IPRES 2027-2031: CALL FOR HOSTS

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Welcome

We are pleased to present the Call for Hosts for the iPRES conferences in 2027, 2028, and 2029, with options for 2030 and 2031 also in consideration. iPRES is the premier international conference on digital preservation, bringing together a diverse community of researchers, practitioners, and industry experts from around the world.

Since its inception, iPRES has been at the forefront of advancing digital preservation knowledge and practice. Our conference series is unique in its blend of cutting-edge academic research, practical experiences from the field, and insights from industry partners. This combination fosters an environment of innovation, collaboration, and knowledge exchange that is vital for addressing the complex challenges of digital preservation.

Hosting iPRES is a remarkable opportunity to contribute to the global digital preservation community. Past hosts have found the experience immensely rewarding, both in terms of professional growth and institutional recognition. As we look to the future, we are committed to expanding our global reach and fostering inclusivity across diverse regions and perspectives.

The annual iPRES conference rotates on a three-year cycle between EMEA, APAC, and the Americas, and has been growing steadily, reflecting the increasing importance of digital preservation in our rapidly evolving digital landscape. Our hybrid format, introduced in 2021, has further expanded our reach, allowing for broader participation and engagement. Typically, we welcome 350-450 in-person delegates, with an additional 200 online attendees since the introduction of our hybrid model.

We encourage institutions from all regions to consider this opportunity, especially those in Africa, the Middle East, and Latin America, as we seek to broaden our global representation. We are open to innovative hosting models, including split-venue proposals, that can help us achieve this goal.

We look forward to receiving your proposals and working together to shape the future of digital preservation through iPRES.

Sincerely,

Courtney Mumma and Angela Puggioni
Co-Chairs, iPRES Steering Group

Executive Summary

- We welcome proposals to host iPRES for the years 2027, 2028 and -2029)
- We are open to options for hosting in 2030 and 2031
- Our working assumption for regions is that the conference will follow this order:
  2027: the Americas
  2028: Asia, Pacific, or Australasia (APAC)
  2029: Europe, Middle East, or Africa (EMEA)
  2030: (no preference)
  2031: (no preference)
- This order is a working assumption and may adapt to ensure the best possible outcomes
- Hosts may indicate flexibility for hosting in any of the open years.
- Prospective hosts for 2027 are invited to submit as soon as their bid is available with a view to an early decision, based on the same criteria and the same process.
- How to bid: Proposals should cover Conference Hosts, Setting, Structure, and Financial Plan.
- Financial Model: iPRES is a Not-for-profit, self-supporting event. Hosts are responsible for funding, sponsorships, and managing any profit/loss.
- Evaluation: Bids will be assessed by the Future Hosts Working Group on a 0-5 scale across multiple criteria and ultimate decision with the iPRES STG
- Support Available: iPRES STG and the Future Hosts Working Group is available to offer advice, example documents, and practical guidance to potential hosts.
- Timeline: Call opens November 2024, closes July 1, 2025, at 12:00 PM GMT. Decisions announced November 2025.
- Informal expressions of interest are welcome by December 1, 2024.

1. Introduction

iPRES is the premiere global conference on digital preservation. It was initiated in 2004 as an invitational event hosted by the <u>Chinese Academy of Sciences</u> and Electronic Information for Libraries (<u>EIFL</u>), and quickly established an annual, international program. 2024 saw the 20th conference in the series, hosted by a consortium involving the Digital Archive Flanders, Ghent University, VRT and meemoo, Flemish Institute for Archives. In 2025 the conference will be hosted in Wellington, Aotearoa New Zealand; in 2026 it will be hosted in København, Denmark.

The iPRES Steering Group (STG), the international committee which supports the conference, is therefore seeking expressions of interest in hosting iPRES in 2027, 2028 and 2029; with options for 2030 and 2031 also in consideration. This document has been prepared by the iPRES Future Hosts Working Group on behalf of iPRES STG.

1.1 About iPRES

- iPRES is not a foundation and has no legal existence, and the iPRES STG has only limited capacity to act. Therefore, although there is continuity through the series, each instance of the conference stands alone.

- iPRES is global. The conference location rotates on a three-year cycle between three broad time-zone areas: Europe, Middle East and Africa (EMEA); APAC (Asia Pacific Australasia and China); and the Americas.

- iPRES is a series. Each instance of the conference should build on the successes of the previous ones and prepare towards the next editions. Previous and future hosts are therefore available to support preparation and delivery each year.

