

GUIDELINES FOR SUBMITTING A PROPOSAL FOR
THE INTERNATIONAL SYMPOSIUM ON BILINGUALISM – ISB17 in 2029

DEADLINE: 1 October 2026

Section 1: About the Host Institution:

Please tell us about the institution that will be the main host of the symposium

1. Institute name:
2. Contact person:
3. Contact information: address, email, website
4. Short description of the institution, including institute URL
5. Short description of the institution's activities in the field of bilingualism/multilingualism
6. Short description of main organizer(s)'s research background and previous interactions with ISB (e.g., previous ISB conferences attended)

Note: if a group of institutions proposes to collaborate to host ISB, please provide details of all collaborating institutions while nominating one as the lead.

Section 2: Conference Planning:

Please tell us your plans for the 2029 conference.

Note: organising a conference like ISB is not a small task. In your bid, please confirm you have carefully considered aspects such as your institute's policies, feasible fund raising plans, venue capacity and booking, and any other practical details that could impact conference organisation (e.g., advance bookings or payments being required).

1. Proposed dates (and how these were determined, for example avoidance of holidays, for weather reasons, to coincide with local events, etc.). The conference should preferably be in June or early July.
2. Proposed location (both city and the specific venue – if possible, include some photographs of the venue). Will the conference also feature a hybrid component, allowing presenters who due to personal or financial circumstances cannot attend on site to share their work with the community?
 - There should be no burdensome visa requirements or other political considerations that might limit the opportunities for participants or exhibitors to attend the conference.
3. Planned number of participants. Previous ISB conferences have varied in terms of the number of participants (between 500 and 1000 people attending in person). The expected number of participants will also depend on the location and the conference format (hybrid or in person only).
4. Structure of the organizing committee. Where possible please also provide names of potential committee members as well as the name of a potential scientific chair (who could be from a different institute than the main organizing committee).
5. Estimated registration fee and what it will include. The conference host is responsible for conference advertising, obtaining sponsors and donors. They need to determine the

registration fee structure and balance other costs so that the conference will be affordable and self-sufficient.

6. Estimated budget, including projected expenses and projected revenue. The local organizing committee is responsible for raising all funds necessary to host the conference, as ISB is not an organization or a legal entity. The function of the steering committee is to provide advice based on previous experiences.

7. Number and nature of scholarships to be offered (please specify the type of scholarship, for example, waived registration fees, travel and/or accommodation grants). The ISB is committed to providing support for the participation of graduate and postgraduate students at ISB meetings.

8. Support possibilities for the participation of academics from economically disadvantaged countries. Conference organizers should commit to do their best to support participants whose abstracts have been accepted. The ISB is committed to let the conference be a reflection of the diverse research community of bi/multilingualism researchers and we encourage conference organizers to be as inclusive as possible.

9. Language policy: presentations at ISB conferences should be in English or in any other language(s) declared acceptable by the local organizing committee.

10. Preliminary ideas about the nature of the program, plenary speakers, invited panels, etc.

The ISB steering committee works in conjunction with the local organizing committee in the final selection of the plenary speakers. Criteria to consider are area of specialization, coverage of the field, gender balance, division across continents, quality as a speaker, impact of publications, not having been a plenary at ISB before, and other aspects. ISB has a tradition of being inclusive and the goal is to reach out to all researchers in the field.

11. Why will this be an important meeting for you, your institution, and your city at this time? Please provide a brief description of the benefits you and/or your city/region would expect to gain from hosting the symposium.

12. Please list any experience your institution has hosting conferences and other international events.

13. Are there any factors which would restrict participants from attending the conference in your country (transportation difficulties, visa restrictions, lack of facilities for people with disabilities)?

14. Planning the program, abstract review, and notification of acceptance to participants. Please provide an estimated timeline covering anticipated deadlines for symposium submissions, individual abstract submissions, abstract review, abstract acceptance notification, and early bird/final registration deadlines. If you are considering submitting a bid and would like to see the timeline from a previous ISB conference, please contact secretaryofisb@gmail.com

The selected applicant will be announced and invited to present pre-planning details during the ISB business meeting at the immediately preceding ISB.

A note about the location:

The conference venue needs to have facilities that allow all participants to be in one plenary room or to video-stream plenary lectures to an additional room. It is preferred to have a venue that is relatively compact and convenient. Furthermore, the venue must support some conference rooms capable of holding 200 people each (for colloquia and invited panels) and

about a dozen conference rooms capable of holding 30-50 people (for parallel sessions). Furthermore, these rooms should be relatively close to each other. Finally, there should be a suitable location for posters. Some basic guidelines are:

- Lunch and coffee breaks for 750+ people should be organized, either at the conference venue itself, or very close to it.
- It should provide a list of 5-7 options of accommodation near the venue (preferably within walking distance), including inexpensive accommodation for students such as guest houses or dormitories .
- There should be no burdensome visa requirements or other political considerations that might limit the opportunities for participants or exhibitors to attend the conference.
- The venue should be reachable in less than an hour from a major airport, with good connectivity to major international hubs.

Section 3: Format of the application:

Applications may take the form of your choosing but must include all the information requested above, in numbered order AND must include a formal commitment from the authorities at the host institution.

Your bid may be submitted via email to the address below to Dr Angela de Bruin, Secretary ISB Committee, to reach her no later than 1 October 2026.

Section 4: Timing of the decision:

The ISB Committee takes the bid into consideration and is the deciding body. It is expected that a decision on the winning bid will be made by the ISB steering committee in October/November 2026 and communicated to bidding organizations as soon as possible, but no later than the end of November 2026.

Following the submission of bids, but prior to the decision of the ISB committee, it is possible that representatives from bidding institutions will be asked to respond to emails should the ISB committee require any further information or clarification. Please be advised that the successful bid contact person will be asked to join the ISB Steering Committee to help shape the ISB community and conferences.

Address for submitting proposals:

Email address: secretaryofisb@gmail.com

Postal address:

Dr Angela de Bruin

Secretary ISB Committee

Department of Psychology

University of York

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