

## 1.1 Proposed location/year

*To consider*

- In Europe/ outside Europe (How long since the last outside Europe conf)
- Travel/transfer possibilities
- Visa requirements
- Cost of living

## 1.2 Proposed local organizing committee.

*To consider*

- Diversity and inclusiveness
- Stability – will the team still be there when it is time for the conference?
- The proposed team's links with IPSERA, knowledge of IPSERA culture and spirit?
- Experience of hosting international conferences and management support?

## 1.3 Proposed Theme

*To consider*

- Alignment with IPSERA topics and spirit?

## 1.4 How will the IPSERA Conference be marketed and promoted?

*To consider*

- Networks that can be assessed additional to the IPSERA network.

## 1.5 Indicative Budget

*To consider*

- Estimated Revenues and Expenses (cost of venues etc.)
- Proposed Sponsors and Sponsor Involvement:

## 1.6 Risk assessment

*To consider*

- Key organizer moves/gets sick etc.
- Effect of cancellation on short notice (e.g., Covid)

## 1.7 What is unique about what you will bring to the Conference and how does this fit with the IPSERA strategy?