- iPRES has a dedicated following and it benefits significantly from the enthusiasm and capability of the community around it. For example, the Fukushima nuclear accident in 2011 caused the conference to be relocated from Japan to Singapore at relatively short notice. The Covid Pandemic saw the 2020 conference postponed for a year and the '#WeMissIpres' online festival organized at short notice to ensure continuity. These steps were only possible because of the robust support which hosts give each other and the commitment of the volunteer community around them.

- iPRES is hybrid. It attracts typically an audience of between 300 and 500 in-person delegates. An option for online attendance has been added each year since 2021, bringing approximately 200 more delegates.

- iPRES seeks to balance content about 'theory and practice' in digital preservation. This means blending cutting edge academic research in peer-reviewed papers, with a mix of less formal discussion and debate presented by practitioners and industry partners. Local hosts define the focus and balance of each conference in turn.

- IPRES is an unbiased environment where technical approaches, practices, standards and processes can be discussed and challenged.

- iPRES is conducted principally in the English language.

1.2 Key Considerations for Prospective Hosts

- iPRES is committed to being an international conference, so iPRES STG seeks to ensure that conference venues are distributed across the globe in subsequent years. Consistent with the current pattern therefore iPRES 2027 should be located in The Americas; iPRES 2028 should be located in Asia, the Pacific, and Australasia (APAC); and in 2029 it should return to Europe, Middle East or Africa (EMEA). This sequence is suggested but is not fixed.

- An institution may sponsor or partner with a host in the same or a different global region to help iPRES expand its global reach.

- Previous hosts may apply, though preference is likely to be given to new locations.

- iPRES seeks to be a venue for both high-quality, foundational and applied research as well as for the exchange of best practice experiences and upcoming challenges between practitioners and industry insiders. This should be reflected in the design of the conference program.

- Consistent with the Code of Conduct, prospective hosts commit to ensuring the diversity and free expression of ideas. The call for contributions and review process should not exclude contributions simply because they challenge orthodoxies, present radical alternatives, introduce new forms or evidence, or surface debates which have been overlooked.

- iPRES is a not-for-profit self-supporting event. It is the responsibility of each local host to seek external funding and sponsorship in order to keep registration fees as low as practical or to subsidize attendance by disenfranchised groups.

- iPRES STG accepts no financial responsibility for losses and provides only in-kind support. In case of profit or loss, the conference hosts have to come up with solutions.

- Prospective hosts must have a demonstrable commitment and track record of activities in digital preservation and be active within the digital preservation community, and at least one partner in any proposal should be able to demonstrate competence in the delivery of academic conferences.

- iPRES is an inclusive, collaborative, caring, and respectful community environment for every participant. Open, critically-engaged, and often challenging discourse is expected to flourish at iPRES, while participants are encouraged to respect and celebrate cultural and linguistic differences.

- Prospective hosts should be aware that there is no specific operating manual or 'how-to' guide for organizing iPRES. Instead, this know-how is represented by the STG. This body includes representatives of previous organizers who form an informal 'academy', an active learning and knowledge support group, encouraging innovation while ensuring plans align with community norms and expectations.

1.3 Responsibilities of Hosts

Hosts are required to make a number of commitments in their bid.

- iPRES takes seriously its responsibility to ensure delegates can participate freely and without fear of harassment or bullying of any kind. It has a Statement of Principles and offers a model iPRES Code of Conduct to prospective hosts and expects them to adopt a version of this and, to the best of their ability, ensure it is recognized and adhered to by participants. The Code of Conduct helps create an environment in which participants feel welcome to learn and exchange ideas in a context of mutual respect, and to do so regardless of personal, professional or social background. The Code of Conduct explicitly includes all relevant activities before and after the conference including review and selection of key roles. Any matters arising in relation to the Code of Conduct should be reported to the chair of STG.

- Proposers are required to take an active role in supporting the delivery of iPRES conferences in the years leading up to their conference, such as through the program committee, volunteering at the conference venue, and other related roles. In this way they develop hands-on experience, observe the challenges that iPRES faces as well as their mitigations.

- Each iPRES conference is officially announced and presented in detail at the closing session of the preceding year's conference as part of a 'handover' ceremony. The main outline of the conference should be clear, critical dates established, venue confirmed, and the principal members of the program committee appointed. Proposers must commit to be present at that preceding conference to launch their iPRES, if possible as a small team with a promotional video that can be shared.

