Call for Proposals: COCE 2027 Hosts

The International Environmental Communication Association (IECA) requests expressions of interest, followed by full proposals from **IECA members** at universities and other institutions that wish to host the biennial *Conference on Communication and Environment* (COCE) in 2027.

Typically, COCE locations have alternated between Europe (2013, 2017) and North America (2015, 2019, 2023) since these are where the majority of IECA members live. That means shorter travel distances for most delegates and consequently a lower environmental impact. COCE 2025 will be the first time IECA will be held in the Southern Hemisphere and potentially reach delegates from different locations. Moreover, with a virtual conference in 2021 and a first truly hybrid conference in 2023, the IECA increasingly embraces opportunities of remote participation. Thus, we are open to various locations and have a strong preference for hybrid options.

Conference hosts will work with the IECA Executive Director and Conference Committee in planning the conference.

The IECA will take primary responsibility for the logistical aspects of the following:

- Conference website and virtual conference platform
- Submissions, review, and program development
- Contracting with invited speakers
- Conference registration

The local host will take primary responsibility for the logistical aspects of the following:

- Arrangements with host institution
- Meeting spaces, including technology
- Virtual program and participation options
- Food/catering for meals and breaks
- Identifying suitable accommodations
- Providing invitations to those who need visas
- Volunteers during the conference
- Greening initiatives
- Excursions

Information about past COCEs can be found here: https://theieca.org/conference

Guidelines for Proposals

For COCE 2027, preliminary expressions of interest should be sent to admin@theieca.org by September 30, 2023. At that time, we can discuss details, answer questions, etc. before completion of the full proposal.

We will ask those who have expressed interest to submit full proposals for COCE 2027 by January 31, 2024. Full proposals should address each point below.

1. **Host:** Specify who is making the proposal, including individuals and institutions involved. If hosted by an institution, please include a letter of support from the institution's leadership as an appendix to the proposal.
2. **Dates:** Specify possible and preferred dates for COCE that work for your institution and location. This can often depend on availability of space and accommodation.
3. **Location:** Explain what conference delegates would enjoy or benefit from when visiting your city/region/institution. In other words, what makes it a desirable place to hold the conference. This can include people, organizations, geography, history, etc.
4. **Venue:** Describe where the conference will take place, including your site's meeting spaces/rooms, Internet access, possibilities for teleconferencing with virtual participants, etc.

5. **Hybrid conference:** Explain which possibilities will be offered for remote attendees including possible virtual and hybrid presentation and participation options as well as other innovative formats.
6. **Food:** Explain who would be providing lunches and refreshment breaks, sustainable food options, and how they would be delivered.
7. **Greening:** Provide details of how your site, caterers, etc. would undertake good practices for green conferences.
8. **Travel:** Describe how conference participants would travel to your location, including airport, coach, train, and public transportation information.
9. **Accommodation:** Describe possible conference lodging such as hotels, dormitories, and other options.
10. **Excursions:** Describe any thematic tours or local sightseeing options that scholars and practitioners of environmental communication might be interested in.
11. **Funding:** Describe possible financial support from your institution, grants, or other sources.
12. **Budget:** Provide a breakdown of the costs of the conference using the following template (adjust as necessary).

Variable expenses (per delegate)

- Reception
- Refreshment breaks
- Lunches
- Conference dinner

Fixed expenses

- Seminar/Board meeting room (1 room)
- Poster/Artwork/Publisher display room (1 room)
- Plenary lecture hall
- Breakout rooms (6 rooms)
- Pre-conference rooms
- Insurance
- Display boards for posters, etc.
- Signage and printing
- Administrative charges
- Other

Suggestions for Conference Organizing

- Recent COCEs have had 200 – 350 delegates, mostly from Europe and North America, but with participants from all regions of the world. Delegates are a mix of academics, practitioners, students and artists.
- Some COCE delegates participate virtually and we hope to increase the proportion of virtual delegates to reduce environmental impact.
- Since obtaining external funding is crucial for a financially viable conference, details about funding acquisition should be provided.
- COCE is typically held in June because this is when most academics are not teaching, and (some) members' children are out of school.
- Often the conference runs from Monday to Thursday but we are open to other formats. In the past we have had pre-conferences and workshops. While this is not a necessary part of the conference, the IECA strongly values specific offers for graduate students such as a graduate-student pre-conference.
- A typical conference usually consists of 3 – 4 sessions of up to 3 parallel breakout panels, ending before 5 PM. This is flexible.
- In addition to the more traditional presentation of scholarly papers and scholarly roundtables, organizers might consider alternative formats such as those that stress interaction and connection between scholars

and practitioners. Organizers also might look at "excursions" as "experiential panels" that allow conference attendees to explore ideas in more engaged ways.
- A special conference dinner is usually included.
- Optional excursions are also sometimes included in the conference.
- As much as possible, we follow green conference practices that include reducing waste, emphasizing plant-based food, minimizing paper use, etc.

Meeting rooms:

- 1 seminar room for the IECA Board to meet and conference coordinating, storage of registration materials, etc. This must be lockable at night and near the meeting rooms.
- 1 or 2 rooms for the registration table, posters, artwork, publisher displays, etc. Room(s) must be lockable at night and near the other meeting rooms.
- 1 auditorium, seating 300 people for plenary keynote with AV setup.
- 5 breakout rooms, seating 30 – 50 people for parallel sessions, with AV setup (all near each other).
- Rooms for pre-conference events if this is part of the conference.
- All rooms should have fast, reliable Wi-Fi access.

Accommodation:

- Typically, there is an option for low cost rooms near the site for student delegates and those with limited budgets (campus dorms for example).
- A variety of other nearby accommodation options.

We would like to sign a Memorandum of Understanding with the COCE 2027 host and be able to announce the COCE 2027 location at COCE 2025.

If you have any questions, please contact Steve Depoe at depoesp@ucmail.uc.edu. Thank you for considering hosting COCE.