

ATISA Guidelines for the Selection of Conference Venues

The American Translation and Interpreting Studies Association invites proposals to host the Tenth Biennial conference in 2020. The Board will evaluate proposals for conference venues, by considering the following factors:

- Overall potential of entity to organize a conference, based on submitted proposal.
- Geographical location (ATISA tries to alternate locations between the two coasts in order to facilitate transportation for domestic and international participants)
- Background of organizers (research, practice, teaching, etc.)
- Type of sponsoring department and/or program(s) (e.g. Ph.D., M.A., B.A./B.S., Certificate)
- Type of organizing institution/organization (e.g., academic: research universities, 4-year colleges/universities, professional schools)

In accordance with its research mission, ATISA will give preference to proposals from research-oriented entities. ATISA welcomes joint proposals from several institutions or organizations.

Only complete proposals will be taken into consideration. Proposals should contain the following information (at a minimum):

- Hosting organization(s) information
 - Names, contact person and information
- Local organizing chair and committee information
 - Names, affiliations, research interests and background, bios (125 word max)
- Venue
 - Capacity information, availability, address and location, AV services
 - Space for several parallel sessions
 - Space for hosting opening/closing ceremonies
 - Space for hosting conference dinner (on-site or nearby)
 - Internet access
 - Computer lab space availability (for pre-conference workshops, as needed)
- Accommodations
 - Names and addresses of possible accommodations
 - Special rates for conference attendees
- Transportation
 - Means of transportation to the conference venue
 - If the venue is far from the airport or campus, are there local shuttles, light rail, car service, etc. in the area?
- Technology
 - Availability of web hosting services for conference website
 - Technical support for web hosting
 - Conference registration support (accepting payments and communicating with registrants)
 - Availability to support social media presence of conference
 - Photography/ videography services, if applicable

- Sponsorship
 - Names and contacts of local organizations that might sponsor the conference
 - Professional organizations, departments, companies, local publishers
 - Is any support already secured from various departments, colleges, university, for funding specific aspects of the event?
- Surrounding area
 - Are there possibilities for pre- or post-conference events or activities?
- Letters of support (optional)
 - Letters from local organizations or administrators attesting to their support (financial or services) to facilitate a successful conference

Deadline for submitting conference venue proposals is: March 15, 2018.

All proposals should be submitted to the ATISA president, Dr. Sonia Colina via e-mail:

scolina@email.arizona.edu