- Organizers will gain up to two seats on the iPRES STG. They will be required to remain in regular contact with the iPRES Steering Group for guidance on significant organizational, budgetary or program decisions and to participate in STG's decision-making. They will be expected to liaise with STG to ensure continuity on a range of matters such as the review and selection process. Organizers are expected to consult previous hosts on STG, be active in supporting the preceding years and be available to guide and become part of the informal 'iPRES academy' that advises subsequent hosts. They may furthermore be requested to attend the Steering Group meeting at the preceding conference to discuss specific aspects of organizing and running the conference and are furthermore expected to provide a venue and be present at the Steering Group meeting held during their conference.

- Hosts are required to ensure prompt delivery of proceedings from their conference in digital form, ideally before the launch of the call for contributions to the subsequent conference. The proceedings are not limited to the papers. A copy of the proceedings should be supplied to the central iPRES repository.

- The conference website should be maintained beyond the end of the conference and archived. The call for contributions and final program should be included.

- Just as prospective hosts benefit from the collegial sharing of expertise from previous hosts so they are expected to share their experience in due course with STG, especially with future hosts.

- An evaluation report should be completed immediately after the conference and the findings supplied to STG for distribution to subsequent hosts.

- The organizer is obligated to provide a financial statement to STG after the conference.

2. Bidding for iPRES

Prospective hosts should develop a proposal document in four broad headings: The Hosts of the Conference; The Setting of the Conference; The Structure of the Conference; The Financial Plan for the Conference. The following section provides a guide to subheadings within the bid document.

2.1 The Conference Hosts

2.1.1. The Host Institution(s)

The bid should include a short introduction to the hosting institution(s) and its/their capability to run an academic conference. Collaboration between academic or research institutions and/or cultural heritage institutions is encouraged. Any previous collaborations should be mentioned and the structure of the collaborative arrangements for the conference should be described. Hosting organization(s) must demonstrate prior involvement in iPRES. A strong involvement in digital preservation research and development and related subjects is expected. Consistent with its Principles, iPRES is neutral with respect to tools, technologies and approaches. Host are required to demonstrate impartiality so that technical approaches, practices, standards and processes can be discussed and challenged in an unbiased environment.

2.1.2. Motivation

The bid should briefly describe the motivation of the proposers to host iPRES and its relationship to ongoing developments and research at the host institutions.

2.1.3. Track Record

As well as having clear involvement in digital preservation, proposals should include a partner that has a track record in organizing academic conferences and relevant events. This can be in the form of a brief organizational curriculum vitae.

2.1.4. Organizing Team

The bid should identify key people within the organizing team, their roles, and their familiarity with digital preservation and the iPRES series (such as previous conferences attended, activities and roles at previous iPRES events). Key people should be familiar with the style and principles of the iPRES series.

The organizing team should include people with diverse skill sets related to event planning and management to create a successful conference. Whilst it is important to have experienced professionals, participation in the organizing team is also an opportunity for junior staff who will also bring new ideas and energy to the process, thus building capacity within the community to design and host future events.

Once the conference has been awarded, the organizing committee will be asked to designate a senior champion within the host institution to whom significant risks and critical decisions could be escalated as required, and with whom STG can deal in the event of a major incident or breakdown of communications.

2.1.5. Commitment

This Call for Hosts includes a list of commitments that are expected of hosts (see section 1.3). The proposal should include an explicit statement acknowledging and affirming those commitments.

2.1.6. Formal Support

A letter of support from senior staff at the host institution(s) should accompany the bid, stating in what capacity they support the bid.

2.2 The Setting of the Conference

2.2.1. Location

The bid should describe the location of the conference. The location should be easy to reach, with access to international airports in the vicinity and/or acceptable connections by train/bus/public transport allowing arrival from major international hubs in reasonable time and at reasonable costs. Hosts should consider how the location of the conference will strengthen the potential to attract participants from the digital preservation community.

2.2.2. Venue

The bid should describe the proposed conference venue. The venue should be safe and secure for delegates, readily and safely accessible from accommodation and self-contained to a single building or small number of connected ones. It should be able to host the expected numbers of delegates comfortably, including with diverse mobility or accessibility requirements.

The conference venue should provide a room large enough to host plenary sessions for all participants and additional conference rooms to sustain a minimum of 2 other parallel sessions. There should be flexible accommodation for workshops, tutorials and poster sessions consistent with the conference program. The venue should be well-signposted internally and should provide sufficient space so delegates can arrange on-the-spot meetings, as well as a formal meeting room large enough for the annual iPRES Steering Group Meeting which will be held during the main conference. The venue should provide catering on-site or immediately close by. It should be fully equipped with accessible wifi and sufficient power sockets to ensure delegates are able to remain networked.

