Hosting the XIVth International Congress of Egyptologists (ICE)
Requirements for bids

Institutions interested in hosting an ICE submit a bid when the call is open. The members of the IAE vote on the submitted bids. Bids should address the following points.

A. Host Committee:
The host institution should put together a planning group from within the institution that is responsible for all logistics, program planning, entertainment, conference website development, and evaluation.

B. Program Committee:
The program committee functions as a sub-committee of the host committee. The purpose of this committee is to identify papers and posters that fit with the conference theme and to screen facilitators for the general sessions. The program committee is responsible for sending out the call for programs to the IAE membership.

C. Describe why your organization is the ideal host for ICE.

D. Practical information (please include images where relevant):

1. Hosting Location
- Description of campus or conference facility and surrounding community including proximity to local airport
- Overviewer of conference facilities and capacity for hosting large groups and reservation requirements
- Information about local airport and airline service (please be sure to include information on transport from the airport to the conference facility)

2. Housing and Accommodations
- Description of different standards of accommodations (e.g., student housing, affordable hotels, luxury options)
- Information on distance and local transportation from the different types of accommodation to the conference locality.

3. Meeting facilities
- Description of space for pleanary sessions to accommodate a minimum of 600 participants and as high as 900 participants.
- Description of rooms for parallel sessions
- Description of audiovisual equipment (projectors, screens, digital posters, microphones and audio systems, possibility for hybrid format)

4. Dining
- Description of lunch and dinner facilities available for participants individually
- Suggestion for locations for receptions or dinners for all participants as part of the program (social events)

5. Budget
- Provide an estimate for the total cost and the general and student conference fee that includes hospitality and services (space rental, audiovisual equipment, coffee breaks, conference dinner etc.)
- Suggest additional optional activities (e.g., pre- or post-conference excursions, see also under point 7.)
- Discuss options for keeping conference charges affordable, including institutional underwriting, corporate sponsorship, donations and in-kind services or materials provided by local vendors and retailers. Having some of these in place (for instance in the form of a letter of commitment by the institution) is highly valued, but not required at this stage.

6. Registration
- Communication plan: first announcement date; second announcement date; registration date; abstract submission date; review result messaging date.
- Details regarding registration are highly valued, but not required at this stage.
- Plan for online registration of conference attendees is
- Plan for website

7. Local Attractions/Events
- Description of local attractions and events for pre- or post-conference programs
- Estimated cost and transportation options for these attractions

Please send proposal packages and any other queries to secretary@iae-egyptology.org.