



Call for Expressions of Interest to host the SWSD2026 Conference

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Specifications and Criteria

The successful applicant will fully address and demonstrate compliance with the following specifications and criteria:

1. If the EOI is submitted by more than one organisation there must be a written agreement between the applicant organisations specifically noting that they represent the local/regional organisation of IASSW, ICSW or IFSW.
2. Evidence to confirm the financial viability of the host organisations
3. Evidence to confirm organisational capacity of the host organisation(s) to organize a conference
4. Proposed dates noting any potential advantages or disadvantages with the dates
5. The level of anticipated local participation and support for the conference
6. An indicative budget, which covers all anticipated expenditures and sources of income, including those regarding the solidarity and scholarship funds (below)
7. Capacity for translation in the official languages of IASSW, ICSW and IFSW and any local or regional language that would encourage and facilitate fuller participation in the conference. (English is the working language of the conference).
8. Capacity for online participation (hybrid event)
9. Any events, anniversaries or additional reasons why the country should host the conference
10. Proposed venue with detail of capacity to host plenaries, symposiums and workshops, and provide access for people with disabilities
11. Proposed venue should be within reasonable cost to allow for affordable conference fees that are inclusive to more practitioners.
12. Availability of accommodation from inexpensive to five-star
13. Legal or diplomatic restraints on attendance. A statement from the government will be required that there will be no barriers or restrictions on entry to the citizen of any country who is a bona fide member of IASSW, ICSW or IFSW.
14. Capacity to organize field visits
15. Proposals for social events

16. Opportunities for scholarships

17. Proposals on marketing including interactive website for marketing, program and registration

Checklist

The following checklist will be used during the screening process. Expressions of interest should indicate where in their documentation these items are addressed (if the information is not listed in the space provided).

- Written agreement of support from the local/regional IASSW, ICSW or IFSW member organisation
- Evidence of financial viability
- Evidence of organisational capacity
- Dates proposed
- Level of local participation and support
- Indicative budget with participant level of 1500, 2000 and 2500
- Capacity for translation
- Capacity for online participation (hybrid event)
- Any events, anniversaries, or extra reasons for hosting
- Proposed venue with detail of capacity and access
- Availability of a range of accommodation
- Legal and diplomatic constraints
- Capacity to organise field visits
- Proposals for social events
- Proposals on marketing and website
- Opportunity for scholarships

Guideline for Preparing the Budget

EOI must include preliminary budgetary information in order to be considered. Following the first level screening, proposers will be asked to detail revenue and expenses in accordance with a more detailed budget format.

Draft Budgets should include options for 1500, 2000 and 2500 participants.

1. Income

- Registration fees (include fee levels and prospective participant numbers for members, non-members, participants from developing countries, and students)
- Government grants
- Grants from other sources

2. Venue

- Leasing/rental costs for venue
- AV equipment

- Stationery
- Translation
- Budget venue to allow for more practitioners to attend
- Other venue costs

3. Programme Costs

- Expenses
- Speakers' travel and accommodation costs
- Transport costs
- Field visits
- Translation costs
- Other programme costs

4. Social Events

- Welcome event
- Conference dinner
- Other social events

5. Publications

- Delegate pack
- Other publications costs

6. Management

- Professional conference organizer fees
- Marketing
- Website
- Staffing
- Scholarships
- Surplus

7. Contingencies