Although professional convention centers and hotels have first rate facilities, these can be expensive. The bid should include information about the range of accommodation options near the venue and whether rooms are offered for free or at low cost by the hosting institutions or by other providers.

2.2.3 Alternative Venue and Disruptions

Prospective hosts are strongly encouraged to identify an alternative venue should the primary venue become unavailable. The bid should also outline a fall back plan in case travel becomes impossible for delegates or presenters such that the conference can proceed.

2.2.4. On-site and On-line Participation

iPRES has become a hybrid conference. Therefore the venue should be adaptable to this with sufficient audio-visual support to enable effective two-way communication between participants on-site and on-line. However there are many different configurations. Hosts should consider how they will ensure a positive experience for on-line delegates. Proposers should describe their preferred options for on-line participation and the implications for registration feeds.

2.2.5. Hybrid Conference

Experience in previous years shows there is more to a successful hybrid conference than simply live-streaming. Previous years have included features such as iPRES Radio, as well as Sunrise and Sunset sessions for those out of timezone; as 'red carpet' and 'vox pop' interviews with delegates on site to share the social buzz of the conference floor; and purely online social interactions for remote delegates. Proposal should consider plans for the hybrid aspects of the conference apart from live-streaming the conference sessions, and the impact on budget of these additional services. This is recognized as an emerging area of expertise, so hosts should expect to coordinate and develop plans in consultation with STG.

2.2.6. Preferred Dates

The bid should describe the proposed dates for the conference. The date should be preferably in September or October. Prospective hosts should state a preference for a given year and give any grounds why that year is important, such as a significant anniversary or opening of a new facility. Care should be taken to avoid conflict with other events being hosted locally (such as a major conference, sporting event or festival in town) and to ensure it does not clash with other significant digital preservation-related conferences internationally. They should also check electoral cycles and other high-profile events which may impact the smooth running of the conference. Prospective hosts should confirm the list of events they've considered. It also should not conflict with national and religious holidays to avoid increased costs or inconvenience and 'high season' at the place of the conference site should also be avoided.

2.2.7 Alternative Dates

iPRES STG will be looking at multiple offers over a five-year horizon. Therefore, prospective hosts should consider whether they would be content to host iPRES in a different year. If there is an alternative set of dates you would be willing to accommodate, we'd like to know.

2.2.8. Length

The bid should describe the duration of the conference. The core conference is usually two-and-a-half or three days long with an optional day for workshops and tutorials and an optional day for business meetings and professional visits.

2.2.9. Social Program

Social events should be described in the bid and should include a conference dinner which is accessible to all delegates including students and volunteers.

2.2.10 Catering

The bid should outline catering arrangements for the conference. Tea / Coffee breaks and lunch should be provided on the main conference days. On-site, dedicated conference catering is preferred, with capacity to provide for a range of dietary requirements. Waste should be minimized, and the environmental impact of catering should form part of the overall environmental impact assessment of the conference.

2.2.11. Conference Program

The bid should outline expectations about the conference program. The conference should consist of a core program, with an optional program of workshops, tutorials, professional visits, business meetings and other conference events. Board conformance with previous iPres programs is expected and any significant deviations or innovations should be explained.

The core program will comprise a limited number of parallel sessions, panels and poster sessions, and a number of plenary sessions involving keynote speakers. It should include a plenary welcome at the start of the conference and a closing plenary and hand-over at the end. Care should be taken to ensure dialogue between cutting-edge research as well as best-practices; and to enable dialogue between different sectors. The conference themes should cover a broad range of digital preservation issues taking a wide and inclusive definition of the term. Care should also be taken to link on-line and in-person experience of delegates, such as screening online sessions and ensuring questions from on-line delegates make it to the conference hall.

The optional program of workshops, tutorials, visits and business meetings should be described. Over the years iPRES has innovated a wide range of program activities, including panels, lightning talks, games, the 'Great Digital Preservation Bake-Off', Birds of Feather Sessions, Hack-a-thons and many others. These engage a broad range of delegates, provide a welcome change of pace, facilitate social interaction and can accommodate recent innovations and developments. Although not strictly required they have become a common feature and prospective hosts should consider how and whether to accommodate them.

Hosts will engage with the STG to assure there is ample time allotted in the schedule to talk about the iPRES conference series and identity in general. For example, the STG might host a town hall or its Future Hosts subgroup could offer a roundtable to inform representatives from potential upcoming venues.

