Instructions for the Pre/Postconference Proposal Form

Please fill out the online form to the best of your ability with the information you have now. Feel free to provide as much detail as needed for each section. This is just a proposal, so don’t be concerned if every detail has not yet been finalized. Keep in mind that ICA21 will be a hybrid conference. To read more about the conference format, click here. But, pre/postconferences will either be a virtual conference or an in-person conference. A pre/postconference does not have to adhere to having both an in-person and virtual component. If for some reason we will have to cancel the in-person conference in May 2021, then the same options as ICA20 will be available for ICA21.

Proposals are due Friday, 28 August @ 12:00 Noon ICA Office Time.

**Note:** There will be a limit of 30 accepted pre/postconferences total (both on-site and off-site combined).

**FORMAT**
Indicate whether your proposal is for a pre or postconference. All preconferences will be held prior to the annual conference, and postconferences will be after the annual conference.

We will need to know if your pre/postconference will be a full-day or a half-day. Full-day schedules typically run from 8:00 – 17:00 and require two breaks and a lunch. Half-day schedules are typically no longer than five hours, and require only one break, no lunch.

**TITLE OF PRE/POSTCONFERENCE**
It is encouraged to have condensed titles over longer titles; the paper management system limits titles to 15 words.

**DATE & TIME**
All preconferences should be held either on Wednesday, 26 May and/or Thursday, 27 May.

- Please schedule accordingly to have all the attendees back to the main conference venue by 17:00 so that everyone may attend the opening plenary at 18:00 Thursday, 27 May. Take travel time into consideration.

All postconferences can be held on Tuesday, 1 June and/or Wednesday, 2 June.

**LOCATION/VENUE**
If you request to have your pre/postconference on site, you will be assigned to the Hyatt Regency Denver. We will need to know the number of rooms you require including breakouts. We are extremely limited on space, so please do not request more than you really need. (i.e. If you need just one breakout room, you would put two rooms. If you just want more space to have your meals, please only put one, we will ensure your room will have enough space.)

**ONSITE PRECONFERENCES:** Please do not attempt to contact the hotel or the convention center (not this year or any other year) to reserve a room for a preconference you are proposing. Participants and organizers are not permitted to reserve a meeting room directly with the hotel or convention center. ICA has all rooms at both venues contracted exclusively; if your preconference is accepted on-site you will then be assigned to a room. If you contact the hotel or the convention center, they will just tell you that you have to contact us. The good news is, that if you are accepted as an onsite preconference, the room we assign you is **FREE OF CHARGE** and does not have to be figured into your budget. The other charges (food and beverage, A/V) are included on the proposal form so there is no need to contact the hotel/convention center for anything.
A TIGHT FIT: Please note that while we have plenty of space for the conference itself, we have a only very small number of rooms available for preconferences onsite this year, due to the contract—signed years ago—being signed on the assumption we would need fewer (we had fewer attendees and fewer Divs/IGs back then). If you have a two-day conference starting on Wednesday, the rooms available are even fewer.

BACKUP PLAN: Be sure to state, if it’s true, that you are willing to go offsite if needed, and try to keep your room needs to a minimum (i.e. don’t say you need a main room plus three breakouts if you could make do with two rooms total). If you can find a way to host your preconference offsite, you (as usual) have a higher chance of being accepted as we don’t have to find a place to house you.

POSTCONFERENCES: If you are proposing a postconference, it must be off site. This can mean elsewhere in Denver, or in another city in the same region. Postconferences in other cities can be held as late as Wednesday, 2 June.

If your pre/postconference will be off site, please let us know the exact location, down to the room number. Of course, in the early stages, you may not know this yet, but we will need this eventually for the program.

If you would like to have your pre/postconference off site but need assistance from a local host to find a location, let us know. We will need to know the number of rooms you require, including breakouts.

*TRANSPORTATION (IF OFF SITE)
How do you plan for attendees to get to and from the conference hotel to the off-site location? (i.e. shuttle buses, public transportation, personal travel, walk, etc.) If you are providing transportation be sure to include the cost in your budget below. Always remember to communicate this directly to your attendees. We highly recommend that you do provide transport from Brisbane if holding your preconference there.

DIVISION/INTEREST GROUP AFFILIATIONS, IF ANY
It is not necessary to be affiliated with a Division/Interest Group, but if you are, please let us know. Only list the Division/Interest Group after contacting the section leadership for approval. This affiliation will help promote or fund your pre/postconference. Please note that chairs of Div/IGs have been cautioned to be judicious with allowing affiliations, and only accept those they can realistically support with attendees.

ORGANIZERS
Please include contact information and identify the primary contact for correspondence from ICA with an asterisk.

ESTIMATED ATTENDANCE

Minimum
The number of people that you need to attend to still financially be able to run the preconference. Please refer to the break-even formula in the grey box below.

Maximum
Some preconferences are workshops with hands on work and have very low maximums, others can take as many as will fit in the room. If the proposal is accepted, we’ll need to know this number for room assignments on site. If off-site, you can get the maximum number the room will hold from the facility.
**BREAK-EVEN FORMULA**

When determining the number of attendees needed to break even, you can use:

\[
\text{Total fixed costs} \div (\text{registration fee} - \text{variable costs})
\]

When determining a registration fee based on the total # of attendees, you can use:

\[
\frac{\text{(Total fixed costs} + \text{variable costs per attendee})}{\text{# of attendees}}
\]

PRO TIP: Be sure to include the speakers/faculty in your food & beverage totals, especially if you don’t require them to pay registration.

**BUDGET/EXPENSES**

Off site: expenses will vary

On site:

- Full-day preconferences are required to have two breaks (AM & PM). Each break is US$25 per person, so for a full-day breaks would cost US$50 per person. Onsite full-day preconferences are required to provide lunch for each attendee and faculty; lunch is US$40 per person. If you don’t want to provide lunch, you cannot hold your preconference on site.
- For half-day on-site preconferences, only one break is required (US$25 per person). Half-days don’t provide lunch.
- A/V will be provided in each room for US$500. There will also be a 5% processing fee on registrations.

Please budget appropriately to make sure you can financially run the proposed preconference. ICA will order the catering (menus provided later), but there are any special dietary needs we’ll need to know at a later time. Please refer to break-even formula.

**REGISTRATION FEE**

The registration fee you collect from each attendee will make up most of the budget for the preconference; if you want to keep the registration price low then you will need sponsors. See above break-even formula.

**SPONSORS & THEIR CONTRIBUTIONS AMOUNTS, IF ANY (OPTIONAL)**

If you plan on having a low registration price, then you will most likely require a sponsor. Any registration prices US$50 and lower, in the past, most certainly have required sponsors. Please refer to the break-even formula.

**DESCRIPTION & OBJECTIVE**

Within the paper management system, you will have text boxes for your title (15 words max) and description (75 words max).

**HOW TO PARTICIPATE**

If your pre/postconference will have a call for papers, please send that as soon as you have it ready. If your pre/postconference has any other prerequisites that must be submitted prior to registration, please note that. For example, if you need to be an ICA member, a student, invitation-only, etc. If your pre/postconference is invite-only, a code will be provided by ICA for you to give only to those who are invited, to input during online registration.

**OTHER**

More information you think would be helpful for us to know.
CANCELATION
Preconference competition for an audience is fierce. If your pre/postconference does not have enough registrations to break even financially (including sponsorships) by 9 April, then ICA reserves the right to cancel your pre/postconference. Anyone who has registered will be refunded. ICA will send out a reminder email a week prior to the deadline.

LINK TO SUBMIT
https://www.icahdq.org/page/2021PREPOSTFORM