

CALL FOR HOSTING:

THE 5th BIENNIAL CONFERENCE of the AFRICAN STUDIES ASSOCIATION OF AFRICA (#ASAA2023)

ASAA2023 10th Anniversary Celebration

The Biennial Conference of the [African Studies Association of Africa \(ASAA\)](#) is amongst the largest gathering of African and Africa-focused scholars and researchers globally, held in Africa. It brings together an average of 600 delegates from across especially the African continent, its diaspora and delegates from different parts of the world. Previous editions were held in Ibadan (2015), Accra (2017), Nairobi (2019) and Cape Town (2022). Over the years, it has seen an increase in the diversity of participation, bringing together researchers, intellectuals, policy makers, activists and corporate actors to discuss relevant continental challenges.

ASAA was established in 2013 to promote Africa's specific contributions to the advancement of knowledge about the peoples and cultures of Africa and the Diaspora. In the context knowledge imbalances and the challenges of intra-African cross border knowledge circulation and engagement, the ASAA conference offers a rare space for intellectual engagement and transnational conversations directly linked to Africa's development and the wellbeing of its people. This is done through multidisciplinary, trans-disciplinary and multi-sector engagements that privilege Africanist perspectives.

ASAA is accepting proposals for hosting the 5th biennial conference in 2023, a 10th Anniversary Celebration. We therefore invite universities, research organizations, think tanks and other sites of knowledge engagement in Africa wishing to host ASAA2023 to submit their proposal to the organizing committee (info@as-aa.org) by 30th October, 2022. The proposed venue has to be available in the timeframe from the fourth week of October 2023. Applications will be reviewed and the final decision announced by November 30 2022.

Dates: The ASAA Biennial Conference typically takes place in the last two weeks of October. The conference is held on three days (Wednesday, Thursday and Friday). Pre-conference workshops, debates and a local tourism day happen on Monday-Tuesday – prior to the main conference.

Location: Educational establishment / University Conference Centre

Participation: The ASAA Biennial conference attracts academics, students, researchers, activists, and policy makers, artists, amongst others from across the world. The ASAA conference has historically welcomed around 400-500 delegates biennially.

Conference Fees: We welcome creative suggestions for conference fees, the scientific programme and conference content. Fees are subject to negotiation but should remain below 350 \$ per person (Full price for non-ASAA members).

Conference Venue requirements: Lecture halls (including technical equipment) for 300 to 500 participants:

- 1 lecture hall for the main track, keynotes and plenaries with a minimum capacity of 300-500 participants
- 7-13 smaller lecture halls with a capacity ranging from 30 to 70 participants
- Wireless Internet access and facilities for lunch, coffee breaks and childcare at the venue, close to the lecture halls.

ELIGIBILITY

Universities, higher education institutions, research organizations, think tanks and other scholarly outfits based in Africa, who share the values and goals of the ASAA are eligible to apply. The institution must show commitment to organize the international conference in October 2023. The host institution will need to have the resources, including but not limited to human resources and the ability to attract and manage funds, to organize a three to four-day conference (including pre-conference workshops) for an average of 400-500 participants.

CRITERIA FOR EVALUATING PROPOSALS

The following will form a part of the assessment process:

- Membership of ASAA or plans to become an institutional member of ASAA by January 2023.
- Ability to provide a minimum of seven (7) breakout rooms with the ability to accommodate at least thirty (30) people each.
- Ability to provide at least one (1) room capable of hosting plenary sessions to seat at least five hundred (500) people.
- Ability to provide audio-visual equipment in breakout and plenary rooms, such as laptops and projectors.
- Ability to provide transportation to and from the conference venue and lodging venues.
- Accommodation or ability to provide accommodation for participants at near-by locations.¹
- Ability to form of a Local Organizing Committee (LOC) and a support team on the ground to provide logistical support before, during, and immediately post-conference.
- Work with the ASAA to identify and work with a conference manager who will lead the work of the LOC.
- Ability to work with ASAA to secure sponsorship, especially to support students to attend the conference.²
- Ability to provide access to high-speed internet access for conference participants
- Ability to provide a wide range of intercontinental meals, water, and possibly beverages such as tea, coffee, and/or cocoa during the conference at discounted rates.³
- Ability to send and receive electronic payments such as conference fees and on-site membership dues⁴, and the transfer of membership dues and any balance on conference fees to the ASAA after the conference.

¹ We expect the host to assist in the booking of a range of accommodation at a rate discounted from the standard rate for participants. Special options for students should be considered.

² For eg. In 2017 and 2019 ASAA collaborated with organizations such as the African Studies Review, and the CIHA blog to sponsor various professional development workshops that funded student participants.

³ The provision of snacks could be an added incentive. Applicants can suggest different options such as including the cost in the conference registration fee. Or it might be possible to provide these on a pay-as-you-purchase approach so long as it will not lead to a disruption in the conference schedule.

- Indication of plans for assisting in fund-raising for the conference in collaboration with ASAA and subsidizing expenses for special conference participants.⁵
- Plans to enrich the conference experience through cultural activities during the programme and arrangements for pre- and/or post-conference tours
- Indication of how the organization will work with ASAA on a realistic budget and a share out of any revenue over costs and vice-versa at the end of the conference.
- Indication of, and ability to troubleshoot logistical issues and other issues related to participant's security and welfare that may arise during the conference.
- Ability to partner with ASAA in providing technical and human resource expertise in developing a conference website and online materials.
- Availability of online payment and presentation components for participants unable to travel
- An indication of the ability to assist in securing visas for participants.

ASAA RESPONSIBILITIES

The ASAA will play the following roles in the organization of the conference:

- Provide guidance and support to the host institution for the oversight of the conference and all-conference activities.
- Actively collaborate in the preparation and approval of the conference budget.
- Prepare and circulate the final call for conference papers.
- Assist with fundraising efforts.
- Develop a procurement plan in collaboration with the host
- Assist with securing international conference sponsors.
- Provide Executive Committee representative(s) and staff to serve on the LOC (local organizing committee)
- Agree on the final selection of keynote speakers with the LOC
- Collect ASAA membership dues at conference site
- Work with conference hosts to select papers for possible publication.
- Organize and publicize the ASAA Business Meeting.

The ASAA will develop an MOU together with the host institution to lay out the modalities for the execution of each party's responsibilities and the share out plan for any balance of finances or equipment at the end of the conference.

Important dates

Deadline for proposal submission is 30th October 2022.

CONTACTING ASAA

For questions or additional information, please contact the ASAA executive secretary (info@as-aa.org).

Thank you in advance for your interest in hosting the ASAA Biennial Conference.

⁴ This is important in order to ensure the highest level of accountability. Platforms like Paypal, Mobile Money, and M-Pesa are highly encouraged.

⁵ For example, students and keynote speakers

The hosting proposal should indicate:

- Motivation of your institution to host the ASAA Biennial conference
- Proposed hosting time period
- Presentation of the institution, conference rooms and catering facilities. The proposal should include floor plan of proposed venue with indication of lecture halls, coffee and lunch break area.
- Presentation of the destination (including transportation, accommodation and touristic attractions); proposal should include: distance and accessibility of next international airport, public transport from city center and recommended hotels to conference venue
- Details for a welcome reception and conference dinner
- Local organizing committee
- A list of 10+ potential guest speakers, with their bios (name, institutional affiliation, email)
- Proposed budget, fundraising plan and potential conference sponsors
- Brief communication plan for the event
- Experience in organising hybrid events
- A Health & Safety plan
- A plan for childcare
- Accessibility for differently abled participants
- Risk Assessment
- Proposed conference theme & brief concept note
- Institutional support letter