2.2.12. Accommodation

The bid should outline accommodation options for delegates. The conference location should offer a sufficient number of rooms in different price ranges in reasonable proximity to the venue, including budget accommodation for students. The dates of the conference should try to avoid other major events which might impact accommodation.

2.2.13 Local Engagement

The bid should outline how it might engage locally. The conference is an opportunity to raise awareness of digital preservation locally. Prospective hosts should therefore consider how to engage with local partners and agencies, senior policy makers, political leaders, the media and the public.

2.2.14. Accessibility for Excluded Audiences

iPRES has a standing commitment to diversify our audiences, and expand them globally. The bid should have consideration for groups which have been under-represented at iPRES in the past and the digital preservation community more generally. A successful bid for the iPRES conference should identify one or more excluded audiences and identify mechanisms to encourage or enable their participation. STG is available to advise bidders with respect to under-represented audiences and will be available to support efforts that make the conference more inclusive.

2.2.15. Local Legacy

The bid should outline the lasting legacy of the conference. The conference is an opportunity for transformation, especially in terms of collaboration between local agencies. By facilitating meaningful connections with local stakeholders, the conference can lay the groundwork for ongoing initiatives and knowledge exchange. This local legacy could manifest in various forms, such as continued collaborative research, shared resources, or even the establishment of regular forums in the field of digital preservation. It could involve a high-level political declaration and commitment or the establishment of a research exchange program. The simple presence of such a high number and high caliber of digital preservation experts in one place provides the hosts with an opportunity to influence and outreach in creative ways. Such opportunities should not be overlooked. Ideas should be included in the bid.

2.3 Conference Structure

2.3.1. Committee Structure
The bid should outline the role of the community in the committees that will deliver the conference. There are no set rules on how to structure oversight of the conference, however at a minimum there should be a local organizing committee charged with logistics and hosting and a program committee commissioned to oversee conference themes and review of contributions.

2.3.2. Key Chair Roles
The bid should include a list of responsible key persons according to the organizational structure envisaged at least specifying General Chair and the principal officers of the program committee, and local organizing committee. Additional roles (such as finance, communications, social convener) may be mentioned but do not need to be finalized at the time of bidding.

2.3.3 Professional Conference Organizer (PCO) and Delegate Management
The bid should identify a professional conference organizer (PCO) or explain how they will be hired. Hosts are strongly recommended to appoint a professional conference organizer, whether as an independent contractor or as part of an in-house events management unit. If they have been appointed prior to bidding, the bid should describe their expertise and role in the conference; if not, the process of appointment should be described.

2.3.4. Risk Management
It should be clear from the bid how risks will be managed and where responsibilities lie.

2.3.5. Master Program
Please provide a planned schedule of important milestones for the conference, dates included (in brackets suggested dates are provided assuming a September conference).
- Website (asap after notification)
- Principle branding and themes prepared for Handover (September, M-12)
- Consultation on Draft Call for contributions (October/November, M-11)
- Call for contributions opens (November / December, M-10)
- Finalized Program Committee (January M-9)
- Announcement of Keynotes (March, M-7)
- Fees confirmed and registration opens (March, M-7)
- Paper Deadline(s) (March / April, M-6)
- Notification Deadline(s) (May / June, M-4)
- Draft Program (June / July, M-3)
- Final Program (July/August, M-2)
- Late Registration opens (July / August, M-1)
- Conference (September, M 0)
- Proceedings (November / December, M+2)

2.3.6. Draft Call for Contributions

The bid should include a summary call for contributions including planned deadlines. The call should include the types of content envisaged (scientific and best practice papers, workshop, poster) and a list of topics of interest, including particular themes or special tracks which the conference expects to develop.

2.3.7. Communications

The bid should outline publicity activities and promotions including website and mailings and timelines and channels for the main announcements. The iPRES conference email list should be the principle but not the only channel for official announcement.

iPRES STG has a Communication Working Group and is working on a Communications strategy, which will provide further guidelines about logos, capitalisation of "iPRES", key channels and other related topics.

2.3.8 Review and Selection Process

A description of the envisaged submission, peer review and selection process should be included, balancing the needs of research and practice. The Program Committee Chair(s) should demonstrate familiarity with a two-level peer review process with first-tier reviewers and second tier / senior PC members managing an intensive discussion period prior to a clearly described final selection process.

