



**ROYAL
ECONOMIC
SOCIETY**

RES PhD Conference 2024

Expression of Interest: Host Venue

The Royal Economic Society (RES) is seeking expressions of interest to host the RES PhD Conference in 2024. We are looking for ambitious hosts with suitable facilities who can collaborate with the RES and deliver a conference in November/December.

Held since 2016, the RES PhD Conference (formally the RES PhD Symposium) is a student led initiative – run by PhD students for PhD students. In 2024, we see a shift to an Autumn date as a good opportunity for PhD students to gather ahead of the Job Market in December.

The RES PhD Conference is an annual event aimed at supporting PhD students studying economics. It attracts around 100-150* participants from UK and international universities and is an opportunity for students to hear keynote lectures, present their own papers in general sessions and network. The conference offers an opportunity to showcase your department and institution, brand alignment with the RES as well as promotion via our networks, including CHUDE, European Job Market in Economics (EJME) and our RES members database.

A typical RES PhD Conference programme comprises of:

- Keynote Lectures featuring distinguished speakers
- 60 general paper presentations in approximately 3 parallel sessions
- Poster sessions during the lunch break
- A “How to Prepare for the EJME” session – live streamed from the event
- Hosted by a key RES Officer
- A networking social at the end of the event.

The conference programme, including the selection of keynote lectures, is designed by a committee of PhD students based at the host institution, from which up to 2 students lead the programme committee who review the paper submissions and coordinate the logistics of the event. The RES PhD Conference requires 3-month lead in time, and we are looking for ambitious hosts who can deliver a conference by early December. (See timeline overleaf). We are also open to universities collaborating from a geographical area to host the conference.

The RES Events Manager supports the host institution and host contact(s) and oversees the overall management of the RES PhD Conference.

Venue requirements

The RES PhD Conference requires the following space:

- Main lecture theatre/auditorium to sit 150 (approx.)
- 3 – 4 smaller breakout rooms for paper presentations
- AV included in all rooms
- A registration area
- A catering space, ideally large enough to accommodate poster boards, for 10 - 15 posters presentations.

Royal Economic Society, 2 Dean Trench Street, Westminster, London, SW1P 3HE

Telephone: 0203 137 6301 Email: resoffice@res.org.uk

The Royal Economic Society is a registered charity no. 231508. VAT registration: 214168584

Host institution remit

The host institution would provide the following:

- suitable venue space for the lectures, catering and general sessions
- facilitate finding a PhD committee including 1-2 student leads to liaise on programme content, paper reviews and overall format
- provide a link to the venue event management team, facilities services, and a senior contact within the Department for overall promotion of the conference
- provide financial support; see budget below.

RES Remit

- Overall conference management
- All speaker management
- Support and process guidance for host
- Paper submission platform provision and training
- Booking platform and delegate communication
- Marketing
- Budget management.

Budget

- The RES PhD Conference is free to attend for PhD students
- A typical RES PhD Conference costs between £9,000 - £11,000. The RES provides up to £6,000 in funds and the host manages the remainder. The overall budget can depend on what can be contributed in kind such as use of department rooms, or what can be leveraged in terms of sponsorship
- The budget also needs to cover a travel fund to help with covering attendance at the conference for students
- Typically, the host venue will meet the costs of the venue hire, AV supplier costs, catering costs (for example).

Timeline

Date	Task
31 May	Expressions of interest submitted to Georgina Jenkins, Events Manager at events@res.org.uk
3 - 5 June	Follow up questions sent (from RES) and responses returned
7 June	Decision emails sent
24 June – 28 June	Conference date published Call for papers launched Bookings open
19 July	Call for papers closes
22 July – 2 August	Papers reviewed by committee
August	Programme content populated
September	Programme signed off
October	Programme published
Late November / Early December	RES PhD Conference

The above would be confirmed and finalised with the host venue.

For questions, please contact Georgina Jenkins, RES Events Manager on events@res.org.uk.

FORM FOLLOWS...

RES PhD Conference 2024

Application for host institution for 2024 Conference

Applicant information

Institution name	
Institution address	
Contact name (lead for EoI)	
Contact email address	
Contact role/title	

Travel to venue (Please give an overview of access and travel options for delegates)

Facilities at venue (Give an overview of the meeting room and catering space.)

- Do you have facilities to live stream elements of the conference?** YES NO
- Do you have boards that can be used for poster presentations?** YES NO
- Does each room you propose to use have built in and accessible AV?** YES NO

General overview (Please use this space to include information on your institution and why you think you are suited to hosting the RES PhD Conference. Please include information about your approach to ED&I and Sustainability)

Dates host can accommodate (Select all that apply)

- 19 November
- 20 November
- 21 November
- 26 November
- 27 November
- 28 November
- 3 December
- 4 December
- 5 December