



International Association of Constitutional Law Association Internationale de Droit Constitutionnel

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APPLICATION FORM HOSTING A WORLD CONGRESS

Guidance Notes

- Please read the Guidelines for Applications before completing this form.
- All fields in this form must be completed.
- If you wish to attach additional documents, please clearly mark them as appendices and attach them to this form as one combined PDF document.
- E-mail the form to iacl.aidc.secretariat@gmail.com with the subject "Host Application – World Congress".
- Deadline for submission: **Friday 2 April 2027** 11.59pm (all time zones).
- Any queries prior to submission may be sent to iacl.aidc.secretariat@gmail.com.

1 APPLICANT INFORMATION

Applicant Institution:

Country:

Applicant Contact Person 1:

Note: As stated in the Guidelines, to assist collaboration between the organisers and the IACL, contact points should be members of the proposed Organising Committee, or their assistants

Applicant Contact Person 2:

E-mail addresses:

Preferably provide: an institutional e-mail address, and a separate e-mail address for each contact person

Telephone:

Postal Address:

The Applicant Institution is a member of the IACL:

☐ Yes ☐ No

2 ORGANISING COMMITTEE

Number of Organising Committee members:

Names and positions of Committee members:

Please insert a full list here, and indicate any chair(s) of the Organising Committee

The Applicant intends to employ a professional conference organiser:

☐ Yes ☐ No ☐ Undecided

3 WORLD CONGRESS DATES

Proposed dates for World Congress:

Reasons for proposed dates:

Possible alternative Dates:

4 PROPOSED VENUE

Please refer to Item 5 of the Guidelines for Applications ('Venue') and Item 11 ('Digital Participation')

Venue Name:

Address:

URL (if available):

Please confirm that the venue has the following amenities by ticking the boxes:

- ☐ One large hall (room capacity: 500-600 persons)
- ☐ Sufficient rooms for simultaneous workshops
Please specify here how many rooms have capacity for 50 people (minimum) and 100 people (minimum):
- ☐ Room for Executive Committee meetings (room capacity: 35-40 persons)
- ☐ Room for Executive Council meetings (room capacity: 60 persons)

The venue has facilities for online and hybrid seminars (mixing in-person and digital participation):

☐ Yes ☐ No

Please provide any additional details below (200 words maximum):

The venue is accessible for participants with disabilities:

☐ Yes ☐ No

Please provide any additional details below (200 words maximum):

Additional details (400 words maximum):

Please provide additional comments on key aspects of the venue, e.g. transport and air links for a global audience, safety, availability of good conference hotels close to the venue. Please also indicate whether there is any special constitutional history, context, or celebration of a special event linked to the venue or host institution at the time of the World Congress

5 PROPOSED SCHEDULE FOR CONGRESS

Please refer to Item 2 of the Guidelines for Applications ('Schedule for Congress')

Applicants may insert the proposed schedule below or attach it as an Appendix to this form

Schedule details (1000 words maximum):

6 PARTICIPATION

Please refer to Item 6 of the Guidelines for Applications ('Participation in Congress')

Targeted number of participants:
Strategy for ensuring appropriate participation from neighbouring countries, IACL member countries, lower income countries, and the world in general (300 words maximum):
Marketing and social media strategy for encouraging participation (300 words maximum):
The Applicant confirms that they can guarantee the full independence of participants in the expression of views, full academic freedom (including the ability to criticize the legal regime or policies of the host state) and participation in activities: ☐ Yes ☐ No <i>Please provide any additional details below, if needed (300 words maximum):</i>

7 DRAFT BUDGET
<i>Please refer to Item 7 of the Guidelines for Applications ('Draft Budget')</i> <i>Applicants may insert the draft budget below or attach it as an Appendix to this form</i>
Budget Details (800 words maximum):
The Applicant confirms that they can cover the following costs: ☐ Travel and accommodation for plenary speakers (maximum: 12 persons) ☐ Flights and accommodation for IACL office-bearers (minimum: 4 persons) ☐ Translation costs of the plenary events ☐ Catering ☐ Administration required before, during, and after the Congress ☐ Development and maintenance of the Congress website <i>Please provide any additional details below, if needed (300 words maximum):</i>
Sources of funding (300 words maximum): <i>Please indicate whether the Applicant intends to use university funding, research funding, government funding, private sector funding, or a combination of these sources:</i>

8 TIMELINES
<i>Please refer to Item 8 of the Guidelines for Applications ('Timelines')</i>
Proposed registration dates:
Proposed stages for the distribution of information about the Congress (300 words maximum):

9 CONGRESS WEBSITE
<i>Please refer to Item 9 of the Guidelines for Applications ('Website')</i>
Proposal for the construction and maintenance of the Congress website (500 words maximum):
The Applicant intends to produce the Congress website by the following means: ☐ Applicant alone (as local organiser)

- ☐ IACL secretariat with support from the Applicant (as local organiser)
- ☐ Web agency/private company
- ☐ A combination of the above

Please provide any additional details below, if needed (300 words maximum):

10 SUSTAINABILITY

Please refer to Item 12 of the Guidelines for Applications ('Sustainability')

Preliminary proposals to ensure that the conference is sustainable (500 words maximum):

11 VISION FOR THE CONGRESS

Please refer to the introduction to the Guidelines for Applications, the website for the 2022 World Congress at <https://wcccl.co.za/>, and the IACL website at <https://www.iac1-aidc.org/>

Organisers' Vision Statement (800 words maximum):

Please provide the Applicant's personal visions, ideas and thoughts for the World Congress, setting out a broad vision for how the event will be organised and implemented