



BRITISH ACADEMY OF MANAGEMENT

BRITISH ACADEMY OF MANAGEMENT ANNUAL CONFERENCE 2024 AND 2025

Invitation to Tender

The British Academy of Management would like to invite tenders from academic institutions for the organisations of the 2024 and 2025 Annual Conferences.

The annual conference is central to the British Academy of Management, our membership and the delegates who attend. Our most recent conference in 2021 took place virtually, and was hosted by Lancaster University Management School, Lancaster University, which attracted a wide range of scholars, practitioners, students and keynote speakers from the business and management community. Over 800 delegates attended, joining online from about 45 different countries, to participate in a range of workshops, keynotes, panel sessions, and paper presentations arranged into 30 Tracks. The conference offers opportunities to share ideas, network, present current research and discuss policy initiatives. Our most recent in-person conference was held at Aston University in September 2019 and attracted over 1000 delegates from 54 countries. The Conference is preceded by a one-day Doctoral Symposium with Dinner, which is a core part of the overall event. It typically attracts 150 –200 doctoral students from 40 countries

The number of venues expressing an interest in hosting the BAM annual conference has increased with the continued success of the series. To ensure fairness and transparency BAM has implemented a formal tendering process. This process is overseen by the Chair of BAM, CEO and the Chairs of Academic Affairs of Conference and Capacity Building who will provide academic oversight and support to the conference organising committee.

Any interested institutions or venues should submit an initial expression of interest by the end of October, followed by a detailed proposal before **15th December 2021**. The detailed proposal must include the following information:

- An outline of the venue for the Doctoral Symposium and Doctoral Symposium Dinner.
- An outline of the venue for the main conference including the Conference Gala Dinner.
- Agreement that the dates of the Conference are ultimately set by BAM. The Doctoral Symposium is held on the day before the Conference.
- An indication of who would be the host institution's Conference Chair (alongside the BAM Co-Vice Chairs for Academic Affairs of Conference and Capacity Building) and conference Committee members (typically consisting of a Chair for Sponsorships, Chair for Publicity, Chair for Local Arrangements, including a dedicated conference or events officer from the host institution).
- An outline of costs both for holding the conference (including room hire, catering and equipment costs) and Doctoral Symposium (catering costs only). As part of the support of



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Doctoral Students the Host Institution is expected to provide rooms and AV for the Doctoral Symposium free of charge.

- An outline of the range of local accommodation (including student accommodation) that is available, and its price range.
- Describe accessibility within and around the venue (including any restrictions to wheelchair access, and public transport services).
- An indication of possible themes and their rationales for the conference.
- An outline of any possible 'fringe' sessions.
- An outline of any contributions to be made from the institution (financial or in kind).
- An outline of possible sponsorship.
- An outline of a risk management plan.
- Existing and likely future support of BAM from BAM members at the institution.

After an initial shortlisting process one or more institutions or venues will be visited and viewed by the BAM Head of Events and Operations and Conference Officer. Following the visit, BAM will then reach a final decision.

Please note that it is possible for the response to the tender process to be from either an academic institution or a venue (e.g. a large conference hotel or a conference centre). In the case of a venue we would only expect limited information about the chair or possible themes. However, as the conference is academic in nature we would expect the venue to eventually run the event jointly with a suitable local university in order to ensure academic focus and content. It may be possible for BAM to assist in setting up this relationship if the venue is felt to be appropriate.

For more information about hosting a BAM Conference, please contact the BAM Office by emailing Lewis Johnson at ljohnson@bam.ac.uk and Justina Senkus jsenkus@bam.ac.uk would be very happy to have an initial, informal chat.

Further Information

Requirements of the Venue

The main Conference and Doctoral Symposium are held over four days, usually during the first week in September.

The Doctoral Symposium is one-day event to be held on the Monday (or Tuesday if the Monday is the August Bank Holiday) starting at 8.00 am and closing at 7:30 pm. The organising team would need to have access to the venue from 7:00 am until 8:00 pm. **For the Doctoral Symposium** the required facilities are:



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- Auditorium for up to 300 plus delegates (welcome address/plenary)
- 8-10 seminar rooms (capacity between 40 to 60 delegates per room)
- 25-30 meeting rooms (capacity for 4+ delegates per room)
- 4-5 additional classrooms for contingency
- A hall for poster presentation and usually is the common coffee break, lunch and delegate registration area
- Doctoral Symposium dinner venue (to seat up to 300 approximately)

The main conference would open on Tuesday with a New Members' Welcome Breakfast, which is usually followed by Paper Presentations, Professional Development Workshops (PDWs), Grand Opening plenary session, Panel sessions, Track symposia and workshops, Awards Ceremony, SIG AGMs, plus various committee, and board meetings. The conference sessions may take place during all three days from Tuesday until Thursday. Previous conferences have attracted close to 1,000 delegates.

For the conference itself, the following facilities are required:

- Auditorium for 500
- 45- 50 lecture theatres/ seminar rooms for PDWs and paper presentation sessions (capacity between 25-50 delegates per room for paper sessions)
- Combined exhibition and catering area (20-25 table top stands)
- Conference dinner venue (to seat up 300.)

Whether these are all provided by the host institution needs to be determined.

All standards of accommodation need to be considered, including a variety of hotels and student accommodation as close to the conference venue as possible.

Hosting this major intellectual event provides a real opportunity for the host institution to engage with the local business and management community as well as the opportunity to showcase the School.

It should be noted that BAM works closely with the host institution in the planning and organisation of the event, however, BAM retains the right to make final decisions based on its overall direction, delegate expectations and the management function of the event.

Contracts

It is important that a contract is raised and signed between the host institution and BAM which outlines responsibility, underwriting agreement and liabilities i.e. cancellation charges relating to minimum numbers for delegates and accommodation. This should be put in place and signed as early as possible once key parameters for the event are known