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# LILAC Conference - Hosting Application

## Applicant details

Name (main contact):

Institution:

Contact address:

Contact email:

## Venue Information

### Requirements checklist:

* Lecture theatre (min. 250 seats, ideally with Lecture Capture)
* 5 break out rooms (min. size 25 seats, including at least 2 larger rooms of 70-100 seats. 5 rooms must accommodate min. 250 delegates in total. Versatile teaching spaces which could be cabaret or lecture style)
* Welcome/registration area (reception desk, area for notices)
* Exhibition area for posters (poster boards required for up to 15 posters)
* Sponsor area (require power, tables (10-12 sponsors), ideally close to catering area)
* Catering area (relatively near to welcome area/sponsors, at least 2 service points, tables/seating for a good proportion of delegates)
* Cloakroom (coat rails and area to store luggage)
* Quiet space for delegates to take a time-out
* Storage for conference materials/sponsors materials
* Reliable WiFi access (an alternative to eduroam is required)
* Fully accessible (including step-free/wheelchair access and hearing loops)

Please confirm the venue(s) proposed meets the above requirements

### Details of the venue (please include information on suitability based on the above criteria, information on break-out rooms and whether fixed/flexible seating, floor plans/photos where available, and accessibility information for the building and conference spaces):

### Venue hire costs:

### Venue accessibility information (including details of step-free/wheelchair access and hearing loops):

### AV/IT/Facilities support provision (and any associated costs):

### Catering costs:

### Proposed dates (LILAC is usually held in the week prior to/after the Easter weekend):

### Travel details for venue (local, national & international):

### Local accommodation options:

### Suggested networking event (2 options, with pricing if possible):

### Suggested conference party venues (2 options, with pricing if possible. Buffet dinner, dancefloor and DJ required):

## Support for the conference

### Please provide evidence of senior management support for hosting the conference:

## Thank you!

Once completed, please send your application and supporting any documentation to Claire Packham (LILAC Chair) via [claire.packham@city.ac.uk](mailto:claire.packham@city.ac.uk).