The review process must go beyond mere numeric evaluations, rewarding all prospective contributors with practical and useful comments, even if not accepted for the conference. Evaluation criteria considering the difference between more research-oriented (novelty) and practitioner-oriented (relevance) contributions should be listed. Examples from previous conferences are available. The abstract management system planned to be used should be described.

2.3.9. Proceedings

The proceedings of the conference should be available online for free. iPRES conference proceedings include content from across the conference and are not limited to papers, including abstracts of workshops, tutorial, lightning talks, panels, and other conference events. Hardcopies should have an ISBN/ISSN number, digital copies should have a DOI; and a conference archive providing access to recordings, slides, photographs and other relevant materials should be linked from the proceedings.

The organizers also commit to upload contributions accepted/presented at iPRES into the conference's Phaidra Repository and to ensure a copy of the website is maintained and harvested by a web archive. The bid should outline the process you expect to take from abstract proposal through to published proceedings, noting key technologies that will be used.

2.4 Financial Plan

2.4.1. Budget Breakdown

The bid must provide an estimated budget breakdown including all major income and expenditure items.

- Expected income should include sponsorship targets and contributions as well as income from registration.
- Expected expenditure should include fixed costs (such as venue costs, travel costs for invited speakers, hybrid and AV channel costs, prizes) and variable costs per participant (e.g. costs for catering, social events, credit card transaction fees, etc.).
- The conference should not aim to make a profit.

Costs should be provided at current rates prevailing at the time of the bid. An estimate of inflation should be included as a separate item. In addition to the national currency, the budget should also be converted into EUR for ease of evaluation. The hosts' understanding of how VAT / goods and service tax apply to registration should be described and the likelihood of whether delegates could recover this if charged.

A revised budget should be provided before registration starts.

2.4.2. Registration Fees

iPRES seeks to keep the registration fees low and with flexible options for different audiences. A break-down of the types of registration fees should be provided, including as a minimum: early, late and on-site fees for in-person delegates; early and late fees for online-only delegates; and reduced fees for students or unwaged participants. Further subcategories and bundles are possible at the discretion of the bidder.

The fees presented in the bid (unless for exceptional circumstances) should be considered upper bounds based on current pricing. Fees may increase subject to inflation and currency fluctuations, but not excessively.

2.4.3 Break Even

The budget plan should indicate the number of participants required to achieve a break even, assuming realistic mixtures of participant types. Prospective hosts are reminded that significant changes to fixed costs (such as venue hire) will have a stepwise impact on budget plans. For example, an unexpected rush of registrations may encourage hosts to hire a larger venue, which could bring steep increases in fixed costs and result in cost-overruns. Care should be taken to ensure some flexibility, ensuring that a larger number of delegates does not invalidate assumptions about fixed costs.

2.4.4. Profit / Loss

iPRES is a not-for-profit self-supporting event and financial matters are strictly in the charge of the organizers. The budget shall be balanced. Where a large surplus becomes apparent in the planning of the conference - such as through exceeding sponsorship targets - steps should be taken to offset registration costs through bursaries or travel grants. Any surplus remaining at the end of the conference could be offered as sponsorship in subsequent years or could be used towards a specific expenditure that strengthens the conference series. Any loss will be sustained by the local hosting organization(s). The bid should include a commitment to this and describe steps taken in the event of a surplus or deficit.

2.4.5. Environmental Impact Assessment

The bid should include an estimate of the environmental impact of the conference, including delegate travel as well as the environmental impact of on-site and on-line activities. Mitigations and offsets should be proposed.

3. Next Steps

3.1 Advice and Support

The iPRES STG, the iPRES Future Hosts Working Group and numerous previous iPRES hosts are available to advise and support applications with example documents and practical advice. Contact details are below.

The following documents are also available on request:

- Example bids from previous hosts
- Example conference development timelines from previous hosts
- Model terms of reference for Program Committee
- Example schedules of responsibilities between Local Organizing Committee and professional conference organizer
- Handover videos and presentations from previous hosts
- Example conference sponsorship packs
- Calls for contributions from previous conferences
- Codes of Conduct
- Facts and Figures from previous conferences including costs and numbers of attendees
- Instructions to reviewers
- Exemplar communication plans
- Guides and manuals from previous hosts
- Conference Programs
- Evaluation reports
- Checklist for expressions of interest

3.1 Key Contacts

For specific questions about hosting iPres, for an informal or confidential conversation about hosting, or to register an interest, contact the co-chairs of the 'iPres Future Hosts Working Group' William Kilbride and Dries Moreels who can be contacted here: ipres-info_AT_ipres-conference.org. The Future Hosts Working Group is a sub-committee of the iPres STG.

