



Proposal for hosting a CADAAD Conference

Please submit proposal in a single PDF file to the Chair of the Executive Committee by the date agreed. Proposals should be structured under the following headings, covering each of the points listed below.

1. Outline

- a) What makes the proposed venue suitable for hosting CADAAD?
- b) What about the proposed venue is likely to be attractive to CADAAD delegates?
- c) How strong is critical discourse research locally and how many local delegates are likely to attend?

2. Organising Committee

- a) Chair of Local Organising Committee
- b) Conference Secretary
- c) Other members
- d) Previous experience of members in organising conferences

3. Conference Venue

- a) Institution
- b) Description of rooms (size, layout etc.)
- c) Description of other spaces used
- d) Audio-visual technology
- e) Technical support
- f) Lunch arrangements
- g) Venue for wine reception
- h) Venue for conference dinner
- i) Location of venue in relation to local accommodation
- j) Accessibility and special needs

4. Conference Location

- a) Local and international transport
- b) Local accommodation (including range of available prices)
- c) Tourism
- d) Visa restrictions



Critical Approaches to Discourse Analysis across Disciplines

5. Finance and Fees

- a) Financial support
- b) Estimated registration fees
- c) Bursaries and fee-waivers

6. Support

- a) Review of abstracts – how will this be managed?
- b) Administrative support, including arrangements for payment of registration fees
- c) Student volunteers
- d) Sponsors