

To those applying to host the European Network in Universal and Global History (ENIUGH) Congress on World and Global History in 2028 or 2031.

Many thanks for your interest in hosting the ENIUGH congress, which we greatly appreciate. The *European Congresses on World and Global History* are co-organised by the headquarters of ENIUGH and local organisers/organising committees, while the programme of the congress is developed in cooperation with the Steering Committee of ENIUGH. This requires close coordination between the representatives of the hosting institutions and the headquarter but it also presupposes infrastructure requirements. Thus, we ask you to provide us with a description of the facilities of your institution and partners and the costs for using these facilities.

Drawing on the experiences of the previous congresses, we have drawn up the following requirement profile that (a) specifies the issues to be taken into consideration in making an offer to ENIUGH, (b) lists the points we ask you to address in your application. Please provide as much information in as much detail as possible on the following items:

Dates:

- of the next congress: To begin with, please state the dates that would suit best to the academic calendar of your country and institution

Place:

- of the venue and the potential conferences sites.

Part I: Personnel

Organizational team: Please describe the local organizers/ organising committee. They have two sets of responsibilities.

The first concerns the scientific content of the congress (on which they would work in close exchange with the SC of ENIUGH). Specifically, they will have the following responsibilities:

- to suggest the theme (topical focus) of the next congress and to draft the Call for Panels/ Papers;
- to invite panel proposals from the host academic system/ country and if elected as president of ENIUGH (so far, the head of the local organizing committee has always been elected as president of ENIUGH) to engage and solicit members of the SC to contribute actively to the programme;
- to establish contact with the local publishing houses
- to organize the keynote lecture(s) as well as special conference events (plenary sessions, roundtables etc.) in cooperation with ENIUGH headquarters.

These tasks require a certain standing and integration in the social sciences/ humanities and ties to science policy institutions (funding agencies, academic associations, professional organizations). Obviously, the correspondence with the local/national academic community, the SC and ENIUGH headquarters requires resources, especially of time, plus a stable availability (via email, phone and in person) especially in the last six month before the congress. It is important too that the main local organizer can take an appropriate part in keeping the process of organization up to schedule and respond quickly to the inevitable unexpected complications.

The second set of responsibilities concerns the administrative side of organizing the congress, under the guidance of the chief local organizer and in constant exchange with ENIUGH headquarters. The chief local organizer, as an academic, will not have enough time to handle all the logistical and

practical aspects without substantial help from a local administrator. Please describe the personnel and experiences upon which you can draw, regarding preparing international conferences and familiarity with the local institutional conditions. This includes cooperation with the ENIUGH headquarters when it comes to the conference website. Please indicate if there is management- und IT-capacity available to constantly update information on the website as well as to support participants during the congress – in light of the increasing popularity of hybrid panels and online participations technical support during the conference has become an increasingly important factor for the success of a congress. Please also indicate if there is experience / personnel available to help handling visa and invitation matters.

Past experiences have shown that between 8-10 well-informed student helpers are needed during the congress and thus we ask for proof that they / the costs for them are available. They will also need a local coordinator, perhaps the local administrator mentioned above, as the chief local organiser (the academic) will not have time to do this.

If you plan to involve a company organizing parts of the conference, please specify which tasks/ issues they will take over and which costs this involves.

Part II: Basic Infrastructure

Rooms: Please provide evidence about the facilities to house 300-500 participants

In our estimate the following room capacity is the minimum:

- a lecture hall/ theatre with approx. 400 seats (for the opening and closing event)
- up to 20 rooms for panels for three days (ranging from 20 to 80 seats)
- a place for the opening reception (with the capacity to host approx. 400 people)
- a lecture hall for a plenary forum (with a capacity of 100-120 people)
- a location / restaurant near the conference or a variety of restaurants (up to 300 people)
- a centrally located space for the publishing exhibition (up to 30 publishing houses/300 m2)
- a space for the registration desk (again centrally located, easily accessible and at least 10 meter long)
- storage space (including the last two weeks before the congress for receiving the material from the publishing houses)
- meeting place for the breaks (with a capacity of 300 people)

Please list:

- the buildings and location you have at your disposal (preferably with confirmations about its availability)
- the distance between them and the facilities to move between them
- the accessibility by public transport
- the building's opening hours on weekdays and on weekends

Please note that you should provide the detailed costs for each of the items, including, as much as possible, cost estimates from your university/ institution and partners.

Please also keep in mind that ENIUGH is a non-profit organization that is solely financed by membership fees and congress fees and therefore can only provide very limited financial assistance.

