Call for Bids and Expressions of Interest in Hosting the International Digital Curation Conference

The Digital Curation Centre is inviting institutions to submit bids to work with us to host the International Digital Curation Conference (IDCC). This call is in two parts. We are inviting costed firm proposals to host IDCC18 early in 2018 in Europe or North America. We are also inviting expressions of interest for any future year at any location.

Why this call?
Of the 12 conferences that have taken place so far in the IDCC series, 5 have taken place outside the UK; all but one of those outside the UK had significant input of some sort from local hosts or organisers. The nature of those relationships was successful, but varied on each occasion. With an increasing number of invitations to take IDCC to a wider range of cities we thought it best to have a slightly more formal process in which everyone’s responsibilities are more clearly set out. Each new location for IDCC has broadened the community involved and each new collaboration has brought fresh ideas to the conference format. We want to continue that whilst also protecting the core identity of the conference.

Why bid?
There are a number of reasons why you might wish to bid to partner with us on a future IDCC. You will get the opportunity to bring a successful and growing event near to your local community of digital curation professionals, potentially enabling attendance for many who might otherwise find it difficult. You will have the chance to influence the programme directly, perhaps to highlight work in the locality which deserves wider international attention. You will get shared credit with us for making the event a success.

How to bid
Bids to host IDCC18 should be sent by email to info@dcc.ac.uk and should reach us by Monday 24th of April 2017 at 18:00 UTC. Your proposal must contain information addressing all the points described in ‘Content of your bid’ below. We may need to seek clarification on some items, but in the event that we receive a number of proposals, those which are clearest from the outset are likely to do best in the evaluation process. We will notify the successful bidder of our decision by Friday 5th of May.

Expressions of interest to host later IDCC conferences should be sent to the same address. You should follow the same outline as for a formal bid, but we do not expect every heading to be addressed nor do we necessarily expect the same level of detail. We recognise that many details may change between now and the year of the conference, particularly any price quotes. Your proposal should make clear which year(s) you wish to host IDCC. Expressions of interest should be received by the 22nd of May.

Bids and expressions of interest should demonstrate:

- your motivation to host the event;
• track record in the field of digital curation and research data management;
• reasons why your proposed location would be good for IDCC;
• preferably, experience in hosting or organising similar conferences or large events.

We provide some basic facts about IDCC at the end of this document, but we expect bidders to be familiar with the event and to have attended more than one IDCC in the past.

**Your duties as a host**

As a host, you will have to be involved in at least the following aspects of the conference:

• be part of the IDCC Organising Committee, which will mean helping to write the call for papers, identifying at least one keynote speaker and assisting with shortlisting submissions after external review;
• act as local liaison in communications concerning practical arrangements, e.g. room bookings, catering, accommodation;
• help with fundraising and sponsor liaison;
• active promotion of the event, particularly to communities local to you;
• sourcing of local staff to assist with some tasks during the conference.

**Content of your bid**

What your bid must include

**Organiser:** who you are, your experience in the field of digital curation and your motivation to host the event.

**Experience:** Any relevant experience you and your organisation have in hosting or organising events of this type.

**Location:** proposed city and venue(s), travel logistics of relevance (rail and air links, local transport if necessary between venues and accommodation) and (optionally) potential cultural activities.

**Why you:** Why should you be the hosts? Is it location, financing, facilities, your organisation, speakers, sponsors and/or other attributes?

**Budget:** Costs as detailed as possible for the conference venue, workshop rooms, catering and AV facilities. You can present multiple costed venue options if you wish. Identify here any costs you will have for local support staff and sources of sponsorship or other financial support you can access.

**Accommodation:** What accommodation options do you recommend and what deals, if any, can you negotiate with local providers? It’s critical that about 10 rooms are available on or very close to the conference premises for staff and speakers.

**Programming & logistics:** suggested themes and keynotes, relevant regional initiatives, communities or networks for promotion, local organising team and student volunteer detail for logistics.

