

Criteria for Assessing Tenders to Host the BSC Conference 2023-2025

	Essential	Desirable
1. The Institution(s)		
A lecture theatre or equivalent for at least 400 delegates	✓	
Space for at least 20 breakout rooms	✓	
Communal space for registration/refreshments/publishers	✓	
Access to purchase refreshments	✓	
Easy access to national and international travel networks	✓	
Access to accommodation: on site nearby hotels offers a range of options regarding quality	✓ ✓	✓
2. The Conference Team		
Previous experience of organising large conferences	✓	
Capacity/skills to deliver online-only at short notice	✓	
Support from senior management	✓	
Members of the BSC		✓
3. The Conference		
Offers a hybrid conference model	✓	
Details proposals for novel hybrid activities to engage delegates		✓
Proposes an innovative theme		✓
Engages intellectually with global debates	✓	
Proposed plenary speakers should reflect the BSC's commitment to equality, diversity and inclusion and comprise: international 'big hitters' emerging subject leaders ECRS	✓ ✓	✓
Postgraduate provision that encompasses: Plenaries Guidance sessions Poster competition Social	✓ ✓ ✓ ✓	
4. Marketing		
Demonstrates a clear marketing strategy, with reference to: National delegates International delegates Postgraduates	✓ ✓ ✓ ✓	

Social media		
Offers realistic sponsorship proposals		✓
5. Costings		
Offers a single, low delegate rate for full conference attendance online	✓	
Offers a single, low delegate rate for full conference attendance face-to-face	✓	
Provides a reduced postgraduate rate	✓	
Provides costing for catered and non-catered options		✓
Details a price for the conference dinner	✓	
Offers insight into cost management for face to face and online options		✓