The ALT Committee is seeking expressions of interest from universities wishing to host our annual conferences in 2018 and 2019. The conference usually takes place during the Easter break each year. In 2016 we will be in Newcastle, hosted by Northumbria University. In 2017 we will be at Portsmouth University. The criteria we consider are:

- a strong local team of organisers, supported by their Dean/Head of School/Department;
- a venue capable of catering for approximately 120 delegates with flexibility to accommodate more;
- overnight accommodation for about 80 people, close to the conference venue;
- an accessible location;
- 4 Large seminar rooms capable of holding 30 people, within short walking distance of each other;
- a lecture theatre or similar large space for plenary sessions and the annual general meeting;
- a cloakroom for the storage of luggage;
- reliable and free wi-fi within the building;
- a central area suitable for registration, publishers' stands, refreshments and lunch;
- adequate administrative and financial support;
- ability to provide a conference website;
- a clear, detailed, and realistic proposed budget for the event;
- capacity to promote the conference through local and wider networks.

Expressions of interest should be sent to the ALT Chair, Professor Chris Ashford by Friday 11 December 2015 (chris.ashford@northumbria.ac.uk)

**Tender Template**

The above criteria must be addressed as part of any tender. We would suggest that following the structure detailed below will assist you.

The Conference Team

1. A message of support from the institutional management.
2. A clear indication of the conference steering committee with an indication of the skills and experience that each person brings to the team.

The Conference Location

1. An overview of the conference site, city and region. A guide to transport
links/accessibility should be provided here.
2. Details of any transport to get people from venues/social events should also be included here.

Event Requirements

1. Your proposed dates. Please keep in mind it is a three day schedule (starting on the Sunday, running through to the Tuesday (starting at lunchtime on the Sunday and ending at lunchtime on the Tuesday)
2. This section should also include the numbers allocated (as an overview) for accommodation, social events and the event space.
3. A detailed draft budget. This will include a guaranteed minimum financial return to the ALT.
4. The budget should set out a number of package options, and include a discounted PG student rate.
5. A breakdown of projected income should be included setting out conference rates and sponsorship.
6. A breakdown of projected costs should also be included. This is likely to include: room hire, catering, social events/entertainment, IT support, administrative support, student volunteer support, conference programmes, badges, online registration, website hosting, plenary speaker expenses.
7. A profit projection.

Venue Details

1. This section should set out the conference venue space options/configurations and capacities.
2. It should also include details of the venue refreshments (tea/coffee and lunches).
3. A campus/site map should also be provided in this section, clearly showing the location of venues.
4. Photographic illustrations would be beneficial.

Social Event Venues

1. This section should set out the social event options. The Annual Dinner takes place on the Monday evening and is the focus of our social programme. An additional dinner takes place on the Sunday evening.
2. You may also wish to provide some additional area visit opportunities for those arriving at the conference early (particularly, international visitors).
3. Photographic illustrations would be beneficial.

Accommodation

1. This section should set out the accommodation options, detailed facilities, star ratings, location in relation to the conference venue and costs.
2. Photographic illustrations would be beneficial.

Support Services
1. This section should set out the detailed administrative support that will be provided and is likely to address the booking process, registration, room hire/event management and the website.
2. This section will also include details of your planned marketing strategy and a social media plan for the conference.