**Call for Proposals to Host**

**the 2024 Public Management Research Conference in the U.S.**

The Public Management Research Association (PMRA) is seeking proposals to host the 2024 Public Management Research Conference in 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 US-based PMRCs had approximately 400 registrants.
6. Proposed conference facilities and accommodations.
   1. 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). 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. Transparency on expected institutional adherence to U.S. Centers for Disease Control (CDC) recommendations with respect to COVID-19.
14. 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.
15. Letter of support from the appropriate Dean, Director, program head, budget officer, or university official.
16. 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.
17. Commitment to administering conference assessment (e.g., participant satisfaction survey).
18. 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 15, 2022.**

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**With copies to:** Leisha DeHart-Davis, PMRA President ([ldehart@sog.unc.edu](mailto:ldehart@sog.unc.edu))

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| **2024 PMRC Budget Template for Site Selection Applications** | |
| Assume 400 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** |  |