

Proposals for hosting a RaAM specialised seminar

1. Proposal outline

Please provide an outline of your proposal, explaining:

- a) How you think your seminar would contribute to the aims of RaAM as an organisation. See the RaAM homepage for details: <http://www.raam.org.uk>. You should also refer to the objective in RaAM's constitution as a charitable organisation: to advance the study of metaphor for the public benefit, with a commitment to the application of metaphor research to real world issues.
- b) What theme you intend to give the seminar, and why.
- c) Why you think holding the seminar in your proposed location might prove attractive to delegates.
- d) How many metaphor scholars from your country would you expect to attend.

2. Organising committee making proposal

- a) Name(s) (please specify which members of the Committee are RaAM members)
- b) Institutional affiliation(s)
- c) Address
- d) Proposed location for seminar

3. The seminar

- a) Proposed date
- b) Proposed plenary speakers (up to 3 but this is flexible). Please explain your choice.
- c) Proposed scientific committee (between 6 and 10). At least two will be serving members of the RaAM Executive Committee.
- d) Number of delegates expected to attend (previous RaAM seminars have gathered about 50 people and this has proved a comfortable size)
- e) Format: please give an idea of the format. The seminar is intended to be as interactive as possible so please consider the use of workshops, colloquia and themed sessions.
- f) How many volunteers are needed to organise the seminar (e.g., for chairing sessions), and how will these be recruited?

4. Venue

- a) Institution
- b) Description of rooms/lecture halls available (number, capacity)
- c) Technology (PowerPoint, OHPs, etc. in rooms)

- d) How will the administration of the seminar be handled? (for example, using a conference office or similar, clerical staff from your institution and/ or student volunteers)
- e) How will delegates pay? (e.g., credit card, bank transfer)
- f) Estimated cost of registration. The seminar fee will have to cover a) plenary speakers' travel and subsistence b) room and technology hire, if not free from university c) meals, if included d) conference office charges e) sundries (e.g., delegates' pack)
- g) Is the venue accessible for participants with special needs?

5. Travelling and accommodation

- a) How far is the proposed venue from an international airport?
- b) How can delegates reach the venue from the airport?
- c) What types of accommodation could be provided? (e.g., student residence, hotel)
- d) Do you expect to be able to organise accommodation for all delegates in buildings within easy walking distance of each other?
- e) How far is the residential accommodation from the seminar site?
- f) How would delegates reach the seminar site from their accommodation?
- g) Can facilities be provided for delegates with special needs (e.g., those travelling with family, those with special needs as regards transport)?
- h) What kind of arrangements would you make as regards meals for delegates?
- i) Is there anywhere of special interest which delegates might visit during the seminar?
- j) Estimated cost of different types of accommodation.

6. Organisation of the seminar and the RaAM Executive Committee

- a) Do you need any advice or information from the RaAM Association about academic or other matters?
- b) How can the RaAM Association contribute to ensuring the success of the seminar, should your proposal be accepted?

7. Budget summary

Please provide a rough estimate of the costs expected to be incurred and how they will be covered. If this includes some support from local authorities or institutions, please specify.