

# International Conference on Environmental Enrichment

## Information for Potential Conference Hosts

Enquiries, preliminary bids or expressions of interest should be sent to:

Ms. Margaret Hawkins,  
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The following are some general points for potential conference organizers to address in preparing an expression of interest to host an International Conference on Environmental Enrichment. The location can be in any continent **other than that of the previous conference**.

### CONFERENCE REQUIREMENTS

1. Meeting duration: 4 -5 days plus one registration day.
2. Space:
  - a. Meeting space for at least 300 people.
  - b. Space for posters: At least 30 4'x4' posters to be displayed for the entire meeting; ideally with room for a lot of people to mingle and carry on conversations.
  - c. Space for vendor and non-profit organization tables.
  - d. Space for conference supplies and committee meeting: either one hotel room or one small room (separate from main meeting room) for conference supplies and correspondence and for the conference committee's administrative meeting.
  - e. Banquet space for at least 300 (typically the main meeting rooms).
  - f. You will need to check out the facilities of a large hotel or other conference facility to ensure adequate space.
3. Accommodation: It is desirable to have a variety of accommodation options including budget housing in university dormitories or home-stays as well as a range of hotels.
4. The conference host, which must be a zoological institution that houses captive animals, is responsible for the full conference structure, including planning the program, abstract review and printing the abstract book. The conference committee, if requested, is happy to make topic suggestions and possible speakers.
5. The conference host is responsible for conference advertising, obtaining sponsors and donors. They need to determine the registration fee structure and balance other costs so that the conference will be affordable and self-sufficient. The provision of conference giveaways such as T-shirts, mugs, etc.

### FOR SUBMISSION OF BID

For consideration to be a host, the following information must be submitted:

1. Host organization must be a zoological institution that holds captive animals and shows a strong practical commitment to the principles of behavioural management.
2. Planned date. Investigate and avoid the proposed 2013 dates for other zoological conferences, like IMATA, IAAAM, AZA, EAZA, SEAZA, ZAA, ICZ.
3. Meeting city/venue – accessibility, security provisions, attractions.
4. Conference venue options – size, facilities, cost, whether accommodation available at venue (include room rates, guarantees required, extra rooms etc. size limitations).
5. Accommodation: List of hotels in area with approximate room rates. Include distance from meeting place and available transportation.
6. Budget accommodation: Homestay opportunities; use of university dormitories.
7. Approximate cost of registration and what will be included and excluded.
8. Transportation options to get to host country – alternative airlines, discount packages. Transportation within host city.
9. Previous experience hosting conferences and / or workshops.

Once the host is determined, details can be worked out with the international enrichment conference committee. There are also additional suggestions and comments prepared by previous enrichment conference organizers available on request.

## SUGGESTED CONFERENCE PLANNING SCHEDULE

18 months before conference:

International conference committee can on request suggest topics areas, which they feel should be covered at the conference and suggest possible speakers for those topics. Approval by international conference committee of:

- a. Conference fee (provisional)
- b. Accommodation costs (provisional)
- c. Rough program outline (themes/format)

12 months before conference:

1<sup>st</sup> announcement, including rough program and a tentative registration form / preliminary call for papers

8 months before conference:

2<sup>nd</sup> announcement, including registration form and abstract submission details.

4 months before conference:

- a. Review of abstracts
- b. Send out final program

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