**HOSTING PROPOSAL FORM**

**European Human Behaviour and Evolution Association Proposal for hosting EHBEA conference**

Please prepare a note including the following information:

* Who will do the organising?
* Where and when will the conference be held?

Please include in your note information on how your proposed venue meet our criteria for hosting EHBEA conferences set out below.

Criteria:

1) Venue must be able to house around 220 people, secondary hall up to 100 people (for the parallel sessions), with modern conference technique. Venue with natural light strongly recommended. Venue of beautiful / interesting / humane architecture extra plus!

2) Affordability for postgrads up – travel and accommodation, and a rough idea of registration and accommodation costs (i.e. are cheap hostels or university rooms available); sufficient local accommodation.

3) Poster capability: place for 80-100 posters on poster boards in a sufficiently spacious and calm place.

4) Tea rooms suitable for socializing and discussion (the cornerstone of the meeting) and possibly also for lunches, close to both session halls.

5) If the conference is in a city, good local facilities for dining out, etc.

6) Previous experience of organising conferences (desirable but not essential)

7) Team of local organisers: may be one university / department, or collaboration between several

8) Financial arrangements: which organisation/unit responsible for financial dealings (receiving funding) and will be signing the contract between the EHBEA and the organisers. Please note that any profit from the conference should be transferred to the Association and the hosting institution needs to be aware of and approve this.