**Other:** anything else you would like to profile in support of your proposal.
The IDCC organising committee will inform successful applicants by Friday 5th May 2017. Further information may be sought between the deadline and our response so please be available and willing to provide clarification where needed.

About IDCC
IDCC is a well-established annual event with a unique place in the digital curation community. Now in its 13th year, the conference has become a leading international event, reaching out to individuals, organisations and institutions across all disciplines and domains involved in curating data. It provides stakeholders with an opportunity to get together with like-minded data practitioners to discuss policy and practice.

IDCC attracts approximately 250 delegates. The main contingent come from Europe and North America, but there are also regular attendees from Australia, South Africa, Malaysia and the Middle East. Our intention in taking the conference to new locations is to bring the conference to new attendees in the locality, so applications should explain regional data management and digital curation networks and how these groups will be targeted.

The conference addresses the following sectors: higher education; funding bodies; research data services, including commercial companies; public libraries; national research institutes; repositories and data centres, and industry with significant digital curation requirements.

Please visit [http://www.dcc.ac.uk/events/international-digital-curation-conference-idcc](http://www.dcc.ac.uk/events/international-digital-curation-conference-idcc) to view themes and programmes for previous editions of IDCC. Presentations are available online and papers are published in the International Journal of Digital Curation.

IDCC Setting
Location
IDCC normally alternates between Europe and the USA, but we are open to the idea of hosting the conference in other regions in years after 2018. Please cover justification for this in the proposal, explaining the local digital curation and data management communities who would participate, and the ease of international travel to your location.

Venue
IDCC is a not for profit event which needs to cover all costs, including staff, through delegate fees, sponsorship or in-kind contributions of effort. Clear information on venue, staff and other costs is essential for us to set a budget and thus a registration fee. In the past, we have found institutional venues and hotels to provide us with the best options but are willing to consider any proposal which offers good value and the requisite facilities.

The venue must provide:
- lecture theatre for keynote and plenary sessions with a capacity of at least 250 people;
- two medium sized room accommodating 50-120 people for parallel tracks;
- four to five smaller rooms accommodating 25-50 people for workshops, discussion groups and demos;
- large open areas for poster display and social events;
- video-conferencing, PA system with hearing loop;
- a fast, reliable wireless internet connection for delegates and staff;
- wheelchair access.
Please note that the conference programme includes sessions that run in parallel so simultaneous use of rooms is required.

**Catering**
On-site catering for coffee breaks and lunches should be provided, with multiple serving points to ensure smooth delivery. The more formal conference dinner is typically held at a restaurant or a venue that may be of interest to visitors from outside the hosting city, providing an opportunity to engage with the local culture and network with colleagues.

**Date**
The conference is normally held between mid-January and the end of February each year. The timing of the event must take account of climatic conditions and must not clash with religious or national holidays.

**Programme**
Overall the event lasts four days and the typical format is outlined in the table below.

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
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</thead>
<tbody>
<tr>
<td>Day 1</td>
<td>08:00 – 17:00</td>
<td>Workshops</td>
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<tr>
<td></td>
<td>19:00 – 20:30</td>
<td>Pre-conference reception and welcome address</td>
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<tr>
<td>Day 2</td>
<td>08:00 – 18:00</td>
<td>Conference, including registration, keynote lectures, talks, posters, demos, parallel discussion sessions</td>
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<tr>
<td></td>
<td>19:30 – 22:00</td>
<td>Conference dinner</td>
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<tr>
<td>Day 3</td>
<td>08:00 – 18:00</td>
<td>Conference, including keynote lectures, talks, posters, demos, parallel discussion sessions and prize giving</td>
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<tr>
<td>Day 4</td>
<td>08:00 – 17:00</td>
<td>Workshops</td>
</tr>
</tbody>
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**Accommodation**
Ideally, special delegate fees should be negotiated with hotels in the vicinity of the conference venue and a list of recommended options provided. These should cover different price brackets and accommodation types.