

**International Adventure Conference: Proposal Template**

Please design your proposal to host the IAC to ensure that, as a minimum, the following points are covered.

**Conference Design**

 As a potential conference host, demonstrate how will your organisation/team will:

* 1. Attract to the conference both international delegates and local populations of interest (e.g. local practitioners, communities, tour operators)
	2. Confirm how the conference will align with the mission and goals of ATRA (see [www.atra.global](http://www.atra.global))
	3. Ensure the delivery of a fully accessible and inclusive conference for all delegates (Note: this includes, but extends beyond, a commitment to ‘wheelchair access’)

**Conference Resources**

 Please outline:

1. Your conference team, including designated team leader and contact point
2. The proposed conferences resources, including:
* Conference venue
* Breakout rooms
* Other facilities
1. Ideas for social activities, the conference dinner and other pre-activities (the latter at additional cost)
2. Information on travelling to the conference venue and potential accommodation options
3. Opportunities for a range of innovative outdoor workshop sessions, from the meditative to the physical
4. The commitment, if any, from appropriate sponsors, and their likely level of contribution, in terms of cash, delegate gifts etc. Please also see budget template
5. Your ideas for a ‘Trangia’ style outdoor cooking competition, as per some previous events
6. Based on the success of student involvement in planning and operations at IAC 2018 in Spain, how you propose to involve local and overseas students
7. The proposed date of the conference

Note that the conference is generally held over two and a half days, with a short last day, and with an informal welcome event, including food, on the evening before. Delegates normally pay for their own food on the second evening, with the conference dinner on the last evening. Please also take cognisance of the attached timeline/tasklist, and complete the attached budget (ensuring that the proposed delegate fee for academics includes a £40 ATRA membership fee, and that the budget includes a £6000 fee to cover ATRA staff members’ time and expenses).