

VENUE SPECIFICATION: JOINT WAPOR & ESRA CONFERENCE 2027

The European Survey Research Association (ESRA) and the World Association of Public Opinion Research (WAPOR) are seeking a suitable venue (for example, a university campus) to host the joint WAPOR and ESRA conference in 2027. The event is expected to attract approximately 1,200 participants (400 from WAPOR, 1,000 from ESRA). We anticipate overlap between the audiences for some key sessions. Below are the key requirements to guide interested host institutions.

VENUE LOCATION AND ACCESS

The venue must be accessible, preferably centrally located or well-integrated into the host city, with good public transport access. Preferably a university campus. Inaccessible, remote or isolated campuses will not be considered. Walking distance or short transit access to a range of hotels, restaurants, and services is essential. The host city must have a major international airport nearby with efficient connections to the city centre and the campus.

ACCOMMODATION

The host city should offer sufficient hotel and other lodging options to accommodate approximately 1,200 participants. A range of price levels is preferred, with most accommodation located within a 20-minute walk from the venue. Availability of university guest housing or student dormitories during the summer period would be considered an advantage.

CONFERENCE DATES AND DURATION

The preferred timing is mid-July 2027, consistent with previous ESRA conferences. Both WAPOR and ESRA run for 4 days each, but we plan for 1-2 days overlap with the total event duration of 6-7 days. However, ESRA will require an additional day for short courses.

CONFERENCE FACILITIES

Plenary and Large Lecture Hall: The venue must include at least one large lecture hall capable of seating 500 or more attendees. This space will be used for keynote addresses and joint plenary sessions. It should be equipped with audio-visual systems, including microphones, projection equipment, and the ability to record or stream sessions.

Concurrent Session Rooms: The conference program of both associations consists of a large number of concurrent sessions with presentations. These rooms should be situated close to one another, ideally within the same building or cluster of buildings, to enable smooth movement between sessions. Each room should have a PPT projector (ideally connected to a PC or laptop) and reliable Internet access. WAPOR sessions will require 6-7 rooms, each accommodating around 50-60 participants. ESRA sessions will need approximately 20 rooms of similar size.

Committee Meetings and Workshop Rooms: Additional rooms should be available for committee meetings, board sessions, and pre-conference workshops. These rooms must be available starting the day before the main program begins and should be suitable for smaller groups requiring a functional meeting environment (i.e., with access to power and Wi-Fi). WAPOR will require one room for the Council Meeting and 3-4 rooms for training workshops. ESRA short courses will require around 20 rooms. These rooms may be available when ESRA starts.

Poster and Exhibition Area: The campus should provide a central space for poster sessions and sponsor exhibits. This area should accommodate at least 20 posters and around 20 exhibitor tables, with access to power and Wi-Fi. Ideally, it should be located near coffee and refreshment stations to encourage foot traffic and engagement.

CATERING AND SOCIAL EVENTS

The venue must support lunch and coffee break catering for at least 1000 participants at a time. This can be delivered through on-campus facilities or external providers but must be logistically convenient and time-efficient. In addition, there should be suitable locations (whether indoors or

outdoors) for a welcome reception of up to 600 people, and if possible, facilities to host a formal dinner or other social events (for the conference dinner, it can also be a venue outside campus e.g. restaurant or a landmark offering this service) If social events are proposed to be outside campus, a plan for transportation should be outlined.

LOCAL ORGANIZING COMMITTEE (LOC)

The hosting institution will be expected to assemble a local support team to assist with the on-site logistics and day-to-day coordination during the conference. This team should include at least four to five staff or faculty members, and at least ten student volunteers to help with registration, room monitoring, and general assistance during the event. It is recommended that the LOC includes two persons each overseeing ESRA or WAPOR planning.

We appreciate that this support is offered on a voluntary basis and recognize it as a vital contribution to the success of the conference. If remuneration is required, relevant details must be clearly communicated in the proposal.

The leader of the LOC will be formally designated as the ESRA-WAPOR Local Conference Chair, acknowledged in the official conference program and all related materials. The LOC Chair and representatives of the host university will be invited to participate in the opening keynote and welcome events, and the university will be prominently recognized in the program, on the conference website, and in all promotional materials.

FINANCIAL MODEL

The conference will be funded through individual registration fees and sponsorships, both managed and collected by ESRA and WAPOR. Both associations will coordinate to secure sponsors and provide regular updates to not duplicate efforts - if anticipated overlaps exist. Outreach responsibilities to potential sponsors will be made based on existing relationships. We warmly welcome the participation of the local organising team in identifying or facilitating local sponsorship opportunities, where feasible.

ESRA and WAPOR will cover expenditures related to the conference, including catering, printing, and other logistical costs. We also welcome the possibility of using the venue free of charge or at a reduced rate, consistent with common academic hosting arrangements. If the hosting institution expects any additional costs (e.g., space rental, security, cleaning, or equipment charges), these must be clearly communicated in the proposal. The preliminary budgets will have to be submitted to the associations for approval.

