**Initial proposal to host a UNICollaboration conference**

The UNICollaboration conferences have been held to date at the Universidad de León, Spain and Trinity College, Dublin, Ireland. We are currently looking for expressions of interest in hosting the 2018 and 2020 conferences. UNICollaboration conferences should be held during the months of February, March or April and are usually attended by 150-200 participants.

Please note that the UNICollaboration organization will not provide any financial support for the conference. All costs must be covered by the organizing institution. Any remaining funds from the conference will be used to finance an open-source publication of the conference proceedings.

Please send your proposals to the UNICollaboration board at: raodo@unileon.es

Your initial proposal should include the following information:

1. Background information about the organizing team (e.g. previous experience in telecollaboration and in conference organisation etc.):
2. Background information about the host institution -e.g. size of campus, standard of installations, ease of access to campus from the city (please include urls or photos if appropriate):
3. Background Information about the host city (e.g. availability of accommodation, average prices of accommodation and restaurants etc.):
4. The team’s motivation for hosting the conference:
5. The team’s proposal for the theme of the proposal, possible plenary speaker invitations etc.
6. Any sources of financial support you may have to help cover the conference’s costs:
7. Rough estimate of cost of organizing a 3-day conference at your institution. Please take into account the following:

Travel and Accommodation for 3 plenary speakers:

Coffee and Light lunches for 150 participants for 3 days:

Welcome reception:

Other costs (room hire, stationary):