



## **Terms and Conditions for bids to host the DDD Conference on behalf of the Association for the Study of Death and Society**

The Death, Dying and Disposal Conferences (known as the “DDD” conferences) are the bi-annual professional meetings of the Association for the Study of Death and Society (ASDS). They are the main professional and academic forum for the meetings of ASDS members and their guests and associates. The conferences showcase state-of-the-art academic and professional research or creative work on the topics of death, dying, grief and bereavement, and caregiving. The conferences reflect multidisciplinary interests from humanities and behavioural, social and clinical sciences as well as art, music and theatre. The following guidelines are intended to clarify expectations of roles and responsibilities between ASDS and aspiring or prospective hosts of future DDD conferences. In the case of ambiguity of these guidelines, advice about these Terms and Conditions can be sought from the ASDS Secretary or President

### **A) Call For Proposal**

1. Council will issue a Call For Proposals to host the next DDD conference no later than 16 months before the conference start date.
2. Prospective hosts will complete and submit a formal proposal to host DDD, using the designated form<sup>1</sup> provided by Council.
3. Council will periodically review the proposal form, and update this as necessary.
4. The Call For Proposals will be circulated to members via email, and also posted on the ASDS website. A deadline for receipt of proposals will be included in the Call.
5. Proposals will be submitted by email to the Secretary by the deadline stated on the Call For Proposals. Only submissions received by the deadline will be accepted.

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<sup>1</sup> The only exception shall be applicants requiring alternative formats due to disability. Should this be the case, please consult the Secretary in good time prior to the application deadline so that suitable alternative arrangements can be made.

6. Those submitting proposals must be current ASDS members, and remain so throughout the planning, conference and post-conference process.
7. Only complete proposals will be considered.
8. Proposals will be considered by the sitting Council at its next available meeting following the proposal deadline, which shall be scheduled in order to facilitate timely consideration.
9. All proposals will be assessed on the basis of (1) programme content including key speakers and academic themes; (2) suitability of venue; (3) previous experience of organising other conferences or professional meetings; (4) social programme; (5) ability to promote and support ASDS in conference advertising and programming, as well as providing time for the AGM at the conference; (6) value for money for delegates; (7) provision for postgraduate researchers and early career scholars.
10. The Secretary will notify applicants of the outcome following the meeting, and will advise the successful applicant of next steps.
11. Council's decision will be final in every case.

## **B) Planning**

1. The successful applicant ('Host') will join Council and attend meetings, updating Council on progress with conference arrangements. DDD planning will be a standing Council agenda item.
2. Between Council meetings the Host will liaise, principally with the Secretary and President, but also with any other Council members and/or others nominated by Council as necessary, in order to progress the conference arrangements.
3. The Host will issue the Call For Papers which shall include promotion of ASDS, the ASDS logo in a prominent position, and a link to the ASDS website. See also 3.3 below.
4. The Host will be responsible for all other conference administration, including taking delegate bookings. All websites, paperwork and other conference publicity shall make reference to ASDS, including the ASDS logo.
5. Council will provide reasonable guidance to the Host, including support from the previous DDD Host.
6. Hosts may seek sponsorship for DDD; however Council must be consulted on any proposed sponsorship arrangements, and reserves the right not to approve any such arrangements. In case of any conflict, these Terms and Condition take precedence over those of any sponsor.
7. Council remains ultimately professionally (but NOT financially) responsible for DDD, and reserves the right to directly intervene in the conference arrangements

should serious concerns become apparent. At any stage of the conference planning and preparation process, if the Host is unable to reassure Council of their ability to resolve the matter then Council will do so on their behalf.

8. Although ASDS bears no financial responsibility for the DDD conference, it is customary for the Host to donate a suitable proportion of any profits to ASDS, the money normally being used to fund student bursaries at future ASDS conferences.

### **C) Bursaries**

1. ASDS will normally offer bursaries to postgraduate researchers and/or others who might otherwise find attendance financially prohibitive.
2. The Host may also wish to offer their own bursaries in partnership with ASDS.
3. ASDS bursaries will be advertised via the Call For Papers (see 2.3 above), ASDS and conference websites, and also circulated via the ASDS mailing list. A deadline for receipt of applications, as agreed with the ASDS Secretary, will be included in the advertisement.
4. Applicants will normally be current ASDS members.
5. Bursary applicants must complete the designated application form<sup>2</sup> in full. Applications will be submitted by email to the Secretary, by the deadline stated on the advertisement. Only applications received by the deadline will be accepted.
6. Council will periodically review the application form, and update this as necessary.
7. The Secretary will check all applications upon receipt; only complete applications will be considered.
8. Applications will be considered by Council (or a sub-committee of Council) at its next available meeting following the application deadline.
9. Alternatively, if there is no Council meeting within a reasonable time of the application deadline, the President may nominate a sub-Committee to consider the applications received.
10. If more eligible, complete applications are received than bursaries are available, applications will be ranked according to the case made for assistance by the applicant.
11. If insufficient eligible, complete and/or convincing applications are received, Council reserves the right not to allocate some or any of the bursary funds.

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<sup>2</sup> The only exception shall be applicants requiring alternative formats due to disability. Should this be the case, please consult the Secretary in good time prior to the application deadline so that suitable alternative arrangements can be made.

12. The Secretary will notify applicants of the outcome following the meeting, and will advise the successful applicant/s of next steps.
13. Successful applicants may be asked to provide proof of status. For postgraduate researchers, this will normally be in the form of an official status letter from their institution of study.
14. The successful applicant/s will be expected to make every reasonable effort to attend the conference. If, for reasons beyond their control, an applicant is subsequently unable to attend, they should immediately inform the Secretary and will normally be expected to repay any money already disbursed. If time permits, the bursary will normally be reallocated to the next ranked applicant who wishes to attend.
15. If a successful applicant is subsequently found to be ineligible, or if any other irregularity emerges following award of a bursary, Council reserves the right to withdraw the bursary/s concerned, and to require repayment of any money already disbursed. If time permits, the bursary will normally be reallocated to the next ranked applicant who wishes to attend.
16. Hosts should make adequate arrangements to ensure that bursary recipients are clearly identified within the conference administrative systems.
17. Recipients will normally be expected to submit a short (110-150 words) conference report for inclusion in the ASDS newsletter and via other means as decided by Council.
18. Council's decision will be final in every case.

#### **D) At the conference**

1. Conference delegate packs, bags, etc should carry the ASDS logo (to be supplied by the Secretary) in a prominent position. Council may request to see examples of conference materials prior to the conference.
2. A suitable place should be made available for display of the ASDS banner and any other publicity materials.
3. A minimum 10 minute slot should be allocated to the President or Vice-President at the opening ceremony.
4. A minimum 1.5 hour slot should be allocated within the conference timetable for an ASDS Council meeting, to take place prior to the AGM. The Host is responsible for booking a suitable meeting room.
5. A minimum 1 hour slot should be allocated within the conference timetable for the AGM. This should not be scheduled against any other conference activities in order to allow all members to attend. The Host is responsible for booking a suitable meeting room.

6. As the ASDS journal, *Mortality* will normally be promoted as the preferred destination for papers given at DDD conferences.

**E) Post conference**

1. Conference review and forward planning for next DDD to be an agenda item for the Council meeting immediately following a DDD conference. This will include the Host's written conference report to Council.
2. The ex-Host will normally remain on Council for a period of 24 months, principally in order to contribute their experience to the proposal and planning processes for next DDD, and to support the incoming Host. It is expected that they should normally remain a current ASDS member throughout this period.