BENEFITS TO THE HOST INSTITUTION

Hosting the joint WAPOR and ESRA conference offers a number of benefits to the host. It provides international visibility and positions the institution as an active supporter of a diverse and comprehensive social science collaboration. The event is an opportunity to showcase the organization's research expertise, and scholarly community to an international audience. It also enables valuable networking with experts and institutions in the fields of survey research and public opinion. Students and volunteers involved in the organization will gain practical event experience and exposure to an international academic environment. More broadly, hosting the conference reinforces the organization's reputation as a hub for research, education, and public engagement on the global stage.

CONTACT DETAILS

WAPOR: Kseniya Kizilova, Executive Director admin@wapor.org and waporoffice@gmail.com

ESRA: Angelo Moretti Conference Chair of ESRA27, Utrecht University, a.moretti@uu.nl



SPECIFIC REQUIREMENTS: ESRA 2027

The host is responsible for:

- All the local event planning and logistics of the conference, including finding suitable venues for the conference sessions and social events (and providing them free-of-charge), room reservations, catering orders (lunches and coffee breaks), negotiating reduced rates at hotels (and establishing booking procedures), and finding local sponsors.
- Hiring temporary staff (typically students at the host university) to staff the conference (e.g. reception desk, audio-visual and other technical support), as well as handle email inquiries in the months preceding the conference (costs covered by ESRA).
- Planning of special events including the welcome reception and conference dinner and related entertainment (e.g. live music at either event; speeches from local representatives, and special transport requirements), as well as any other planned tourist activities for delegates (e.g. special tours at negotiated rates).
- Gathering location promotional material (e.g. from local tourist board), including maps, information about local restaurants and travel information.
- Printed materials (including the conference programme) and the preparation of delegate registration packs and their contents.
- Assisting the Scientific Committee in finalising the programme and logistical aspects of assigning sessions to rooms, etc.
- Arranging accommodation and transport for keynote speakers. Arranging for keynote speaker compensation (costs covered by ESRA).
- Arranging gifts and certificates for invited speakers and prize-winners (costs covered by ESRA).
- (Optionally), providing an opportunity for local media to participate in publicising the event.



WORLD ASSOCIATION FOR PUBLIC OPINION RESEARCH

SPECIFIC REQUIREMENTS: WAPOR 2027

WAPOR conferences are typically organized through the cooperation of several WAPOR committees and the local host. Conference theme, program and keynote events planning is conducted by the WAPOR Conference Committee. WAPOR Finance Committee is the key-decision making body with respect to the conference budget and expenditures. WAPOR Secretariat remains the primary point of contact on all matters and is also responsible for day-to-day decision-making. WAPOR shall seek LOC's contribution to the following:

- **Local event planning and logistics.** Including finding suitable venues for the concurrent sessions and social events; placing catering orders (lunches and coffee breaks). WAPOR conference schedule typically features training workshops (3 in the morning, 3 in the afternoon), Council meeting and Welcome Reception on day 1; opening, key-note events and concurrent sessions (5-6 per each slot) on days 2, 3, 4; Awards Banquet on day 3. Additionally, committee meetings might be scheduled throughout the event. Catering requirements include buffet or fixed menu lunch (days 1, 2, 3, 4); morning coffee break (days 2, 3, 4); afternoon coffee break (days 2, 3, 4); welcome reception (day 1); awards banquet (day 3).
- **Accommodation and transportation.** Identifying the list of recommended hotels alongside their addresses, websites. Negotiating reduced rates at hotels and airlines (and establishing booking procedures). Organizing local transportation tickets for participants, if required/relevant.
- **Sponsorship.** Active involvement into the conference fundraising, in particular help with finding local sponsors. WAPOR offers the following sponsorship, exhibition and underwriting opportunities packages: <https://wapor.org/events/annual-conference/conference-support/>.
- **Social events.** Planning of social events including the welcome reception (day 1) and conference dinner (day 3), including related entertainment and special transport requirements if applicable. A/V equipment (project, microphone, speakers) is required for both. Identifying potential other tourist activities for delegates (e.g. special tours at negotiated rates).
- **Local information and local community.** Gathering location promotional material (e.g. from local tourist board), including maps, information about local restaurants and travel information. Help with promoting the conference among the local community of public opinion researchers and students. Suggesting local representatives, including officials, to participate in key-note events and opening. (Optionally), providing an opportunity for local media to participate in publicising the event.
- **Staff efforts.** Assistance on the registration desk during all 4 days of the conference (3 persons on day 2; 1-2 persons on days 1, 3-4); assistance in the concurrent session rooms (1 person with the knowledge of local audio-visual systems per room on each day). In addition, 1-2 members of the staff team should be available (for a couple of hours per week by email and Zoom) in the months leading up to the event to assist with organizational matters.
- **Other.** Identifying the printing services onsite to produce the conference program, conference bags, posters, banners, badges etc. (typically designed by WAPOR). Preparation of delegate registration packs and their contents; arranging gifts for invited speakers and prize-winners.