![ICOLC - International Coalition of Library Consortia]

ICOLC Hosting Application for EMEA 2023

In the Fall, International Coalition of Library Consortia (ICOLC) members meet in a place in the EMEA time zones to discuss strategic and applied topics that advance both the individual and collective practices of consortia. Hosting an ICOLC meeting is a great opportunity to

- meet consortial peers from around the world;
- showcase your city and your consortium; and
- give back to the community

Past meeting hosts are listed at: https://icolc.net/meetings

Submission Details
- The deadline for EMEA Fall 2023 applications is December 31, 2022.
- Please send your application to the ICOLC Coordinating Committee by posting a message to icolccoord@lyralists.lyrasis.org
- Questions? Post a message to icolccoord@lyralists.lyrasis.org.

Consortium Information
Name of Consortium (or Consortia if applying as a group)

_____

Short description of Consortium/Consortia. Tell us why your consortium wants to host this event.

Location of Consortium/Consortia. If proposed site is different, please explain.

(Country, City, etc.) _____

Proposed location of meeting, if different from above _____

If you've previously hosted, what year(s) did you host? _____

Contact Info for Applicant(s) (Executive Director or equivalent)
    Email   _____
    Phone   _____
    Address   _____
                    _____

Meeting Dates and Logistics

Proposed Dates of Meeting _____
Check against local events and library-related events. The Hosting Best Practices document may be a useful starting point.

Potential Meeting Venues (Hotels, Libraries, etc.) for Hosting: Describe your options for hosting the meeting, may include estimated or average costs for conference rooms or meeting space, hotel rates, etc. Include catering minimums if available. *Examples:*

HOTEL EXAMPLE ONE
120 S. Main Street, Mainsville, USA
URL of hotel
Contracted Conference Room Rate:
- $159 / night, single or double occupancy (April 5-9, 19-23, or 26-30, 2020) $179 / night, single or double occupancy (April 12-16, 2020)
- Food and Beverage Minimum: $30,000 for length of conference
- Meeting Space Rentals: Cost waived as long as food & beverage minimum met

NATIONAL LIBRARY or OTHER SPACE
Beautiful just renovated national library with auditorium seating with a capacity of 200 with projectors and computers for presentations, free WiFi, 7 breakout rooms, coffee shop in basement, no fee for meeting. Can bring in catered food from approved vendors.

Travel to the Venue and around the city: Describe the travel options for international and national travelers to the host city. Airports and airlines flying in, trains, etc. as well as ease of getting from airports to hotel/location of venue and housing. Describe transportation options within the city.

Requirements for Hosting
Host consortia volunteer staff time and resources to organize the meeting. To be considered as a host, it is essential that each consortium meets all the following requirements:

Staffing/Volunteers

- ☐ The consortium/consortia has adequate staff and administrative support to plan and run this event (potential pre-meeting tasks that require staff time: event planning, program committee work, communications, registration management)

- ☐ The consortium/consortia has staff members or consortial volunteers that can be on site during the event (e.g. "floor runners" in plenary sessions, venue liaison, information table staffer)

Registration

- ☐ The consortium/consortia has the ability to host a conference website and to provide event registration via credit card (or can obtain such services).

- ☐ The consortium/consortia has the ability to pre-pay costs such as meeting rooms, catering, AV, etc. that will be covered by registration fees.

Any final information or comments you would like to make on your ability or interest in hosting an ICOLC meeting?

Thank you for your application!

ICOLC Coordinating Committee

Angus Cook, Council of Australian University Librarians |CAUL
Anne Craig, The Consortium of Academic and Research Libraries in Illinois | CARLI
Celeste Feather, ex officio for administration | LYRASIS
Teri Galloway, Statewide California Electronic Library Consortium | SCELC
Amanda Holmes, Canadian Research Knowledge Network | CRKN
Jiri Jirat, National Library of Technology in the Czech Republic | CzechElib
Nancy Kirkpatrick, Ohio Library and Information Network | OhioLINK
Rick Moul, Partnership Among South Carolina Academic Libraries | PASCAL
Patrick Peiffer, Bibliothèque National du Luxembourg
Pim Slot, the collaborative organisation for IT in Dutch education and research | SURF