



Gender and Education

Changing the Future | Educating about Gender

Application form for proposals to host Gender and Education Association international conference

Expectations:

The GEA international conference is the main source of income for the Gender and Education Association. It is also our primary opportunity to grow our membership base. We will therefore work closely with the organising team to ensure that the conference is well-attended and that GEA is well-represented at the conference, in terms of GEA sessions, as well as the presence of executive members. Key requirements for organising teams to consider include:

- GEA sessions should be built into the programme, including Annual General Meeting, an Executive Committee meeting and member sessions e.g. publishing for early career researchers
- The conference budget must ensure a minimum surplus of £2000 to be paid to GEA following the conference
- The conference budget must include a **fee and hotel** waiver for three (3) executive members, usually the co/chair(s) and conference lead
- An early career researchers/postgraduate workshop preceding the conference is expected
- The organising team will liaise with Taylor and Francis about hosting a wine reception at the conference (a usual contribution of £4000).
- The usual format for GEA conference is for paper presentations to last **20 minutes** (including discussion) with **four** parallel sessions running simultaneously (allowing three-four papers in each session)
- Average attendance is approximately 200-300 participants for UK-based conferences, and 150 participants for conferences held outside the UK.
- The GEA conference is normally held in late June in order to maximise attendance from the US, the global South (including Australia) and the UK.
- Attendance at the conference is tied to membership of GEA. In other words, attendees who are not yet members of GEA will be required to join in order to register. Existing members will need to prove their membership (e.g. by entering their membership number) when they register.

The GEA conference lead is Vanita Sundaram (vanita.sundaram@york.ac.uk). She will work closely with the organising team and the team can expect that:

- the conference lead will liaise with them regularly and at least on a monthly basis to receive updates about the conference organisation
- the conference lead will represent the organising team at executive meetings and ensure an early flow of information about key information, decisions and requirements
- the conference lead will provide the organising team with a checklist of practical issues to consider, as well as a timeline outlining key milestones in the conference preparation
- the conference lead will communicate about GEA sessions and workshops to the organising team
- the organising team will liaise with the GEA executive board, in particular our social media/publicity lead, Jessica Gagnon (jessica.gagnon@port.ac.uk) to review the publicity strategy and to build a collaborative approach to ensure that publicity about the conference is active and ongoing

Guidance for conference proposals:

Conference proposals will usually be between 5-7 pages in length and should aim to describe the planned conference as fully as possible (in terms of academic content as well as budget). Clear links to the remit of GEA should be made.

Background to the proposing institution

1. Key information about the city/location
2. Information about the institutional strengths in relation to gender/feminist research and teaching

Background to the organising team

1. Information about the key strengths of the individual members of the proposed team (including relevant gender/feminist educational research undertaken)
2. Information about the strength of the team overall (e.g. representing different streams within gender and education research)

Proposed conference theme

1. Justification for the choice of theme and relation to national/international debates in gender and education
2. Justification of theme in relation to GEA remit (see website)
3. Fit with the equality and diversity remit of GEA (see website)
4. Fit with the internationalisation priorities of GEA, including how to attract applicants from low-income countries

Provisional programme for the conference

This should include:

1. Early career researcher workshop
2. Registration
3. Keynote sessions (with suggested speakers indicated)
4. Parallel sessions
5. Social activities/meals
6. Any additional events pre/post conference

Travel to conference location

1. By air
2. By train/bus/other public transportation
3. By car from nearest airport(s)

Local information

1. Hotels near the conference venue (with indication of possibility of favourable rates for conference attendees if relevant)
2. Historical sites of interest
3. Local culture or heritage

Funding

1. Details of funding requested from GEA and how this would be used
2. Additional sources of funding

Conference preparation

1. Proposed date for conference
2. Timeline for call for papers
3. Timeline for registration, including Early Bird registration
4. Provisional publicity plans (ideas for social media engagement; methods for promoting the conference; plans for leveraging networks to build interest in the conference)

Budget*

This should include information about:

1. Fixed costs (including speaker fees, travel and accommodation; administrative costs; venue costs; social activities)
2. Cost per participant (including split of fixed costs, meals)
3. Estimated income from conference registration and membership fees (split into Early Bird full conference; Early Bird daily rate; standard conference attendance; standard attendance daily rate).
4. Estimated profit
5. Indication of how many participants are needed to break even

* A third of the surplus income generated by the conference or £2000 (whichever is the greater) will be claimed by GEA.

Letter of support from Head of School/Department

1. Letter of support from the Head of Department at the organising institution