For more general questions relating to iPres, contact the co-chairs of the iPres Steering Group (STG), Courtney Mumma and Angela Puggioni who can be contacted here: ipres-info_AT_ipres-conference.org

To keep up to date with iPRES and its community, join the mailing list: https://www.jiscmail.ac.uk/cgi-bin/wa-jisc.exe?A0=DIGITAL-PRESERVATION-IPRES

3.3. Timeline for Submission

- 29th August 2024: Call for Hosts drafted and shared with STG ✔
- 18th September 2024: Bird of a Feather Session at iPRES (Ghent) ✔
- 31st October 2024: Call for hosts finalized by STG ✔
- 1st November 2024: Call for hosts published
- 14th November: First Online Q&A session to answer core questions
- 1st December: Informal Expressions of Interest welcomed
- 1st February: Second Online Q&A with prospective hosts
- 1st July 2025: Call for hosts closes
- 1st August 2025: Initial review of prospective hosts and follow up questions
- 15th September 2025: Response from prospective hosts due
- October 2025: STG decision point.
- 15th October: hosts notified of outcome
- 3rd -7th November: announcement (ie at iPRES Wellington)

3.4. Express Lane: iPRES 2027
STG notes that the timeline for the iPRES 2027 conference is relatively tight and is keen to ensure viable options are considered in a timely manner. Prospective hosts with an interest in 2027 are invited to submit as soon as their bid is available with a view to an early decision, based on the same criteria and the same process.

3.5. How to apply
By email to ipres-stg_AT_ipres-conference.org by 12 noon on 1st July 2025. Applicants should be advised that STG has no intention to extend this deadline and should plan on that basis. Applicants unable to meet this deadline may seek permission for a late submission so long as this is lodged ahead of the deadline, and does not delay the review process.

3.6. Timeline for Evaluation

- Bids are supplied to the Co-Chairs of the iPRES Future Hosts Working Group
- Co-Chairs of the iPRES Future Hosts Working Group create a register of bids received with key information and share with Working Group
- Co-Chairs of the iPRES Future Hosts Working Group issue acknowledgment to bidders
- Co-Chairs of the iPRES Future Hosts Working Group identify prospective conflicts of interests and invite additional reviewers as required
- Co-Chairs of the iPRES Future Hosts Working Group reconfirm scoring criteria with reviewers
- Co-Chairs of the iPRES Future Hosts Working Group allocate reviewers to bids on 'Year by year' basis
- iPRES Future Hosts Working Group (and additional reviewers) score bids against the published criteria under four core headings: Conference Hosts; Conference Setting; Conference Structure; and Financial Plan
- iPRES Future Hosts Working Group (and additional reviewers) identify uncertainties requiring additional input from bidders
- iPRES Future Hosts Working Group reviews and agrees which questions to send and format of response
- Co-Chairs of iPRES Future Hosts Working Group follow up with questions to bidders
- Bidders provide answers to Co-Chairs of iPRES Future Hosts Working Group (format as agreed)
- iPRES Future Hosts Working Group (and additional reviewers) update scores with new information
- iPRES Future Hosts Working Group (and additional reviewers) agree ratings/rankings
- Co-Chairs of iPRES Future Hosts Working Group present recommendations to STG
- STG reviews rankings and makes decision
- Co-Chairs of iPRES Future Hosts Working Group communicate outcomes with bidders
- iPRES STG communicates publicly about positive decision for 2027

3.7. Evaluation Criteria

The Criteria for assessment are described above and will be scored from 0-5 on the following scale:

0	Question is not answered
1	Answer insufficient or not supported by evidence in most respects
2	Answer insufficient in some respects or unsupported by evidence in key respects
3	Answer is satisfactory but needs clarification
4	Answer is satisfactory in most respects with only minor questions
5	Answer is clear and no questions arise

Although all criteria matter, bidders should be aware that iPRES STG reserves the right to weight criteria to ensure it offers the conference to the best possible candidate in each year and in order to maintain the conferences' global reach.

Proposals will be assessed confidentially by the Future Hosts Working Group of iPRES STG, with additional reviewers from iPRES STG recruited as may be required depending on the number of bids received and conflicts of interest that will arise. It is expected that this initial assessment will produce a set of questions and an opportunity for the hosts to answer prior to any decision being made. STG reserves the right to visit the venues or meet with the organizing team before confirming its decision. The final decision will be taken by the full STG and feedback to unsuccessful applicants will be available on request.

