

VENUE SPECIFICATION: ESRA CONFERENCE 2029

The European Survey Research Association (ESRA) is seeking a suitable venue (e.g., a university campus) to host the ESRA conference in 2029. The event is expected to attract approximately 1,000 participants. The requirements below are intended to guide interested host institutions in preparing a proposal.

VENUE LOCATION AND ACCESS

The venue must be accessible, preferably centrally located or well-integrated into the host city, with good public transport links. A university campus is preferred. Remote or isolated campuses will not be considered.

Walking distance or short transit access to a range of hotels, restaurants and services is essential. The host city must have a major international airport nearby, with good connections to the city centre and to the campus.

ACCOMMODATION

The host city should offer sufficient hotel and other lodging options for approximately 1,000 participants. A range of price levels is preferred, with most accommodation within a 20-minute walk of the venue. The availability of university guest housing or student dormitories during the summer period would be an advantage.

CONFERENCE DATES AND DURATION

The preferred timing is mid-July 2029, consistent with previous ESRA conferences. The main programme runs for 4 days, preceded by 1 additional day of short courses.

CONFERENCE FACILITIES

Plenary and large lecture hall. The venue must include at least one large lecture hall seating 500 or more attendees, for keynote addresses and plenary sessions. It should be equipped with audio-visual systems, including microphones and projection equipment, and with the ability to record or stream sessions.

Concurrent session rooms. The conference programme consists of a large number of concurrent sessions with presentations. Approximately 20 rooms (with different capacities) are required. These rooms should be close to one another, ideally within the same building or cluster of buildings, to allow smooth movement between sessions.

Each room needs a data projector connected to a PC or laptop, and reliable internet access.

Short course rooms. Approximately 20 rooms accommodating 30-40 participants are required for the short courses on the day preceding the main programme. These may be the same rooms used for concurrent sessions, provided they are available on the short course day.

Committee and meeting rooms. A small number of additional rooms should be available for committee meetings and board sessions. These must be available from the day before the short courses begin, and should suit smaller groups, with access to power and Wi-Fi.

Poster and exhibition area. The campus should provide a central space for poster sessions and sponsor exhibits, accommodating at least 100 posters and around 20 exhibitor tables, with access to power and Wi-Fi. Ideally, it should be located near coffee and refreshment stations to encourage foot traffic and engagement.

CATERING AND SOCIAL EVENTS

The venue must support lunch and coffee break catering for at least 900 participants at a time. This may be delivered through on-campus facilities or external providers but must be logistically convenient and time-efficient.

Catering is required as follows:

- Welcome reception
- Morning and afternoon coffee breaks on each of the 4 main programme days, and on the short course day
- Lunch on each of the 4 main programme days, and on the short course day
- Conference dinner

There should also be suitable indoor and/or outdoor locations for a welcome reception of up to 500 people and, if possible, facilities to host a formal dinner or other social events. The conference dinner may be held off campus (e.g., at a restaurant or a landmark offering this service). Where social events are proposed off campus, the proposal should outline a transport plan. Audio-visual equipment (projector, microphone, speakers) is required for both the welcome reception and the conference dinner.

LOCAL ORGANIZING COMMITTEE (LOC)

The hosting institution will be expected to assemble a local support team to assist with on-site logistics and day-to-day coordination during the conference. This team should include at least four to five staff or faculty members, and enough student volunteers to cover registration, room monitoring and general assistance during the event.

Indicative volunteer coverage:

- Registration desk: 3 people on the opening day of the main programme; 1–2 people on the remaining days
- Concurrent session rooms: 1 person familiar with the local audio-visual systems per room, on each day
- In addition, members of the team should be available in the months leading up to the event (a few hours per week, by email and video call) to assist with organizational matters

ESRA appreciates that this support is offered on a voluntary basis and recognizes it as a vital contribution to the success of the conference. If remuneration is required, relevant details must be clearly set out in the proposal.

The leader of the LOC will be formally designated as the ESRA Local Conference Chair, acknowledged in the official conference programme and all related materials. The LOC Chair and representatives of the host university will be invited to participate in the opening keynote and welcome events, and the university will be prominently recognized in the programme, on the conference website, and in all promotional materials.

FINANCIAL MODEL

The conference will be funded through individual registration fees and sponsorships, both managed and collected by ESRA. Outreach to potential sponsors is led by ESRA, and the participation of the local organizing team in identifying or facilitating local sponsorship opportunities is warmly welcomed.

ESRA will cover expenditures related to the conference, including catering, printing and other logistical costs. ESRA also welcomes the possibility of using the venue free of charge or at a reduced rate, consistent with common academic hosting arrangements. If the hosting institution expects any additional costs (e.g., space rental, security, cleaning or equipment charges) these must be clearly stated in the proposal. Preliminary budgets must be submitted to ESRA for approval.

BENEFITS TO THE HOST INSTITUTION

Hosting the ESRA conference offers several benefits. It provides international visibility and positions the institution as an active supporter of a diverse and comprehensive social science community. The event is an opportunity to showcase the institution's research expertise and scholarly community to an international audience, and it enables valuable networking with experts and institutions in the field of survey research. Students and volunteers involved in the organization will gain practical event experience and exposure to an international academic environment. More broadly, hosting the conference reinforces the institution's reputation as a hub for research, education and public engagement on the global stage.

PROPOSAL SUBMISSION

Proposals should include:

- Description of the proposed venue and its facilities, mapped against the requirements above
- Proposed dates. However, please note that ESRA happens around the same weeks every two years
- Accommodation options and indicative price ranges
- Composition of the proposed LOC, including the nominated LOC Chair
- Any costs the host institution expects ESRA to cover
- Any local sponsorship opportunities the host can help facilitate

Deadline: 11th December 2026

Submit to: Eva Aizpurua, Conference Chair of ESRA29 at eva.aizpu@gmail.com and conference@europeansurveyresearch.org

Decision expected: 31st January 2027

CONTACT DETAILS

Eva Aizpurua, Conference Chair of ESRA29 – eva.aizpu@gmail.com and conference@europeansurveyresearch.org

ANNEX — SPECIFIC REQUIREMENTS: ESRA 2029

The host is responsible for:

- All local event planning and logistics for the conference, including securing suitable venues for the conference sessions and social events (and providing them free of charge), room reservations, catering orders (lunches and coffee breaks), negotiating reduced rates at hotels (and establishing booking procedures), and finding local sponsors.
- Hiring temporary staff (typically students at the host university) to staff the conference (for example the reception desk, audio-visual and other technical support) and to handle email enquiries in the months preceding the conference. Costs are covered by ESRA.
- Planning special events, including the welcome reception and conference dinner and related entertainment (for example live music at either event, speeches from local representatives, and special transport requirements), as well as any other planned tourist activities for delegates such as special tours at negotiated rates.
- Gathering location promotional material, for example from the local tourist board, including maps, information about local restaurants, and travel information.
- Printed materials, including the conference programme, and the preparation of delegate registration packs and their contents. This includes identifying on-site or local printing services to produce the programme, conference bags, posters, banners and badges (typically designed by ESRA).
- Assisting the Scientific Committee in finalising the programme and the logistical aspects of assigning sessions to rooms.
- Arranging accommodation and transport for keynote speakers and arranging keynote speaker compensation. Costs are covered by ESRA.
- Arranging gifts and certificates for invited speakers and prize-winners. Costs are covered by ESRA.
- Helping to promote the conference among the local community of survey researchers and students, and suggesting local representatives, including officials, to participate in keynote events and the opening.
- Optionally, providing an opportunity for local media to participate in publicising the event.

