# IAMCR 2018 Pre/post-conference events

IAMCR 2018 offers opportunities for IAMCR members and partners to organise conferences, seminars and workshops around the main IAMCR conference. These pre or post-conference events take place in the days immediately prior to or after the main conference and in nearby locations. The events seek to make efficient use of resources such as participant travel and availability of speakers to the benefit of both the main IAMCR conference and the pre or post-conference. It is expected that in 2018 pre/post-conference events could be held in Eugene or Portland, Oregon, although other locations with easy access to Eugene could be considered.

Pre/post-conference events can be organised by individual or institutional IAMCR members alone or in partnership with others. Approved events will be featured on the IAMCR 2018 website, social media and newsletters. They will also promote their association with IAMCR 2018 and encourage participants and speakers to attend the main conference.

IAMCR and pre/post-conference event organisers will explore possibilities for cooperation such as spaces for events to report back to the main conference, collaboration on costs of invited speakers, joint publications, etc.

Pre and post-conference event organisers should submit a formal application for recognition that must be approved by the Conference Organising Committee (COC), made up of members of the Local Organising Committee and IAMCR’s Executive Board.

While the IAMCR 2018 Local Organising Committee (LOC) may provide assistance identifying and booking venues and information to help you arrange for catering, hotels, etc., the organisation of pre and post-conference events is the responsibility of the applicants. IAMCR will not provide support for registration, collection of any fees and reception of proposals.

The days prior to the conference are complicated in Eugene because they coincide with university graduation ceremonies and hotels tend to be booked well in advance. The LOC recommends that any pre-conference events be held in nearby Portland, where the University of Oregon has a campus with meeting spaces available for hire for groups of 25-200 at costs ranging from $320 to $520 per day including basic audio-visual services.

Post-conference events can be held in Eugene where meeting rooms for 25 to 125 people are available for between $125 and $250 per day.

Pre/post conference event organisers may charge a reasonable registration fee to cover costs. If a fee is charged, it is expected that IAMCR members will be eligible for a discounted rate.

If you want to organise a pre/post-conference, please complete the attached application form. Requests must be received no later than 31 January 2018 but we strongly recommend that you send them earlier. There are limited opportunities for pre/post-conference events and there may be no space left by the end of January.

Email the completed application form to Bruce Girard at bgirard@iamcr.org.

## 1. About your pre/post-conference event

### Applicant details:

Provide details of the main applicant and any partners. Include the contact details of the main contact person or persons.

### Title of the event:

### Description of the event:

Provide a maximum 500 word description of the pre-conference. You may also attach documents such as a call for proposals or provide URLs.

### Date and time:

### Location:

Let us know if you know where you will hold the event. If you want the LOC to help you identify a venue, let us know your requirements such as number of participants, number of rooms, audio-visual equipment required, and any other relevant details.

### How:

Please tell us how your proposed event will benefit from being recognised as IAMCR pre/post conference event and how IAMCR will benefit.

## 2. Web information

If your event is approved, the information you provide below will be included on the IAMCR 2018 website.

### Full title of your event:

### Short title (if any):

### Short description:

(maximum 200 words)

### Location:

### Date and time:

### Participation and registration:

(How can people participate? Is registration required? Cost?)

### Will the event have its own website?

Is so, provide the URL

### Convenor(s):

* + 1. Brief description of institution(s) or individual(s)

### Organiser(s):

Name and affiliation of principal organiser(s)

### Public contact email:

### Public contact telephone number (if applicable):

Send the complete CfP and any other relevant documentation you want to appear on the website.

Send any images that we can use in our promotion of the pre-conference (logos, photos).

## 3. Role and visibility of IAMCR

Will the IAMCR and IAMCR 2018 logos and URLs be displayed on the event website and/or other promotional materials such as posters, flyers and promotional emails?

Will this short text describing IAMCR be included on the event website and /or other promotional materials? *"The International Association for Media and Communication Research - IAMCR - is the preeminent worldwide professional organisation in the field of media and communication research"*.

Will IAMCR be recognised as a co-sponsor at the event's opening and/or closing sessions?

Will an IAMCR representative be asked to speak during the event?

Will IAMCR be invited to organise a panel or other intervention during the event?

If any publications, videos, etc. are produced as a direct result of the event, will IAMCR's logo, URL, and descriptive text be included?

Will you prepare a short article (300-500 words) for publication on IAMCR's website after the event?

Will a final report of the event be produced? If so, can it be published in whole or in part on IAMCR's website?

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