

Revised 30.10.17

DDD14 Proposal Form and Criteria

Please read the following before completing this form You should also read the DDD Terms and Conditions document, available from the ASDS website.

Criteria used for assessing proposals (agreed by ASDS Council, 7.10.11, revised 30.5.14 and 25.1.16)

1. *Theme* (optional): in what ways does it contribute to key contemporary issues in Death Studies? Does it include academic, professional, creative and inter-disciplinary activity? Does it combine breadth with focus – will delegates from a wide range of academic disciplines and professional practice feel included?
2. *Plenary speakers*: are they well placed to speak to the theme proposed? Can they convey existing scholarship relating to the theme to newcomers? What new insights might they bring?
3. *Institutional support*: is this evidenced fully?
4. *Administrative support* (before, during and after the conference): are resources in place for timely advertising, calls for papers, decisions on abstracts, full conference information, conference packs, evaluation, participant lists?
5. *Liaising with publishers*: evidence of contacts, arrangements for publishers to attend the conference?
6. *Cost*: comparison with previous DDD conferences; are whole and part package costings available?
7. *Travel*: details and indicative costs of travel; length of journey from nearest airport or similar?
8. *Accommodation*: in/near conference venue; all meals provided in single venue?
9. *Facilities at conference*: projection facilities in rooms; how distributed is plenary space/parallel sessions space/space for breaks/socialising?
10. *Provision for publishing abstracts in Mortality and papers in a collection*: evidence of planning and support?
11. *Previous venue*: does the proposed venue exclude participants who might have had difficulty travelling to the previous conference?
12. *Cultural programme*: in-house provision (films, performance, exhibition); visits to sites of relevance to Death Studies, other innovations?
13. *Provision for postgraduate students and early career scholars*: evidence of awareness of their needs, innovative responses?
14. *ASDS*: it is a requirement of a successful application to promote the Association for the Study of Death and Society (ASDS), what will you do in the build-up to DDD and during the event to do this? Does your proposed programme include an ASDS Council meeting (1.5 hours) and the AGM (1 hour - not scheduled against any other events)? Does the conference opening ceremony include a 10 minute slot for the ASDS President's address?

Proposal Form

Death, Dying and Disposal Conference, September 2019

PROPOSAL FORM

This form is designed to help you think through what is involved in hosting DDD. Further information and support will be provided once a host has been identified. This will include membership of the council of ASDS, both during the period of preparation for DDD14 and afterwards, as support for DDD15 hosts. Please provide as full a response to the questions as possible at this stage.

OUTLINE OF CONFERENCE PROPOSED

1. Main Theme or Title (and sub themes) (if applicable)
2. Indicative names of plenary speakers

PROPOSERS

1. Name, Institutional Affiliation and Contact Details
2. Brief biographical information
3. Experience of conference organisation

CONFERENCE LOCATION	
1. Support from institution (e.g. university conference office/faculty support/administrative support)	
2. Provision for conference sessions (rooms for plenaries, breakout sessions, refreshment and meal breaks, book stall and publishers' display? Will they be in the same or adjacent buildings?)	
3. IT support	
4. Accommodation and meals (distance from conference venue)	
5. Conference dinner	
6. Other related events, visits, exhibitions	

7. Post-graduate and early career scholar events

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8. Provision for special needs

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9. Access to the city/town where the conference is held? Travel arrangements?

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10. Promotion of ASDS – please detail your plans.

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COSTINGS

Participants need to be offered an itemised menu of options that would include whole conference and day rates for the following: registration; lunches; evening meals; conference dinner; accommodation. A separate, reduced rate needs to be built in for ASDS members. Offering an early bird reduction and a discounted rate for PGRs is also recommended.

1. Indicative costs for registration, accommodation and meals

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2. Financial support from institution/financial strategy for managing unpredictable uptake of places

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3. Details of any sponsorship that might be accessed.

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4. Do you plan to offer any bursaries (additional to ASDS) and if so to whom. Impact upon conference costings.

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ANY OTHER ITEMS NOT COVERED ABOVE

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