

## BAMT Conference 2024 Formal Proposal

Thank you for expressing an interest in hosting the BAMT 2024 Conference.

We would like to invite you to submit a formal application outlining the details of your conference proposal. Please feel free to include different forms of media in your proposal as well as a PDF.

The closing date for proposals is **3rd May 2022 (9am)**.

Within the proposal we would like to see information around the following areas;

### Dates:

- Proposed dates (or date windows) for the conference to take place.
- BAMT Conferences are usually held over a Friday/Saturday/Sunday in the first half of the year (preferably March-May).

### Venue:

- Rooms details: 10-15 spaces (including a plenary room holding 400-500 people), poster/exhibition area, coffee/lunch area.
- Accessibility details. It is important that areas of the venue being utilised by the conference are fully accessible by all delegates (step free access, t-loop, quiet spaces etc).
- Capacity for digital streaming (strong Wi-Fi etc, the platform will be subject to a separate tender process).
- Catering Options: Lunch as well as Tea/Coffee & snacks are provided throughout the conference.
- Details, as appropriate, of any separate venue intended for the opening ceremony.
- Venue environmental & sustainability.
- Approximate cost.

Locality:

- Transport links (bus, train, airport, etc)
- Hotel/Accommodation at various price points
- Evening Dining options for delegates

Local Organising Committee:

- Names, and roles, of all those involved in the Local Organising Committee (LOC).
- How do you intend to involve service users in the conference process?
- Tourist agencies, university events teams and conference centres can work with the LOC to create the bid but the bid itself must come from within the Music Therapy Community.

Please note - Once the successful bid is agreed BAMT will work with the LOC to create the Conference Organising Committee and ensure it has the skills and experience needed to support the creation and running of a successful conference. BAMT will however, at all times, be owner of the conference (thus legally & financially responsible).

**The closing date for proposals is 3rd May (9am). Proposals should be sent to [Info@BAMT.org](mailto:Info@BAMT.org)**

**For any questions in relation to this please contact [Jonathan@BAMT.org](mailto:Jonathan@BAMT.org)**