



## **Application Guidelines for Candidates for AESOP Annual Congresses**

### **2010 Congress**

#### **1. Decision procedure for hosting AESOP Congresses:**

- Candidates for the 2010 Congress send their proposals by Monday June 10<sup>th</sup>, 2008 in the form of a brief note of 2-4 pages.
- AESOP's Council of Representatives will examine the proposals and vote to elect a host at the next Council meeting. This will take place on July 7<sup>th</sup> in Chicago.
- Each candidate will be given a 10-15mn time-slot in the agenda to present their proposal. We strongly recommend our candidates to use this opportunity to address directly the representatives. But this is up to the candidate; you may also decide to rely on the paper proposal only, or to ask a member of the Council to make the presentation.

#### **2. Candidate Universities should provide:**

##### ***a- Information about the organizing School:***

- The school's profile and it's reasons for hosting the event.
- The school's organizational and financial capacity to host the Congress, bearing in mind that despite the fact that Congresses are by and large financed by the Congress fees, certain payments may have to be made before the local organizing committee collects the fees.
- Former experiences in hosting conferences are to mention.

##### ***b- Information about the location:***

- Accessibility and hotel capacity of the location;
- Attractiveness of the location for Planners (what is there to be seen, esp. regarding Planning issues).

##### ***c- The proposed congress theme :***

- The Congress theme should be both comprehensive and pertinent to contemporary planning problematique. A short statement introducing the theme is expected.
- Latest AESOP Congresses have had the following themes :
  - 2004 : Metropolitan Planning and environmental issues
  - 2005 : The dream for a greater Europe
  - 2006 : Diversity and multiplicity (World Planning Schools Congress)
  - 2007 : Planning for the risk society
  - 2008 : Bridging the divide : Celebrating the city (joint AESOP-ACSP Congress)

### **3. Candidate Universities should be aware that:**

- AESOP Congresses normally attract an audience of 400-700 people, and take place in the first fortnight of July each year.
- In case they are elected they will be asked to sign a contract with AESOP describing full details for the organization of the Congress. Part of the contract is that they will undertake the responsibility to forward to AESOP 10% the Congress fees, after the Congress.
- They will have to form a Local Organizing committee and their representative will have to participate in several AESOP ExCo meetings one year before and for two years after the Congress (transfer of experience).
- They will have to secure with their University the availability of the venue, and to secure all possible support by their University's administration.

### **4. Practical information:**

- Application will have to be sent in electronic form by June 10<sup>th</sup>, 2008 to Aesop Secretary General Anna Geppert at : [Aesop.secretariat@free.fr](mailto:Aesop.secretariat@free.fr)
- Accepted file formats :
  - o text files : doc, rtf
  - o image files : jpg, gif, png, bmp.
- Please bear in mind that the application will be included in the material for the Council of Representatives and printed in Black and White.