# IAMCR 2019 Pre/post-conference events

IAMCR 2019 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 event. It is expected that pre/post-conference events will be held in Madrid. Other locations in Spain with easy access to Madrid may 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 2019 website, social media and newsletters. They will also promote their association with IAMCR 2019 and encourage participants and speakers to attend the main conference.

IAMCR and pre/post-conference event organisers are invited to explore possibilities for cooperation with the main conference, for example 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 2019 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 is not able to provide support for registration, collection of fees or reception of proposals.

The University Complutense of Madrid has a campus with meeting spaces available to hire for groups of up to 50 people, including basic audio-visual services, at a low cost. Pre/post-conference events can also be held in meeting spaces provided by other Madrid-based universities. Please be aware that the meeting spaces provided by universities are limited. The LOC can also provide organisers of pre/post-conferences with a list of hotels where meetings can be held.

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-conferenceevent, please complete the attached application form. Requests must be received **no later than 9 February** 2019, but we strongly recommend that you send them earlier. Decisions will be made on a rolling basis, generally 2 to 3 weeks after an application is submitted. Please note that there are limited opportunities for pre/post-conference events and there may be no space left by February.

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 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. You may also attach documents such as a call for proposals or provide URLs. Include, for example, information about the agenda, speakers, participants, and outcomes.

### Estimated number of participants:

### 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.

### 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 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 2019 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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