STG's decision will be final.

4. Frequently Asked Questions

Would you consider co-locating with another international conference with relevant cognate themes?

Yes. In 2009 iPRES ran directly before the PASIG and IIPC conferences which were hosted in the same city later in the week and at different venues, each with their own programs. In 2013 iPRES ran in parallel to the Dublin Core Conference at the same large venue. Elements of the program, such as posters and keynotes, were shared between the two conferences and delegates could attend sessions at either.

What is the financial outlay for an iPRES conference?

This is very hard to judge. Local conditions vary tremendously. However previous hosts are willing to share their bid documents which will give an illustration.

Expenditure is broadly in four parts: fixed costs like venue hire or website design which are the same irrespective of how many delegates attend; variable costs like catering which increase the more delegates attend. There are partially-variable costs like AV support which sit between the two: the host has some control over the number of parallel sessions therefore the number of microphones that might be needed. Fourthly there are optional costs which add value to the delegate experience but which are not necessary; such as live music at a reception. In the past hosts have used these different inputs to estimate a break-even figure, being the minimum number of delegates needed to meet all fixed costs with a set number of delegates. In some cases, hosts have planned for contingencies at different registration/attendance levels. This break-even figure becomes an important management control.

Income broadly comes in two parts: registration and sponsorship. Because sponsorship can take a while to develop it often reaches a fixed amount earlier than registrations which will continue to accrue up to the start of the conference. Sponsorships can include both commercial or corporate organizations and academic partnerships. Some sponsorships are typically reserved for bursaries and defraying the costs of delegates who would otherwise find it difficult to attend. Sponsorship also covers the costs of the conference prizes.

Considering income and expenditure together, it is useful to try to set fixed costs and sponsorship income at approximately the same level so a host knows early if fixed costs are being met.

What is the effort required of staff?

Previous hosts report that the real work of iPRES builds over about 18 months, peaks during the conference, and tails off slowly for about a year as the business processes and publications are brought to completion. How the work is distributed is dependent on conference organization. Experience shows it helps to have a small team of 4-6 staff with clearly defined roles and including a professional conference organizer who can handle the large volumes of correspondence, ticketing, booking and receipts which will be required, and has the contacts necessary to bring in the wide range of local suppliers and contractors that provide discrete services to the conference. The team will not be fully occupied with the conference till around 6 months before the opening, when the call for contributions closes. Detailed planning for the conference only really kicks off at this point, when it becomes clearer how many sessions are likely to be required.

There are some activities that will need to begin around 2 years before your conference. Depending on your context, this could require a commitment of staff time:

- Ensure that you have reserved the main venue. Some institutions will have access to local venues that they don't need to find or negotiate for access but for other institutions it might take some time and effort to assess then reserve the right venue. You may need to pay a deposit for a venue that is in demand, or negotiate a no-cost conditional booking such that no other conference can book the venue without consulting you first.
- If multiple organizations will host your conference, you might need time to define how this collaboration will work.
- Establishing your Local Organizing Committee. You might need to build a group out of people that don't normally work together so this can take some time and effort.
- Establishing your Program Committee. This is typically an international group so it can take some time to identify people for your Committee, get their agreement and establish how you will work together.
- Preparation to launch your 'conference identity' at the end of the previous conference. To do this you will need your domain name, your website in production, a logo, promotional videos, etc.

Would you consider a conference with two different physical locations working together?

Yes. We note the significant costs of travel as well as the personal and environmental impacts that arise from having the conference in a single venue. It's possible that a shared agreement between two different hosts could change this. We are therefore open to proposals which would split the conference between two different venues, especially in a single time zone and especially if it allowed greater participation and presence in the global south. However this has not been attempted before so would require significant degrees of coordination and cooperation, and may increase the overall costs. STG would have to be persuaded that the burden of administration was commensurate with the outcome of enhanced participation?

We're not ready to host now but would like to host the conference in 2030 or 2031 or perhaps at a later date. Can we apply now?

Yes! Our main goal is to have the schedule agreed to 2029 but we're open to offers beyond that as far as 2031 and perhaps further depending on your circumstances. We want the conference to move between different parts of the world and the order in which it moves is important. So, depending on the number of applications received we may ask you to move your conference back or forwards.

Why has iPRES never been to Africa, the Middle East or Latin America?

Good question and one we want to address this time if we can...