**The SLSA Board is seeking expressions of interest from universities wishing to host our Annual Conference 2027 and 2028.**

The conference runs for three days – from lunch on day 1 to lunch on day 3. It usually takes place just before the Spring break each year, although proposals for alternative dates in early to mid-April will be considered. The call for papers normally opens in mid-October and closes in mid-December.

**Criteria for the conference setting are:**

* Capacity to host at least 500 in-person delegates, and be responsive to the possibility of higher delegate numbers, with appropriate plans in place for accommodating additional delegates within the programme
* A range of types of accommodation close to the conference venue, including low-cost accommodation suitable for postgraduate students
* Approximately 25 good quality seminar rooms within walking distance of each other
* A suitably sized lecture theatre for plenary sessions and the AGM
* Reliable WiFi in all venues
* A central area suitable for registration; publishers’ stands; poster displays; refreshments and lunches; and an SLSA stand
* Two evening events, including a reception and a conference dinner
* Effective provision for disabled conference attendees, both visible and otherwise (in addition to physical considerations, this may include quiet rooms, sign interpreters, and/or support workers)
* Commitment to provide a limited number of events (eg. poster competition, streamed plenary event) accessible on-line during or close to the conference, within reasonable cost.
* Commitment to accommodating online participation for presenters where such a request is made as a reasonable adjustment.

**Organisational requirements of the conference host are:**

* A strong local team of organisers, supported by their head of department, with adequate administrative and finance support, and strong commitment from their University.
* Ability to work with SLSA PGR Reps to organize a dedicated morning event on Day 1 of the conference
* A commitment to the [SLSA Equality and Diversity Policy on Conferences](https://slsa.ac.uk/images/slsadownloads/SLSA_Board_2020/SLSA_Equality__Diversity_Policy_-_Conferences.pdf)
* A commitment to liaise closely with the SLSA Stream Secretary as regards the timing, scope and outcome of calls for Current Topics, the Call for Papers and any other relevant matters, including communication to stream convenors and wider SLSA community.
* An ability to provide a conference website
* Capacity to promote the conference through local and wider networks
* An ability to open registration for the conference from mid-October, when the Call for Papers opens and close around 3 weeks before the conference starts

**Budget and planning requirements of the conference host are:**

* Competitive pricing of delegate registration packages, including differentiated pricing for PGRs, early-bird registrations, and SLSA members/non-members. Prices will be agreed with the SLSA and determined by rates at recent conferences, general cost inflation, and the association’s commitment to accessibility across all career stages.
* Recognition that a Memorandum of Understanding will be entered into between SLSA and the host institution once an initial budget has been prepared, requiring the institution to transfer all of the surplus from the conference to the SLSA and to deliver the conference in line with commitments made in the Expression of Interest.
* An itemised budget prepared on the presumption that all delegates are registered at the early-bird rate and inclusive of a 10% contingency.
* A projected surplus of at least £30,000 (after contingency) to be donated by the hosts to the SLSA after the conference, noting that in recent years actual donations have been in the region of £45,000
* Administration of a bursary scheme for the conference in consultation with the SLSA Board
* A requirement to keep the SLSA Board briefed on the detail of the budget and conference preparations in the year leading up to the conference, through papers submitted to regular Board meetings.
* A willingness to adapt, within reason, conference hosting arrangements if required to reflect changing circumstances arising in the course of planning, including reflecting accessibility needs of conference delegates.
* A requirement beyond that to notify the Board, through the SLSA Chair and Treasurer, of any matters of concern in relation to costs and/or conference income as they arise, before and after the conference.
* An understanding that any requests for the SLSA to invest in socio-legal studies at the host University, by forgoing a portion of the surplus, will only be permitted if included in the EoI, and in line with the guidance set out in Box 3 of the Expression of interest form (below)

The SLSA Publisher Liaison officer will assist in liaising with publishers and organising sponsorship packages. Anyone wishing to have an informal chat about the possibility of hosting the conference should contact the SLSA Board by emailing SLSA Chair Professor John Harrington [HarringtonJ3@cardiff.ac.uk](mailto:HarringtonJ3@cardiff.ac.uk). Expressions of interest should be submitted to [admin@slsa.ac.uk](mailto:admin@slsa.ac.uk) by **31 March 2025** using the form provided.

**SLSA annual conference hosting –** **Expression of interest form**

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| 1. **Suitability to host** |
| *Up to 200-word summary of why you think your institution is well-suited to host the SLSA* |
| 1. **Venue and location details (reflecting minimum standard set out in criteria above)** |
| *Provide information about: capacity for in person conference attendees and capability of sites to host conference programme; space to host refreshments, lunch, and sundries such as registration and publisher stands; delegate access to the conference sites* |
| 1. **Indicative budget & intentions for surplus** |
| *Please provide details of: core budget expenditure lines; anticipated registration rates and other core income sources; intended surplus.*  *Donations from hosts of the annual conference (of the entire surplus generated) are one of the SLSA’s key sources of income. The budget should project a surplus of at least £30,000 after all costs including contingency.*  *At the Board’s discretion, we will consider EoIs with budgets which request that the SLSA invest in socio-legal studies at the host University by forgoing a portion of the surplus amounting to no more than 20% of any surplus generated beyond £50,000. The request must indicate how the amount would be used to further teaching and research in socio-legal studies at the institution. Any such request will only be considered if the University can make an explicit commitment to SLSA that it will be used to further teaching and research in socio-legal studies within the institution. Forgoing of any such surplus will only be permitted if a request is explicitly included as part of the EOI, and is within the parameters noted above.*  *Alternatively, at the Board’s discretion, we will consider requests, after the fact, to cover any additional unanticipated costs that may have arisen beyond the amount provided for in the contingency in the agreed budget, only if any surplus generated is beyond £50,000.* |
| 1. **Additional capacity (or proposed plans for additional activities)** |
| *Eg; If you can offer any hybrid or online provision in addition to in-person participation, who will this be made available to, and how will this be publicised? how would your budget change to reflect this? Examples of hybrid provision that could be offered include: a fully hybrid conference programme; accommodating some streams online and/or hybrid; hybrid and/or online only conference day or half-day; accommodating online participation from those presenters with accessibility needs; online participation through other formats such as a poster competition etc. What will this hybrid or online offering look like – eg how many rooms are available for hybrid or online sessions? what examples of use of, or experience with, online/hybrid conference platforms within the institution informs your plans?* |
| 1. **Commitment to accessibility and EDI** |
| *Explain how your host institution will ensure compliance with the* [*SLSA Equality and Diversity Policy on Conferences*](https://slsa.ac.uk/images/slsadownloads/SLSA_Board_2020/SLSA_Equality__Diversity_Policy_-_Conferences.pdf) *– eg what care will be taken to ensure that the conference is made accessible for all?* |
| 1. **Details of conference hosting team & institutional support for conference hosting** |
| *Which members of the institution will be on the conference organising committee, and what roles will they have? What financial and administrative support will be provided by the host law school and/or university?* |