

Dear potential organizer of the ISA conference,

For your application, please provide a description of the following items:

- 1) possible venue for the ISA conference, including the city/region and the institution(s) involved in its organization,
- 2) the range of dates over which you would be able to hold the conference,
- 3) the size and nature of the facilities available, incl. the lecture theatre,
- 4) detail the space available for posters (consider a total of about 300 posters – half in each session, preferably close to the auditorium,
- 5) can coffee breaks be located inside or close to the poster room,
- 6) estimated registration fee for the conference for regular participants, specify reduction for students - indicate whether these registration fees will cover the cost of lunches or possibly the conference banquet (can be charged extra),
- 7) availability and costs of hotels, dormitories and hostel accommodation,
- 8) possibility of providing grants to support some participants (particularly students),
- 9) suggested topic for a locally organized theme session,
- 10) publication of the proceedings (to be updated): the Standing Committee has a provisional agreement with Money Publishing for the publication of the Proceedings in the open access electronic journal Science and Technology of Archaeological Research (STAR). For this purpose a surcharge of 25 € per registered participant should be foreseen in the registration fee.
- 11) any other information deemed necessary

**The choice of venue for 2014 will be made by the Standing Committee**

**The choice of venue for 2016 will be made by the participants of the 2014 symposium with voting.**

Once the organizer of the next venue is selected the Chairman of the local organizing committee will automatically become a member of the Standing Committee of ISA.

This information can be submitted to:

Prof. Patrick Degryse, Chairman of the Standing Committee,

[Patrick.Degryse@kuleuven.be](mailto:Patrick.Degryse@kuleuven.be)