

ARCC

2025 ARCC INTERNATIONAL CONFERENCE

2026 ARCC-EAAE INTERNATIONAL CONFERENCE

Request for 2025 Proposals: Application Deadline: October 31, 2023

ARCC is an International organization dedicated to advancing architectural and environmental design research to improve the quality of life in the designed environment. Each year the Architectural Research Centers Consortium holds a pivotal international conference on architectural research, broadly and inclusively defined. To fulfill its mission, the ARCC conferences are held in partnership with an academic host institution. Every other year, ARCC partners with EAAE (European Association for Architectural Education) and holds a joint US-EU conference. Recent conference hosts and locations include:

- 2024: Aarhus University, Denmark (EAAE-ARCC)
- 2023: Texas Tech University, Texas (ARCC)
- 2022: Florida International University, Miami (ARCC-EAAE)
- 2021: University of Arizona, Tucson (ARCC)
- 2020: Universitat Politècnica de València, Spain (EAAE-ARCC)
- 2019: Ryerson University, Toronto (ARCC)
- 2018: Temple University, Jefferson University, and Drexel University, Philadelphia (ARCC-EAAE)
- 2017: University of Utah, Salt Lake City (ARCC)
- 2016: Universidade Tecnica de Lisboa, Portugal(EAAE-ARCC)

ARCC invites proposals from member schools to host the 2025 ARCC International Conference or the 2026 ARCC-EAAE International Conference. Letters of Interest and Intent should be submitted by **October 31, 2023**, and meet the following guidelines:

GUIDELINES FOR ARCC CONFERENCE LETTERS OF INTEREST AND INTENT

ARCC Conferences are a premier outlet for disseminating leading-edge research on architecture and the built environment. They are planned for 150-200 attendees, with sessions structured to allow ample time for discussion. ARCC conferences are self-supporting events; registration is inclusive of all costs associated with the Conference, including venue, keynote speakers, receptions, meals, local transportation between events (if required), and conference badges.

The responsibilities of the Conference Host are to:

1. Propose a conference theme guided by the inclusivity mission of the organization. Sub-themes can be developed in coordination with the ARCC board.
2. Identify a conference chair (or co-chairs) who acts as the primary point of contact between the ARCC board and the host institution. The conference chair is invited to attend ARCC board meetings. Additional meetings are scheduled between the Chair and the host conference committee, with the ARCC president and a Board member responsible for conference coordination.
3. Propose keynote speakers in consultation with the ARCC Board of Directors. The Keynotes must be scholars or practitioners with a distinguished record in an area relevant to the theme or a subtheme of the Conference.
4. Manage all local logistical arrangements to host conference sessions, keynote speakers, plenary sessions, paper presentations, workshops, poster exhibits, tours, and social events, including equipment and food.
5. Provide IT support for the Conference.
6. Arrange participant accommodations (if needed), venue sites, and any necessary local transportation.
7. Prepare a preliminary budget for all local Conference hosting costs in consultation with the ARCC board.
8. Present a budget report for review at ARCC Board monthly meetings once the proposal has been accepted.

The responsibilities of the ARCC Board are to:

1. Develop communication material for the Conference in consultation with the host institution. These include the conference website, email communications, and social media. The local host may have their Conference website but must link to the ARCC website for up-to-date information, deadlines, and contacts.
2. Prepare a call for submissions in accordance with the conference theme and sub-themes in coordination with the ARCC board.
3. Oversee and manage the double-blind peer review and acceptance processes for all submissions.
4. Set up and manage Conference Management System.
5. Develop the conference schedule, including paper sessions, panel discussions, workshops, exhibits, tours, and special events. Keynotes are scheduled in coordination with the Host institute
6. Identify session chairs, Keynote and workshop moderators, and panelists in consultation with the host institution.
7. Manage communications with authors, session chairs and moderators, Keynote, and individuals to be recognized with an ARCC Award during the Conference.
8. Set a budget for the Conference in consultation with the Host Institution.
9. Oversee and manage the conference budget and set registration rates for the Conference.
10. Arrange the financial mechanisms for receiving registration fees.
11. Reimburse Host Institution for all costs agreed upon within the approved budget.
12. Produce the conference proceedings.

Letters of Interest and Intent are sought from member schools/organizations in good standing with ARCC (organizational dues are current before submitting; see website: <http://www.arcc-arch.org/current-members/>). Non-member organizations who wish to submit a Letter of Interest and Intent can do so but must become ARCC members before being awarded, Conference Host.

Letters of Interest and Intent should contain the following information and be submitted in ONE PDF format (.pdf) with page numbers. The file name should be ***University-Year_HostInterest.pdf***. The content of the file is as follows:

Cover Page (1 page)

1. Name of the Hosting ARCC Member Organization (*although partnering with other institutions is not required, if possible, encouraged*)
2. Proposed Conference Theme
3. Proposed Location for Conference
4. Proposed Dates or range of dates (April, May, or June 2025 & 2026)
5. The name of the Conference Chair, as well as the names of co-chairs (if any). A one-paragraph bio-sketch about each Chair or co-chair should appear in an appendix
6. A list of the Local Organizing Committee, positions, and affiliations. Typically, include three (3) to five (5) committee members willing to participate in the conference preparation and organization. In addition to established scholars, ~~including~~ early-career scholars on the Local Organizing Committee is encouraged.

Proposal (3-page max)

1. Elaborate on the theme and sub-themes relevant to contemporary architectural research. The theme and sub-themes should ***be narrowly, locally, and timely relevant***. Themes and sub-themes addressing global issues are strongly encouraged.
2. List possible keynote speakers (list at least three) and explain their relevance to the Conference's theme. Include a short bio if possible.
3. List potential local tours relevant to the conference theme and within a reasonable distance from the venue.
4. Discuss why the geographical location should be considered. Defining alignment between the proposed theme and location is encouraged. Possible locations for accommodations of participants should be included.
5. Propose a local host budget outlining costs and expenditures. The budget must include exhibits, institutional financial support, in-kind donations (personnel and facilities), potential sponsors, venue, and related local costs to host ARCC 2025 & 2026. ~~Please note that the registration fee for the 2023 ARCC International Conference was \$475 Early Bird Rate for members~~

Letters of Support (each 2-page max.)

Institutional support should be demonstrated with a letter from the Head of Department and Dean of the College or School.

PROCEDURE AND TIMING

1. The deadline for receiving Letters of Interest and Intent is 5:00 pm (PDT), October 31, 2023.
2. Use the form at the link below to submit Letters of Intent and Interest
<https://forms.gle/YERQuW2tW7H6JTU87>
3. Upon acceptance of the proposal, the ARCC Board of Directors may request further information that includes additional details about the venue, technical support, accommodation structure, proposed budget, local travel, and accommodations.
4. The Final decision on the ARCC 2025 & 2026 conference host is expected by December 1, 2023.

QUESTIONS

For further questions, please contact Adil Sharag-Eldin, ARCC President, at: president@arcc-arch.org.