



The Future of Research Communications and e-Scholarship

Call For Proposals to Host FORCE11 Annual Conference

We are now accepting proposals to host the FORCE11 Annual Conferences in 2024 and 2025.

If you are interested in hosting one of the next FORCE11 conferences, kindly review the information below before submitting a proposal to info@force11.org that addresses the items outlined in the [Proposal Submission Details](#) section.

- Deadline for FORCE2024 proposals: August 14, 2023
- Deadline for FORCE2025 proposals: January 15, 2024

Additional submissions would be considered for future years.

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Who Are We?

FORCE11 is a nonprofit volunteer organization with a strong, active community of scholars, librarians, archivists, publishers, infrastructure providers, and research funders who are working to facilitate the transition toward improved knowledge creation and sharing. Individually and collectively, FORCE11 aims to bring about change in scholarly communications through the effective use of information technology.

Who May Host?

Any FORCE11 member who shares the values and goals of the organization, along with a commitment to arrange an international event, may apply to host the annual conference. The person and their team will need the strategic means (mostly human resources and available location) to organize a 2-3 day conference for about 250-350 participants, including support for some form of remote participation, as the 2024 and 2025 conferences will be hybrid (in-person and online) events. Note that the virtual elements of the program may be distinct from the in-person elements, and the precise virtual format should be based upon available resources and available budget.

Historically our conferences have been linked to academic institutions, although we are open to exploring other venues and situations. The proposed local host conference chair should reside in the city of the proposed conference for the duration of the conference.

You won't be alone in organizing the event. The FORCE11 Board of Directors and FORCE11 members will actively support you in planning and managing the conference.

Why Host?

The FORCE11 conference showcases innovative tools and initiatives that reflect the most recent developments in open research and scholarly communications. The conference includes attendees from startups to policymakers. It puts your organization in front of a connected audience.

The FORCE11 conferences have been unique and dynamic forums that bring together a diverse group of people, including scholars, librarians, archivists, publishers, infrastructure providers, and research funders, in a lively and intense environment of discussion with a focus on collectively producing better scholarly communication from the bottom up.

Finally, YOU have the opportunity to shape the conference itself. Unlike many other conferences, this one allows YOU to influence how the event is hosted and designed. See the History section below for links to past conference activities.

FORCE11 Conference Support

FORCE11 will provide:

- Support the conference organizing committee with members and a co-chair (or vice-chair) from the Board of Directors and help with soliciting FORCE11 community members to join the conference organizing committee.
- Support from the FORCE11 Communications and Fundraising Committees.
- Website pages for conference activities.
- Access to FORCE11 app subscriptions (Sched.com, EventBrite registration system, Zoom, and Slack communications app).
- Financial management system for registration and sponsorship funds.
- Administrative support for the fundraising committee.
- Partnering and support to prepare and manage a budget that is at least break-even (must be approved by the FORCE11 Board of Directors).

Detailed Meeting Specifications and Expectations

FORCE11 relies on proceeds from the conference to cover all costs of the conference itself and to provide additional funds in support of the FORCE11 organization's annual operations (currently budgeted at \$40k, which must be included as part of the approved conference budget, but which we anticipate fundraising efforts should go a long way to covering). Because of this, we encourage conference hosts to use local resources to help subsidize conference costs and enrich the conference experiences of FORCE11 members. Examples of local resources include university provisions for discounted on-campus housing, local government and charitable organization grants to support conference programming, donations of local goods, discounts at local restaurants, sponsorship of social events for conference attendees, and donations for attendance scholarships.

The following outlines the details of the conference and the general expectations of the local host organization.

General Meeting Planning

Convene and co-chair a Conference Organizing Committee (with a FORCE11 Board member as co-chair or vice chair), to include members from the local host's organization and members of the FORCE11 Board and community. This committee should conduct regularly scheduled meetings. The committee will:

- Agree on a date for the conference with the FORCE11 Board.
- Select and elaborate on a meeting theme.
- Design and manage the logistics for the educational program/agenda (workshops, poster sessions, demos, keynote speakers, etc.) for a hybrid format (in-person and online) meeting.

Financial Requirements

- Create a budget with the FORCE11 Treasurer and obtain FORCE11 Board approval.
Fiscal expectations:
 - The budget **must** be break-even, including all estimated income and expenses, taking into consideration, all registration fees, registration waivers/discounts, anticipated fundraising goals, and the above-mentioned FORCE11 contribution.
 - Any net revenue or loss remaining after expenses are paid will be split 50/50 between the local host organization and FORCE11.
 - Both the FORCE11 and local organizers agree to manage the final approved budget and any additions to the budget must be approved by both parties before additional expenditures are added.
 - The host must continually monitor the budget, and reduce expenses if expected revenues (registration, fundraising, etc.) are not raised.
 - We are aware that attaining these fiscal obligations may not be possible for all organizations. Our hope is that excess revenue will be generated some years and some portion of any profit will be held to allocate towards subsidizing a FORCE11 Conference once every few years in a location where meeting these financial goals is not possible. If this is the case for your organization, the budget must be agreed with FORCE11, and any expected subsidy amount determined ahead of time.

FORCE11 Committee Engagement

- Ensure at least one member from the host location joins the FORCE11 Fundraising Committee to solicit and secure industry/organization sponsors and explore grant opportunities to provide financial support for the event.
- Assist the FORCE11 webmaster in setting up the conference information on the FORCE11 website; assist in editing and updating the website.
- Coordinate with the FORCE11 Communications Committee on announcements, marketing, and social media for the event.

