**Society for Italian Studies**

**Application to host an SIS conference**

*Please provide brief responses to the following questions.*

*(Boxes are expandable, but you should not write more than 2 sides of A4 in total)*

|  |  |
| --- | --- |
| Institution |  |
| Lead contact |  |
| Application to host | SIS biennial/interim conference [*delete as applicable*] |
| Maximum number of delegates able to be accommodated1. in university accommodation
2. in lecture rooms (e.g. for any plenary sessions)
3. for conference dinner
 |  |
| University accommodation available (types of rooms, cost) |  |
| Conference facilities available (number and type of rooms, social areas, conference dinner possibilities, transport links, technical support, etc.) |  |
| Support team (who will work with the lead contact to organise all practical details, agree programme and provide support during the conference itself?) |  |
| Provisional costs |  |
| Provisional dates (NB the biennial conference is expected to take place in early July; the interim conference is expected to take place during the Easter vacation period) |  |
| Confirm that an initial discussion has taken place with your institutional conference team and that you have the support in principal from your Head of Department/Head of School |  |
| Provide a link to institutional conference website  |  |
| Any further comments |  |