



Hosting the 2017 EPEA Conference

EPEA Steering Committee is in the process of soliciting bids to host the 16th International EPEA conference in the autumn 2017.

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 16th International EPEA Conference 2017, to be received by the **30th April 2016**.

The letter should include the following details:

- a. Specific information on the host agency/organisation, including a primary contact name, address, telephone number and email. The prospective host should show they have the backing of an appropriate legislative body such as the Ministry of Justice, Dept. of Education, Education College, etc.
- b. An estimated budget for cost of hosting conference. The prospective host should provide a breakdown of major costs and indicate how these will be met. The prospective organisers should show how they will accommodate any shortfall should it occur.
- c. Estimated timeframe 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 at some point in the period September - December 2017)
- d. An indication of the conference organising committee and the responsibilities and roles of its members. These might include a webmaster, delegate organiser, treasurer, hospitality organiser, etc.
- d. 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 conference is to provide a professional forum to explore and examine developments and issues common to prison educators throughout Europe and beyond. 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 in some way reflect the aims of the EPEA. You are welcome to take a look at relevant documents at our webpage www.epea.org, f.i. our 10 year strategy vision.
2. 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.
3. It is expected that in excess of 150 people will be attending.
4. The conference venue must be sufficiently large to accommodate more than 150 participants. 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 place.
5. 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.
6. The opportunity for a prison visit as well as cultural tours, social evenings etc., have been organised at past conferences.
7. The financial responsibility for the conference lies with the host agency/organisation. Division of profit will be discussed.
8. It is essential that there is a major international airport service the host city/region.