficient refreshment facilities during the conference. We prefer that all participants can be accommodated at the same hotel.
6. Lunches and dinners should be included, and can be informal. On previous Training Conferences there was a more formal (Gala) dinner on the last evening.
7. Keynote speakers will be asked to address the conference theme, in addition, workshops, seminars, poster exhibitions will be focused on either the conference theme or the broader aims of the EPEA.
8. The opportunity for a prison visit as well as cultural tours, social evenings, etc., have been organised at past conferences.
9. Financial responsibility for the conference lies with the host agency/organisation.
10. It is essential that a major international airport serves the host city/region.