

Bid to Host ETD XXXX, the XX International Symposium on Electronic Theses and Dissertations

The NDLTD Conference Standing Committee is now accepting bids to host the XX International Symposium on Electronic Theses and Dissertations, ETD XXXX.

Please submit your bid by e-mail to [Name of Current Chair] (address below), NDLTD Conference Standing Committee Chair, by [Date]. Bids will be reviewed by the NDLTD Conference Standing Committee and a recommendation will be presented to the Board at its next meeting. You will be notified shortly after the meeting as to whether or not your bid was successful.

Please note that should your institution be chosen to host ETD XXXX you will have the full support and help of the NDLTD Conference Standing Committee in preparing for the symposium. The conference planning handbook will also be available to the Local Organizing Committee.

The following information should be included in your institution's bid:

Rationale for hosting the conference. Your institution's involvement in ETD's, past, present and future. The inclusion of a suggested conference theme and related sub-themes is not essential but will strengthen your bid.

Dates. Please include proposed conference dates and explain your choice. Please also indicate if dates are flexible.

Venue

Geographic location
Detailed information on conference facilities, i.e., number and size of conference rooms
Availability of Internet access in conference rooms

Conference organization:

Level of logistical and financial support from host institution
Detailed information on conference support personnel
Detailed information on technical support personnel
Distribution of responsibility for conference organization

Committed sponsors, if any, and level of expected funding if known

Travel

How to get there

Accommodations

Type
Cost
Access to conference venue

Proposed Social Activities

Tourist Information

- Restaurants
- Local Attractions