



Guidelines for submitting a bid to host the Current Research in Egyptology conference and planning the event

The Current Research in Egyptology (CRE) is an international conference for early career researchers working in Egyptology, Nubiology, Coptology, and related fields. The conference is held annually, generally between the months of June and September. CRE is intended to provide young scholars with the opportunity to present and discuss their research, but also to gain experience organizing a medium- to large-scale international conference. The conference is hosted by a different institution every year, the only requirement being that the institution in question hosts multiple doctoral or early postdoctoral researchers that can participate in the planning, or alternatively, that it has secured an inter-institutional cooperation that allows for multiple early career researchers to participate in the organisation. While there are no formal requirements regarding the number of members of an organising committee, we would recommend a team of at least five people for the committee work itself, with access to further help (department, students, etc.) for the practical organisation on site and on during the event. While the support of advanced faculty (professors and senior lecturers) often is a vital part of any academic conference organisation, they should not hold primary responsibility in the planning and hosting of the conference itself.

In this document, the CRE Permanent Committee details the steps that you and your institution should follow if you wish to host the CRE conference.

Step 1: Secure the backing of your institution

The CRE is in many ways a low-budget conference, at least compared to its size, and the management of funds for its organisation is up to the specific organising committees. While schemes like travel funding, visa aid, housing deals and options are welcome, they are not an expectation nor requirement. Nonetheless, the conference frequently hosts over 100 participants with presentations, so the host institution must be able to supply the appropriate locales for such a number of talks over a reasonable period of time (generally 3 – 4 days). This will involve the need for parallel sessions, and therefore multiple lecture rooms, where at least one lecture hall must be able to fit all conference participants for the opening and closing ceremonies, as well as the CRE Annual General Meeting (AGM), which is held at the end of each conference. Depending on your institution, this may require departmental funds for room booking, IT support, cleaning, coffee breaks, and other expenses. Most institutions also require the backing of at least one senior staff member to book rooms and access university/department scheduling. Furthermore, the conference itself requires people to run it,



meaning that groups of interested volunteers such as students or other institutional members will be required to ensure the success of the event.

Before you submit a bid to host the conference, you should ensure that you have gathered a reliable Organizing Committee, i.e., a group of people that will be staying at your institution for at least one year, and which must be available to conduct the publication of the conference proceedings the year after that. This means that you will need to ensure that the organizing committee has people who can commit to CRE for a period of about 2 years. You should also ensure that your institution is behind you on the bid, and is willing to provide you with at least the bare minimum amount of funding required to ensure that the presentations themselves (oral and poster) can be held without complications.

Step 2: Get in touch with the CRE Permanent Committee via email (crepermanentcommittee@gmail.com)

After securing your institute's cooperation, the first formal step to presenting your bid to host is to contact the CRE Permanent Committee. The Permanent Committee consists of 4 early career researchers serving a two-year term as custodian members of the CRE, updating regulations and coordinating information transfer between the annual meetings. The Permanent Committee will be your primary contact point for any information on organising the CRE throughout the process of presenting your bid and hosting the conference. While the bid for hosting institutions is generally advertised a few months ahead of the conference taking place, prospective hosts are welcome to contact the permanent committee at any time of the year both for questions and statements of interest to host the CRE.

Step 3: Prepare and present your bid

The bid generally consists of two parts: a poster and an oral presentation, though the poster can be skipped under certain circumstances. Both parts of the bid must be presented at the CRE conference directly prior to the year you wish to host. It is not possible to present a bid for two or more years into the future. The bid poster will be displayed among the poster presentations throughout the conference, while the bid presentation must be presented at the AGM at the end of the conference. After all bids are presented, conference participants will vote for the next host institution, and the result will be made public by the end of the AGM. Note that it is possible to present the bid digitally through zoom, teams, or other programmes, but that only the people physically present at the conference are able to vote on the bid.



The bid should provide a clear idea of how you wish to organise the conference in its totality. You should already be able to present the majority of your team, a suitable physical locale for the conference, and the dates of the event. While you should be reasonably confident in presenting these details, they can be slightly modified up until the call for abstracts is opened, but the dates should not change by more than a few days at most. Furthermore, you should consider what makes your institution and, by extent, your city and country an attractive candidate for hosting the conference. This can be international accessibility, accessible funding for these types of events, Egyptological, Nubiological, and Coptological museum collections, comparative international affordability, or simply an enjoyable atmosphere. The CRE traditionally ends with an excursion activity to a cultural recreational site, and a suggestion towards such an activity is always welcome. Furthermore, the conference is generally expected to have one official dinner that the participants are invited to join, which can also be detailed during the bid presentation.

Since the audience for the CRE are early career researchers, the participants often have a limited amount of institutional or personal funds available for participating in conferences. As such, we encourage you to present the preliminary projected costs of the conference for participants. These costs include those directly related to the event, such as conference participation fee (if any), conference dinner fee (if any), and excursion activity (if any), but also general food and accommodation costs in your city.

Before presenting the bid, we advise any potential organising committee to familiarise yourself with the previous programmes and planning cycles of previously hosted conferences, available at cregyptology.org.uk. To facilitate the process, we also recommend that someone in the organising committee should attend (or have previously attended) the conference in person, although this is not compulsory. For any additional questions and queries, please get in touch with the Permanent Committee.