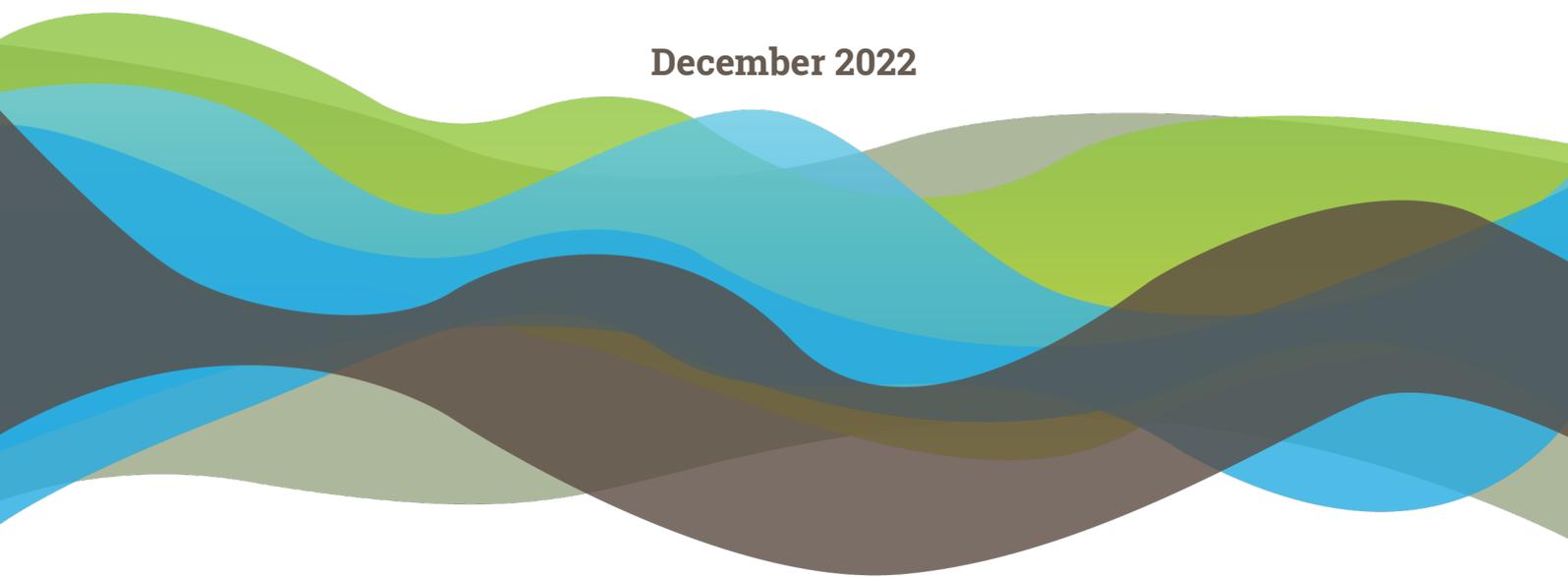




Hosting the 6th ECSA conference in 2026

December 2022



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Introduction

Hosting an ECSA conference is a unique opportunity to bring citizen science into focus for your organisation and country. It allows you to highlight your work, attracts international visitors to your area, and supports the thriving global citizen science community.

ECSA conferences are a celebration of the citizen science community, a networking and partnership-building opportunity, and a biennial highlight in the citizen science calendar. The conference gives us the opportunity to put a face on citizen science, spotlighting new ideas and talent while strengthening the roots of the citizen science community.

