

Proposals for hosting a RaAM conference

1. Proposal outline

Please provide an outline of your proposal, explaining:

- a) How you think your conference 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 aspects of previous RaAM conferences you would try to preserve or which you would change or improve?
- c) Why you think holding RaAM 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 conference
- e) Previous experience in organising conferences

3. The conference

- a) Proposed theme
- b) Proposed date
- c) Proposed plenary speakers (usually 3). Please explain your choice.
- d) Proposed scientific committee (between 6 and 10). At least two will be serving members of the RaAM Executive Committee.
- e) Number of delegates expected to attend (previous RaAM conferences have gathered about 100- 200 people and this has proved a comfortable size)
- f) Conference sessions: what types of sessions would you invite (e.g., papers, workshops, colloquia, panels); how long would they be; how many parallel sessions would there be?
- g) What provision would there be for post-graduate students? (Please provide the name and contact details of the member of the Organising Committee who would be responsible for liaising with the RaAM PhD Liaison Officer)
- h) How many volunteers are needed to organise the conference (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) Institutional support (please specify if you can expect to count on a conference office or similar to support the organisation of the conference)
- e) If no institutional support is available, how much help will you need from others (student volunteers, paid clerical staff, etc.)?
- f) Estimated cost of registration. The conference 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) Arrangements for delegates to pay (e.g., credit card, bank transfer, on arrival)
- h) 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 conference site?
- f) How would delegates reach the conference 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 conference?
- j) Estimated cost of different types of accommodation

6. Organisation of the conference 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 conference, 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.