Local and General Meeting Requirements

- Secure low-cost or no-cost meeting space and social event rooms.
- Oversee and coordinate all technical and AV setup, Wi-Fi, session recordings, videographer, and photographer.
- Set up and manage hybrid virtual meeting participation for at least some portion of program sessions, depending on available technology and within budgetary constraints.
- Provide support for the help desk and conference communications on the FORCE11 Slack channel.
- Oversee and coordinate pre- and on-site registration.
- Reserve and contract hotel rooms.
- Oversee and coordinate social functions.

FORCE Conference History

FORCE11 grew out of the FORC workshop held in Dagstuhl, Germany, in August 2011 – hence the ‘11’ in FORCE11. An important goal of FORCE11’s work and the annual conference is to gather and disseminate information to the scholarly communication community.

Conference Year	Location	Month	Attendance
Beyond the PDF (2011)	San Diego, California	January	96
Beyond the PDF 2 (2013)	Amsterdam, NL	March	212
FORCE2015	Oxford, UK	January	255
FORCE 2016	Portland, Oregon	April	359
FORCE2017	Berlin, Germany	October	231
FORCE2018	Montreal, Quebec	October	
FORCE2019	Edinburgh, Scotland	October	
FORCE2020	Canceled	October	N/A
FORCE2021	Remote	December	1237*
FORCE2022	Deferred	December	N/A
FORCE2023	Remote	April	161

* 2021 was online with no registration fee thus registrations were higher than in other years.

Proposal Submission Details

Please use the information below to prepare your proposal for consideration and send it by the deadlines stated above. Please send the proposal in PDF format and any supporting materials you wish to include to: info@force11.org.

A detailed list of items to include in your proposal is outlined below. However, here are a few areas that will be key to our final decision.

- Why do you want to host the FORCE conference?
- Why this proposed location?
- What are the preliminary estimated financial costs and potential income (see Meeting Specifications and Expectations above)?
- What are the proposed dates in 2024 or 2025?
- What are some social and entertainment activities in the area (historic places; restaurants, coffee shops, nightlife; outdoor activities and recreation, etc)?
- Ease of transportation to the location (ground and air).
- Type of available housing accommodations within walking distance of proposed meeting facilities.
- Other creative ideas you have for the conference.

General Information

- Host Institution/Organization Name
- Host Contact Person Name
- Host Contact Person Email
- Are you an active and contributing member of the FORCE11 community? Please explain.
- Provide details on any additional team members who can be a part of organizing the conference.
- Do you or others on the host organizing committee have experience organizing conferences the size of the FORCE conference? If yes, please explain in more detail.
- What is the tentative plan for pursuing local resources to subsidize expenses and enrich the conference experience?

Dates

- What are the available proposed dates for the conference? (Propose multiple options.)
- Are there any potential date conflicts with other related conferences? (Please list names and dates of potential conflicts.)

Program

- Is there a particular theme for the proposed conference?
- How might the theme and program attract new participants to the conference?

- Will the theme and program elements attract broad and diverse (disciplinary, cultural, and geographic) participation?
- Do you have any additional creative ideas to propose for the conference?

Facilities

- Please list the meeting facilities available for the conference. Is there:
 - A large room for 300+ attendees in a general-session setting?
 - A large area for breaks and meals?
 - An area to accommodate up to 20 demonstrations (poster board, table, electrical)?
 - Additional breakout rooms for 40-60 people?
- Are there nearby sites or opportunities for special conference events (banquets, social events) that have special appeal?
- Please explain if the proposed facilities fees, if any, will be donated or if there will be a cost.
- Are the meeting facilities located within walking distance of local activities such as restaurants, museums, nightclubs, theaters, shopping, etc.? Please explain what is nearby.
- Any additional comments on the facilities?

Housing

- Are the proposed meeting facilities located within walking distance of the proposed housing?
- Is inexpensive housing available for graduate students and others with limited budgets?
- What are the typical hotel room rates in the proposed location during the proposed time of year?

Transportation

- What is the name of the closest international airport to the proposed facilities and housing?
- What are the typical round-trip flight prices from key cities around the world to the location during the proposed time of year – New York City, Los Angeles, London, Berlin, Melbourne, Tokyo, Rio de Janeiro?
- What is the distance between the proposed airport and the proposed facility?
- What is the type of transportation between the airport and the proposed location, and what is the one-way ticket price for that transportation?

Proposal Review Process

A committee will be convened from the current FORCE11 Board of Directors to assess submitted proposals. All proposals will be assessed on how well all of the above elements have been addressed. This list of required elements should be considered as a 'nice to have' rather than a 'must have' for every submission, although facilities and budget are of particular importance, alongside a forward-thinking proposal for the conference theme itself.

We will also factor the submitter's relationship with FORCE11 into consideration, and if they have a strong enough support team in place to ensure a successful conference.

If a person submitting knows that the budgetary requirements will be too difficult to meet, they should provide an overview of what the expected shortfall might be, and how much subsidy may be needed. These submissions can be held until such a time as we know that FORCE11 would be able to support such an event.

Submissions

Please submit your proposal for consideration by the deadlines stated above. Please send the proposal in PDF format and any supporting materials you wish to include to: info@force11.org.

- Deadline for FORCE2024 proposals: August 14, 2023
- Deadline for FORCE2025 proposals: January 15, 2024

If you have any queries, please send them to info@force11.org.

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