Information about past conferences can be found at: www.ecsa.ngo/conferences/. Previous ECSA conferences have been held in:

- 2024 Vienna (upcoming), hosted by [University of Natural Resources and Life Sciences](#), Vienna and [Naturhistorisches Museum Wien](#)
- [2022](#) Berlin, hosted by [Museum für Naturkunde Berlin](#)
- [2020](#) Trieste, held online due to the COVID-19 pandemic
- [2018](#) Geneva, hosted by [Science et Cité](#)
- [2016](#) Berlin, hosted by [Helmholtz Centre for Environmental Research](#), [German Centre for Integrative Biodiversity Research](#), and [Museum für Naturkunde Berlin](#)

Call for applications

We are currently accepting applications from ECSA members to host the 2026 European citizen science conference. Applications should demonstrate the capacity and experience of the hosts and local organisers to run a major international event, including maintaining a website, publicising the event, arranging venues and services, receiving and processing taking payments, developing an innovative programme, and organising attractive social events.

All applications that meet the requirements will be considered by the ECSA Board. We are grateful to all members who are eager to take an active role in furthering ECSA's engagement with the citizen science community and offer to support us in this way.

You will be informed of the results within three weeks of the closing date for applications.

Deadline

Proposals for hosting the 2026 ECSA conference can be submitted to ECSA headquarters at conference@ecsa.ngo until **1 April 2023**.

Conference requirements and logistics

Duration

ECSA conferences are growing constantly. The 2026 conference is envisioned as a three to four day event, with additional days before and/or after for Working Group meetings, side events, field trips and public activities.

Venue

The conference venue should be able to accommodate up to 500 participants and include space for several parallel sessions. Since socialising and networking are essential elements for participants, adequate spaces must be made available for this purpose, throughout the conference. All conference rooms and event locations should be easily accessible by people with any kind of disabilities or reduced mobility. A reliable transportation infrastructure with direct-as-possible connections to the venue is essential.

Fees

ECSA aims to keep registration fees as low as possible to reduce barriers to attendance. Conference hosts are encouraged to invite students, early stage career researchers and delegates from low income countries and institutions to increase representation and provide an access point into the citizen science community.

Funds

Conference hosts are expected to fundraise for the conference's running costs. Funds raised should be used to cover the costs of the conference and its organisation. Any amount that exceeds these costs is split equally between ECSA and the host organisation.

Language

ECSA conferences are held in English, although concessions can be made for some sessions to be held in the local language.

Accessibility

Conference hosts should also plan to make the content (e.g., keynote presentations) as accessible as possible to delegates attending online, for example through live streaming, social media and other means. It is desired that hosts make an effort to accommodate conference participants with hearing impairments. ECSA recommends taking such steps as providing closed captioning for all key-note speakers/presentations. Any further steps at such accommodations are strongly encouraged.

Ethics, inclusion and sustainability

The conference organisation should align with ECSA's evolving policies, especially the environmental, safe space and inclusiveness policies (available on our website).

A sustainability travel concept must be presented that ensures the possibility of reaching the venue while minimising the environmental impact.

The food offered, the conference merchandise (programme, event gadgets, etc.) and the management of the venue must comply with the criteria of environmental sustainability.

Expectations of the host organisation

The host maintains sole responsibility for all logistical and physical arrangements for the conference. A Memorandum of Understanding (MoU) will be drawn up between ECSA and the host, covering the following arrangements.

The host commits to:

- Prepare a detailed event **budget**, and lead and coordinate all fundraising activities
- Bear sole responsibility for all **financial aspects** of the conference: the host organisation should provide a letter of support alongside the application document detailing their commitment to meeting these expenses through fundraising and other means
- Identify and **secure a venue** with a capacity for at least 500 visitors, with five or more breakout spaces for parallel sessions
- Hire or assign a **conference organiser** to facilitate project management
- Manage all conference **registrations** and fee payments
- Secure contracts for **catering, security, technical** support and other **goods and services** as required
- Organise the selection of **speakers**, including the preparation and publicising of the **call for proposals**, ensuring a diverse array backgrounds and gender-balanced keynote speakers, based on suggestions from the ECSA Conference Committee. Providing speakers from under-represented groups with a forum is central to ECSA's values
- **Assess** session proposals, with support from the ECSA Conference Committee and ECSA headquarters, and inform all applicants about the acceptance or rejection of their proposals
- Develop a **communications strategy** and produce communications **materials** for distribution by all ECSA members, supported by the ECSA headquarter and in accordance with the ECSA social media policy and [style guide](#)
- Update and maintain the **conference website** which should remain functional for at least three months after the conference
- Provide **information** on hotels and other **accommodations**, as well as other events/activities in the host city that may be of interest to conference attendees
- Develop a high-quality conference **programme** based on inputs from the ECSA Conference Committee, including social events for conference participants as well as public events

