**ANGEL EARLY RESEARCHER CAREERS CONFERENCE 2020**

Every 2 years the ANGEL network aims to organise a conference for early career researchers who are engaged in research on global education. Early career researchers are deemed to be people who are currently undertaking research for their doctorate or have completed their doctorate within the past 2 years.

The conference could be for either 1 or 2 days but we would suggest it is more sensible to have 2 days in view of the majority of the people likely having to travel some distance. For example, depending on the venue, a late morning start on the first day and mid-afternoon finish on the second day.

The only funding available for this from ANGEL are the travel costs of up to 12 participants and 2 academics.

The host institution would be expected to be responsible for:

* Chairing the conference with support from ANGEL members
* Responsible for the day to day administration and organising of the event
* Providing some financial resources for hosting the event

We would envisage the conference taking place between early April and end of June.

We would like to promote the proposed date to ANGEL members in late September with the aim of receipt of any abstracts for papers to be presented by February 1st.

We are working on an anticipated number of 50-60 participants and this would mean for the conference, 1 large room and 2 break out rooms for the event.

For the previous 3 events there was no charge but it might be necessary to have a fee for this conference. This depends on the extent to which the host institution can cover costs such as:

* Meals
* Teas and coffees

We would expect that the host institution would involve colleagues from the Advisory Board in the planning of the conference.

We would assume that all participants would organise their own accommodation but we would need to know what are the options in terms of availability

If necessary DERC could be responsible for taking all bookings for the conference.

If you wish to go ahead and submit a proposal for hosting the event, please complete the form below

Douglas Bourn

**ANGEL EARLY CAREERS GLOBAL EDUCATION CONFERENCE**

Name of host institution:

Principal contact with email details:

Proposed venue:

Possible dates:

Could you summarise what your host institution could offer in terms of:

* Personnel to help to organise the conference
* ‘In-Kind’ support
* Financial support

Would you expect to have a fee for this conference? Yes / No

If yes, roughly how much?:

What type of accommodation might be available locally and what would be the likely cost per night in euros:

Preparing for the Conference: Could you outline the process of deciding a theme, call for abstracts, deciding on types of presentations (papers, quick fire), outlining process for applying, managing the selection of presentations:

What role would you like DERC to play in helping to organise the conference:

(Please highlight and give details if the answer is yes to any of the below)

* Be responsible for taking the bookings
* Promoting the Conference
* Assisting with the administration prior to the conference
* Helping with administration and organising during the conference
* Organising the evaluation of the conference

Please return this form to: d.bourn@ucl.ac.uk by 15th of September 2019