

Canadian Association of Leisure Studies
Association canadienne d'études en loisir
Criteria for the Review of Bids for the
***Canadian Congress on Leisure Research*¹**

Composition of the CALS Bid Review Committee (four members in total):

- CALS Vice-President (VP), who sits as Chair of the Committee
- two (2) Directors of the CALS Board who have no conflict of interest with any of the submissions
- one (1) external individual with at least one previous term on the CALS Board of Directors and/or previous experience in planning and organising the CCLR

The Submission

A letter of intent will be submitted to the President of CALS by each bidder by a date designated by the Board well in advance of the submission of a formal proposal, normally by the 15th of November (or next business day) prior to the CCLR.

Then by the 31st of March (or next business day) prior to the CCLR, each bidder shall submit to the VP of CALS a full proposal addressing the following criteria for consideration by the CALS Bid Review Committee.

The Criteria

- it is desirable to see the CCLR move around the country
- the character of the CCLR should be maintained in that it:
 - is relatively small and intimate
 - has an affordable registration fee
 - has affordable accommodations available
 - is at a time of year friendly to academic calendars (i.e., normally early to mid-May)

- the full proposal submission should ensure there is evidence of:
 - a critical mass of people involved in the planning, organizing, and hosting of the CCLR
 - the availability of necessary resources and departmental support (the host institution bears responsibility/ownership of any profits or deficits generated by the CCLR)
 - the availability of suitable accommodations and meeting space
 - adequate administrative and organizational assistance anticipated from the host department

¹ Criteria adopted by the Board of Directors, February 2005; updated May 2007; updated September 2013; updated October 2016; updated Sept 2019

- acknowledgment that host institution bears responsibility/ownership of any profits or deficits generated by the CCLR (i.e., amounts in excess of CALS membership fees and loan repayment)
- a plan for preparing and submitting a final report to the President of CALS no more than one year after the CCLR
- awareness of the CALS Hosting Innovation Grant (opportunity to access up to \$2000 to support the CCLR – application due November before CCLR)

The Process

The Bid Review Committee will review all submissions based on the aforementioned criteria and make a recommendation to the Board of Directors as soon as possible but no less than one month prior to the CCLR. Following the endorsement by the Board of Directors, the President will inform the successful bidder of the Board's recommendation in advance of the CCLR and a motion will be presented to the membership attending the General Meeting of CALS at the CCLR to accept the recommendation of the Board in support of the successful bidder. The successful bidder will also be invited/encouraged to make a presentation during the General Membership Meeting.

Notes:

Potential hosts are reminded of the importance of the Congress to our national and international colleagues, and the high expectation of integrity in planning and in creating a collegial and welcoming event. The CALS Board will only accept a proposal that ensures a quality conference. If the Board felt a proposal was lacking in some way but was otherwise willing to accept the proposal, the Board may ask for an amendment to the proposal.

The host institution retains ownership of any profits as long as it delivers the Congress consistent with the proposal, as accepted by the Board.