- **Coordinate** with events being held simultaneously in the host city as necessary
- Maintain close **collaboration with ECSA** headquarters and the ECSA Board of Directors, by sharing meeting minutes, providing monthly updates on progress, with updates increasing to bi-monthly during the final six months leading to the conference, and highlighting any significant risks or opportunities as they arise
- **Document** all aspects of conference planning, budgeting and delivery, including recording aspects of the conference via video and photography, all of which are to be shared with ECSA headquarters
- Provide a written **post-event report**, summarising and analysing all aspects of the conference (statistics, comments, lessons learned and recommendations for future conferences, etc.)
- Provide a **list of all registrants** with their email addresses to ECSA headquarters immediately after the conference in compliance with the GDPR regulation
- Coordinate, edit, review and publish the **conference proceedings**.

Support from ECSA

Host organisations will work closely with the ECSA headquarters, the Executive Board and Board of Directors to organise the conference. This will be conducted through the ECSA Conference Team, which comprises the host/conference organiser, at least one member of the ECSA Board of Directors, one member of ECSA headquarters (typically the ECSA communications officer), plus additional ECSA members. Wherever possible, this group will include past ECSA conference hosts. ECSA's communications officer will support the conference hosts with planning and executing a publicity strategy for the conference.

The ECSA Conference Team will meet on a regular basis, and has the strategic lead on all aspects of the conference. It commits to undertaking the following tasks:

- Support the host organisation to develop a comprehensive **project plan** and timeline
- Define the conference **theme**
- Support the host organisation to develop a fundraising strategy and **facilitate fundraising** activities, including suggestions for potential sponsors and making introductions where appropriate
- Define the conference **programme** and suggest different session **formats**
- Provide **ideas for keynote speakers** and make introductions where appropriate
- Support the **call for speaker proposals**, publicity for this, and contribute to the assessment and selection of proposals
- **Approve** the final conference programme
- **Support** all aspects of conference planning
- **Moderate** conference sessions as required.

What to include in your application

Your application must include the following information:

1. Name of main contact(s)
2. Name of host organisation / address
3. Name of supporting organisation / address
4. Contact details: email address / telephone number
5. Proposed date of conference (or date range, if flexible – to be discussed with the ECSA headquarters)
6. Venue address and description, including technical resources available
7. The capacity of the main room, the number and capacity of available breakout spaces, and the description of the social and networking spaces
8. Photos of the venue, both interior and exterior
9. Whether you are proposing to coordinate the conference in conjunction with other events in the same venue/city (if so, please provide details)
10. The names of the person(s) leading the organisation of the logistics of the conference, and who will support this, including:
 - a. whether you will employ someone to organise the conference, hire an external contractor, or assign responsibility to existing employees
 - b. what plans are in place if key staff cannot fulfil their roles for any reason
11. A draft budget outlining the main costs and the anticipated income for the conference, and including:
 - a. the major items of expenditure
 - b. the main sources of income
 - c. estimated registration fees
12. A sustainability plan (travel, food, energy concepts, signs/banners, promotional merchandise, etc.)
13. How you will provide support for people if they cannot attend in person (e.g., discounted fees, bursaries/sponsorship, online discussions, virtual conference, live streaming video, social media, live tweeting, etc.)
14. The main risks, and how you will manage these.

ECSA would like to express their thanks to all teams bidding to host the upcoming conferences for their commitment to and support for ECSA.

Johannes Vogel, ECSA President
Susanne Hecker, ECSA Chair
Dorte Riemenschneider, ECSA Director

Berlin, December 2022