

**Call for Proposals to Host
the 2025 Public Management Research Conference to be held *outside* the U.S.**

The Public Management Research Association (PMRA) is seeking proposals to host the 2025 Public Management Research Conference to be held outside the United States.

Each proposal should include:

1. Name of host institution.
2. Proposed conference coordinator(s): Names, titles, mailing addresses, telephone numbers, and email addresses.
3. Proposed members of the planning committee: Names, titles, mailing addresses, telephone numbers, and email addresses.
4. Proposed conference dates including pre-conference workshops.
5. The maximum number of conference participants that could be accommodated. For example, recent PMRCs had over 450 registrants.
6. Proposed conference facilities and accommodations.
 - a. Provide a statement on what accommodations will be provided for people with disabilities, such as physical space, interpreters, signage, etc.
7. Proposed budget (please, use the attached template and state if some budget posts cannot be estimated at this time). The PMRA will work with the host to determine the final conference registration fee once additional external sponsorships are considered.
8. Description of support for graduate students. During recent conferences, this has included a reduced conference registration fee and access to lower-cost lodging. About 30-35% of PMRC attendees are PhD students.
9. Transportation options and costs likely to be incurred by participants while at the conference (please, elaborate on what is indicated in the proposed budget).
10. Description of host institution's ability to maintain a conference website and registration provisions.
11. Description of host institution's capacity to maintain a conference proposal submission, review, and selection system/technology.
12. Affirmation of host institution's capability of holding a hybrid conference if needed.
13. Relevant institutional experience in hosting conferences. Please, clarify if the university (school, department) has access to professionals with experience in conference/large-scale event organizing.
14. Letter of support from the appropriate Dean, Director, program head, budget officer, or university official.
15. A statement and description of the host's commitment and plans to ensure diversity, equity, inclusion, and sense of belonging for all members at the PMRA conference.
16. Commitment to administering conference assessment (e.g., participant satisfaction survey).
17. Any unique factors not listed above that may enhance the attractiveness of your proposal, such as geographical location, historical significance, or recreational opportunities.

Please submit your proposal to the selection committee by November 1, 2023.

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With copies to: Robert Christensen, PMRA President (rkc@byu.edu)

2025 PMRC Budget Template for Site Selection Applications

Assume 450 attendees

PROJECTED EXPENSES	Amount (in USD)
Total food/catering	
Breakfasts (if any)	
Lunches (if any)	
Receptions (if any)	
Snacks (if any)	
Space	
Staff (planning, registration, program development, logistics, final report, etc.)	
IT: Audio-visual equipment, web site, proposal submission systems	
Travel and lodging support for PhD students (if any)	
Bags, name tags, conference packets, other printing, supplies (if any)	
Transportation during conference, if covered (e.g., shuttle to a reception)	
Other/Overrun (add rows as needed)	
TOTAL PROJECTED EXPENSES	

PROJECTED REVENUES	Amount (in USD)
Host institution's cash contribution	
Host institution's in-kind contribution value	
Staff	
Space	
Other (add rows as needed)	
Registration fees: 400 attendees * suggested fee [_____]	
Sponsorships offered by other schools	
TOTAL PROJECTED REVENUES	

OPTIONAL:

ADDITIONAL EXPENSES (PARTICIPANT RESPONSIBILITIES)	Amount (in USD)
Estimated lodging	
Estimated ground transportation	
Estimated optional meals	
Optional trips during PMRC (if any)	
Proposed conference registration fee	
PMRC membership (renewal)	
TOTAL PARTICIPANT EXPENSES	