Equipment / Technical Facilities: Please describe the facilities of the suggested buildings/ rooms and the costs of its rental, including responses to the following questions:

- Are the lecture halls equipped to allow hybrid panels and/or online participation?
- How many of the panel rooms are equipped to allow hybrid panels and/or online participation?
- Can you guarantee technical support for the hybrid panels, i.e. is there an IT team?
- Is there Wifi in the buildings where panels will take place and what are the conditions for offering congress participants free access to it?
- Are the panel rooms equipped with laptops and projectors, and the bigger ones with microphones?
- What facilities exist for documenting the congress (among others recording/ filming the opening lectures)?
- Are there chairs and tables for the publishing exhibition/ registration desk/ central meeting place?
- Are there computers printers and photocopier within reach? How can they be accessed, and special conditions can be offered to our participants?
- Can free access to the library be provided?
- Are there additional costs for locking/ patrolling services at the weekend days? (Please keep in mind that organizers have to set-up registration desks, the publisher exhibition etc. and therefore have to access the congress venue before the beginning of the panel programme.)

Please detail in particular the possibilities of providing online attendance. After the Covid-pandemic hybrid formats for academic congresses have become widespread and have turned to a preferred option for even more scholars. ENIUGH responds to this development, which enables colleagues from other parts of the world and colleagues with limited funding to participate, and aims at combining the advantages of on-site and on-line discussions.

Catering: We ask you to state the options for the catering of the congress, which has to include:

- refreshments (drinks and biscuits) during the breaks
- self-service options in the buildings or around (cafeterias, coffee shops etc.)
- delivery of water for the panel rooms
- drinks and finger food for an opening reception
- conference dinner

For an estimate of the overall costs of the congress and its effects for the calculation of the congress fees we need information of the costs of the following:

- 6 coffee breaks for about 400 people
- reception for 500 people, including personnel if needed
- the conference dinner for 350 people

Please submit, wherever possible, cost estimates from the providers.

Accommodation: Please give a list of hotels of different categories in proximity to the location of the conference and add any possible information about cheap accommodation in university dormitories or similar institutions. Please indicate current prices.

Visa procedures: Please provide information about your experience with invitations to scholars from countries for which there no visa-free entrance for short visits is possible. This includes also the availability of consulates and embassies in Africa, Asia and Latin America. Of course, not all circumstances can be foreseen, but if potential problems and challenges are already known, we would like to address them as early as possible.

Third-party funding for scholars from the Global South or PhD-students: Please list opportunities in your country where you or the participants themselves (perhaps with your assistance) can apply for

funding to enable people in these categories to come to the conference. Since sometimes these opportunities exist only for people from certain countries and or have other specified conditions, we would be grateful to have as much information as possible to be put on the website.

Part III: How to Mobilize Interested People for the Conference

One of the aims of ENIUGH when choosing a place for its next congress is to mobilize scholars from the hosting country not only for participation but also for further activity in the network. For this reason, please indicate how you envisage mobilizing scholars in your country. What are the mechanisms to involve as much as possible academics from the level of PhD students to the level of professors for the goals of ENIUGH which is to strengthen research and teaching in the field of global and transnational history in Europe?

Another aspect is the mobilization of scholars from abroad whose interests nevertheless connect them particularly with the host country (for example by shared historical experiences, for example in a common colonial or imperial past). Of course this differs from country to country, but one of the aims of ENIUGH is to cooperate as widely as possible for example with Area Studies and institutions focusing on (for instance) the colonial and imperial history of the host country. Please provide information about how to mobilize in that sector as well.

A very successful element of previous conferences was its coincidence with a spring/summer school for PhD students. Would there be an opportunity to repeat this exercise in your place (this would mean having a venue from Monday till Wednesday for about 25-30 people).

Languages: the official languages of ENIUGH are English, French and German. While over the past years English became increasingly dominant in scholarly conversation, in non-anglophone countries this may hinder communication with the wider audience and sometimes even with students. Therefore, we would like to ask for suggestions how to bridge this gap and how to make the conference as attractive as possible for people like teachers at school or journalists dealing with history.

Topics and Themes of the Conference

While it is the SC who has to approve the final title of the conference, we would be very interested in your suggestions since you know much better the topics that are important to your country and academic community. Please both suggest an overall title for the conference and outline a couple of topics (perhaps already with people as possible chairs and organizers) which would be of specific interest in your place.

Special and Cultural Events

One of the criteria for or against attending conferences are special events like book presentation with well-known authors or round tables/ plenary forums with outstanding locals: notably scholars, but perhaps also politicians, journalists, or artists. Please provide information about the possibility of and interest in organizing such events (even with limited seating) and give a rough estimate of costs eventually involved with it.

Another aspect going in the same direction concerns cultural events taking place at the time of the conference. Of course, it might be too early to provide already detailed information but perhaps you can nevertheless sketch some thoughts on that aspect.