Criteria for Hosting the Annual SACP Conference:

General Information:
- the conference should take place over the span of 3-4 consecutive days between late-May and mid-August
- expenses for the annual SACP conference can range from $12,000 to $25,000 USD
- the SACP Board will work with the location hosts and make every effort to highlight speakers and topics that are of regional interest, as well as make other accommodations (such as running panels in the local language, spotlighting the work of graduate students and young scholars from the host country and region, etc.)
- while we will work together with the local host (as just described), the SACP reserves the right to make final decisions regarding the conference program, such as keynote speakers, the managing of the final program, and so on

Essential Items:
- provide rent-free space for our conference (including 3-5 rooms for concurrent panels)
- provide a large space for keynote events for up to 125-175 audience members (depending on the number of conference participants and special guests)
- provide other basic facilities (bathrooms, a room or hall for setting up registration tables, etc.)
- provide volunteer support (often students) to help run the conference (e.g., to direct conference participants to the correct locations, to set up and manage tech devices in presentation rooms, etc.)
- provide print-outs of conference programs, tables for registration activities, and other basic needs
- provide information for how to properly welcome conference participants (e.g., maps about the local area, advice on accommodations and places to eat, etc.)

Bonus Items (not necessary, but much appreciated):
- offer free or affordable housing (e.g., dormitory rooms, local hotels) for conference participants
- pay for 1 dinner (such as the Farewell Dinner) for conference participants
- pay for 1 opening reception (to include drinks, finger foods, etc.)
- organize social events that allow conference participants to appreciate and enjoy the local culture, arts, and other distinctive features of the host location and surrounding areas
- provide basic advertising to the local area
- provide free catering for coffee and snacks (in the early morning, late morning, and the afternoon)
- provide free catering for lunch on one or more days of the conference

Relevant Questions for Proposed Conference Host:
- Where is your university or institution located?

- When would you be able to host the annual SACP conference? Our preferred rotation by year is as follows (though we may make some exceptions to this rotation, depending on various factors): 2026: Asia / 2027: the Americas / 2028: Europe / 2029: Asia, etc.
- Do you have experience hosting major international conferences?
- Are you able to host the annual SACP conference over a 4-day period between late-May and mid-August?
- Expenses for the annual SACP conference can range from $12,000 to $25,000 USD. Would you have access to funds in this range, for putting on the conference?
- While we will work together with the local host and appreciate their hospitality and hard work to help put on our annual conference, the SACP reserves the right to make final decisions regarding the conference program, such as keynote speakers, the managing of the final program, and so on. In the event that you are selected to host the SACP conference, do you agree to this?
- Are you able to provide rent-free space for our conference (including 3-5 rooms for concurrent panels)?
- Are you able to provide a large space for keynote events for up to 125-175 audience members (depending on the number of conference participants and special guests)?
- Are you able to provide other basic facilities (bathrooms, a room or hall for setting up registration tables, etc.)?
- Are you able to provide volunteer support (often students) to help run the conference (e.g., to direct conference participants to the correct locations, to set up and manage tech devices in presentation rooms, etc.)?
- Are you able to provide print-outs of conference programs, tables for registration activities, and other basic needs?
- Are you able to provide information for how to properly welcome conference participants (e.g., maps about the local area, advice on accommodations and places to eat, etc.)?
- Are you able to offer free or affordable housing (e.g., dormitory rooms, local hotels) for conference participants?
- Are you able to provide or pay for 1-2 dinners (such as the Farewell Dinner) for conference participants?
- Are you able to provide or pay for 1 opening reception (to include drinks, finger foods, etc.)?
- Are you able to organize social events that help conference participants to appreciate and enjoy the local culture, arts, and other distinctive features of the host location and surrounding areas?
- Are you able to provide basic advertising to the local area?
- Are you able to provide free catering for coffee and snacks (in the early morning, late morning, and the afternoon)?
- Are you able to provide free catering for lunch on one or more days of the conference?
- Are you able to assist with transportation to and from the local airport or train station?
- If necessary, are you able to assist with participants who need to obtain a VISA?