# IAMCR 2023 Pre-conference events

IAMCR 2023 offers opportunities for IAMCR members and partners to organise conferences, seminars and workshops prior to the main IAMCR conference hosted in Lyon from 9-13 July 2023. These pre-conference events take place in the days immediately prior to the main conference and in nearby locations. They can be from one half to 2 days in duration and take place on 6, 7 and 8 July. 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-conference event. It is expected that pre-conference events will be located in Lyon or nearby cities (within 2h by train) such as Paris, Grenoble and Montpellier.

Pre-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 2023 website, social media and newsletters. They will be expected to promote their association with IAMCR 2023 and to encourage participants and speakers to attend the Lyon conference.

IAMCR and pre-conference event organisers are invited to explore possibilities for cooperation with the main conference, for example: reporting back to the main conference, collaboration on costs of invited speakers, joint publications, etc.

Pre-conference event organisers should submit a formal application which has to be approved by the Conference Organising Committee (COC), composed of members of the Local Organising Committee and IAMCR’s Executive Board.

The IAMCR 2023 Local Organising Committee (LOC) may provide information in order to help to some extent the pre-conference organisers find suitable spaces and catering for their events. However, the organisation of the pre-conferences relies fully on the applicants. IAMCR is not able to provide support for registration, collection of fees or reception of proposals.

For events in Lyon, local universities involved in the LOC may arrange meeting spaces with basic audio-visual services at competitive prices for groups of up to 50 people. Please be aware that the available meeting spaces are limited. The LOC can also provide a list of hotels where meetings can be held. Pre-conference events can also be organised in nearby cities like Paris, Grenoble and Montpellier, but please note that the Lyon LOC can not provide information or assistance for events organised in other cities.

Pre-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.

### How to apply

If you want to organise a pre-conference event, please complete the attached application form. Three application periods are open with the following deadlines: 5 December, 9 January and 9 February. Decisions will be made 2-3 weeks after each deadline. We strongly recommend that you send your application as soon as possible. Please note that there are limited opportunities for pre-conference events and there may be no space left by February 2023.

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

## 1. About your pre-conference event

### Applicant details:

Provide details of the main applicant and any partners. Include the contact details of the main contact person or persons and indicate those who are IAMCR members either individually or through their institutions.

### Title of the event:

### Description of the event:

Provide a maximum 500 word description of the pre-conference event. Include, for example, information about the topic, agenda, speakers, participants, and outcomes. If applicable, please describe how it relates to the [IAMCR 2023 general theme](https://iamcr.org/lyon2023/theme). You may also attach documents such as a call for proposals or provide URLs.

### Estimated number of participants:

### Date and time:

### Location:

Provide information about the expected location of the event.

### How:

Please tell us how your proposed event will benefit from being recognised as IAMCR pre-conference event and how IAMCR will benefit in return.

### Organisers and sponsors:

Provide information about the key organisers and sponsors (individuals and/or institutions).

## 2. Web information

If your event is approved, the information you provide below will be included on the IAMCR 2023 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? How may participants register? 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 2023 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?

Version 28/10/22