

CALL FOR CO-HOSTING OF THE AFRICAN STUDIES ASSOCIATION OF AFRICA (ASAA) 2021 BIENNIAL CONFERENCE

The African Studies Association of Africa (ASAA) invites institutions of higher education, think tanks, or other sites of intellectual engagement in Africa to submit expressions of interest to co-host the next biennial ASAA conference to be held in October 2021.

Institutions interested in co-hosting the next ASAA conference are kindly asked to submit a proposal that speaks to the items listed below, and submit this to info@as-aa.org by 28th October 2020. Applications will be reviewed and the final decision shared by 12th November, 2020. Information on ASAA and its previous conferences can be accessed at the ASAA website: <https://www.as-aa.org/>

ELIGIBILITY

Any academic institution of higher learning or any scholarly organization based in Africa, which shares the values and goals of the ASAA is eligible to apply to host the conference. The institution must show commitment to organize the international conference in 2021. The host institution will need to have the strategic means, including but not limited to human resources and the ability to attract and manage funds, to organize a three to four-day conference 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 2021.
- 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 nearby locations.¹

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.

- Ability to form of a Local Organising 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.
- 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 organisation 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.

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.

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

- 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 co-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

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 an ASAA conference.