**Global Alliance for Justice Education**

**Request for Proposals to host the 12th Worldwide GAJE Conference**

Host Institution Full Name:

Host Institution Address:

Contact person for this proposal:

Name:

Position:

Email:

Phone:

***NOTE****: Please provide the following information on the host institution by typing your responses directly on this form. Please be as concise as possible. You may include relevant documents as part of your proposal, if helpful in responding to any item. If you do so, please identify and reference any such attachments at the appropriate place on this form.*

**I. Host institution profile and event infrastructure**

***NOTE***: If there is more than one host institution, this form should be completed in the name of the primary host institution. You may also refer to any partner host institutions when relevant to the information requested in this section.

Please provide an overview of the following:

(a) Host institution’s justice education mission and portfolio of justice education activities

(b) Past experience in organizing international events, including their size and co-organizing partners, if applicable

(c) The total number and size of meeting rooms available for the conference

(d) Accommodations for delegates at the host institution, if any, including brief description of the accommodations

(e) Catering/dining options at the host institution

(f) Technical and general logistical capability, including availability of: 1. institutional support; 2. volunteer support; 3. technological capability to host part of the conference in an on-line format;

**II. Support by the host institution and its partners**

Please provide additional information on financial or in-kind support to be provided by the host, such as use of staff and/or number of volunteers; logistical operations; catering; accommodations for delegates (including a brief description of any accommodations that would be provided, if any). For each item of support, also indicate whether it would be full support or partial (and if partial, the extent of the cost that would be provided by the host).

**III. Timing of the conference**

Please provide information with regards to any preferences or requirements with regards to the exact timing of the conference. Preferred dates for the 11th Worldwide conference are July 2024, December 2024, or July 2025.

**IV. Proposed local content of the conference, field visits, and justice education advocacy beyond the conference**

Please provide information on ongoing local social justice and justice education initiatives by the host institution, including those with local partners, and by local civil society organizations or community projects. Please indicate whether there are possibilities to organize site visits during the conference to local justice education-related organizations and centers and/or local justice education-themed presentations and debates. Also, please provide information on how this conference will be used to advance human rights and social justice education in your country and the region beyond the conference.

**NOTE***: Proposals that offer site visits and incorporate local content and an advocacy plan for strengthening justice education beyond the conference will be favored.*

**V. Estimated cost of conference**

Please provide your best cost estimations, in USD, for the following items (where relevant, assume that the conference will draw a total of approximately 300 delegates):

(a) Accommodations. For each type, include a brief description of the facilities, their location in relation to the conference venue, and the approximate number of rooms that would be available for delegates. Also, for any hotels please note if special conference rates would be available. (If more than one date is proposed and there is a significant difference in hotel cost, please provide the estimated cost for each proposed date.)

*Low-cost Host/University residence (dormitory or other)*

*2-star hotel or equivalent*

*3-star hotel or equivalent*

*4-star hotel or equivalent*

(b) Food, including lunch and 2 coffee/tea breaks during each conference day (cost per person per day), an opening dinner (cost per person), and a closing conference dinner (cost per person).

(c) Local transportation, including airport transfer (both ways), hotel-to-meeting transfers (if necessary), and transportation to any field trip sites.

(d) Printing and conference supplies, including conference materials (conference program and agenda, list of participants, name tags), banners and signs, and conference bags together with their contents (note pads, flash drive, etc.).

(e) Logistical and administrative support, such as administrative assistant, financial assistant, and other administrative costs (other than support provided in-kind).

(f) Draft budget. Please provide a draft overall budget in USD, including the costs listed above and any other expected expenses. This budget should indicate for each item the amounts that would be paid by the host and the amounts that GAJE would be expected to pay.

(g) Additional opportunities for support. Please inform us on any potential local or international donors or organizations that could be interested in providing financial or in-kind support for the conference. Please provide contact information and a brief explainer about your institution’s relationships with these donors and organizations, if any.

**VI. Estimated cost for travel to the conference**

Please provided estimated cost of round-trip economy airfare to the conference from the following cities (if more than one date is proposed and there is a significant difference in travel cost, please provide the estimated cost for each proposed date):

Bangkok or Singapore

Beijing

Buenos Aires

Frankfurt or Munich

Johannesburg

Lagos

Mexico City

Mumbai

Nairobi

New York

Sydney

**VII. Financial arrangements between host and GAJE**

It is anticipated that some conference expenses will be paid by GAJE and some by the host institution (or other local supporters). Please provide information on arrangements the host institution will be able to make to manage and account for the finances for the conference, including any payment by GAJE of local conference expenses. For example, will GAJE be expected to pay local service providers its share of expenses directly or will the host institution be able to pay local providers on behalf of GAJE, subject to reimbursement?