



Dear Colleagues,

We are pleased to invite your help in identifying strong and inspired candidates to be our **local hosts and partners for the next North American Citizen Science Conference**, to be held between January and August of 2021. Please encourage applications from those you esteem, or consider whether this call could mobilize your organization to make CitSci2021 a truly memorable event, bringing the citizen science community together in your city.

Applying to host CitSci2021 offers an unique opportunity to **put your citizen science leadership on the map**. CSA's biennial conference brings international attention to the work of local/regional organizations, and raises local awareness about the global significance of citizen science. Our 2019 event engaged over 800 attendees from 28 countries, reached over 10,000 people in the local community through a public event, and brought citizen science to the attention of scientists, non-profits, educators, and industry in the area.

Additionally, the 2021 conference invites inspired local partners to put their mark on the model and culture of CSA's conference, as we take an intentional approach to reframing this event to be more equitable, accessible, engaged, and ecologically sustainable. We seek flexible and creative venues for conferencing and housing in order to maximize both the experience and the affordability. We encourage innovative ideas (and supporting facilities) for broader conference accessibility (e.g., public programming, and/or online sessions). We are looking for creativity and out-of-the box thinking reflective of the citizen science field.

The attached Call for Proposals outlines the opportunities and responsibilities for local host partners, as well as the synergies between local host partners, CSA, and the volunteer conference program committee. This event is a large team effort, requiring coordination and collaboration across organizations and committees, and the CSA is committed to working with the local host partners as a team.

Timeline of proposal process:

- May 10, 2019: letter of interest due, outlining proposed conference dates and venue choice and availability
- June 7, 2019: proposal review begins on a rolling basis
- July 1, 2019: last date to submit bids to host the conference
- August 15, 2019: notification of proposal acceptance will happen by this date or earlier

We look forward to finding an engaged and excited local host to work with to make the 2021 Citizen Science Conference the most successful CSA conference yet!

Sincerely,

The Program Committee of the Citizen Science Association's Board of Directors
Please direct all RFP and related inquiries to conference@citizenscience.org.



**CSA: 2021 BIENNIAL CONFERENCE
REQUEST FOR PROPOSALS**

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CSA: 2021 BIENNIAL CONFERENCE SPECIFICATIONS AT A GLANCE

ATTENDEES:	People who design, lead, manage, and study citizen science
PURPOSE:	Disseminating findings, innovative approaches, and best practices/Association business/Networking/Advancing collective knowledge
LOCATION:	North America
TIME OF YEAR:	Spring/Summer (late January through early August of 2021)
EST. ATTENDEES:	600-1000
EST. ROOMS:	350-700 (single and shared), with a variety of lodging opportunities preferred
NUMBER OF DAYS:	5 Days preferred, with overlap of a weekend day: 3 core conference days, 2 workshop/field trip days
DINING:	Capability to seat 500-900 for meals
EXHIBIT SPACE:	Space for 40-60 8 x 4 ft. booths/tables, plus space to display 200-300 36 x 48 inch posters
MOVE IN DAYS:	Day prior to conference start, 1st day of conference, 2nd day of conference until noon
EXHIBIT DAYS:	Three core conference days
MOVE OUT DAYS:	Last day of conference starting at 3pm, day after last day of conference
MEETING ROOMS:	8-10 Workshop rooms for 25-100 schoolroom style 8-10 Educational session rooms for 50-200 theater style 1 Meeting room for 10-30 conference style 1-2 Small rooms for meetings of 5-15 people 1 Office in headquarters facility
LARGEST SESSIONS:	700 dinner seating 800-1000 theatre seating
LARGEST RECEPTION:	1,000 people



CSA: 2021 BIENNIAL CONFERENCE SITE SELECTION CONSIDERATIONS

CSA would like to secure as many of the following amenities and considerations as possible. Proposals that can provide all or most of the following will be evaluated more favorably:

- Clear written policies from local host and venue that support diversity, equity, and inclusion.
- All items incidental to and typically required for convention-type meetings, such as risers, skirting, tables, chairs, etc.
- Complementary function and exhibit hall space during the conference.
- One (1) free microphone, signage easel, and standing lectern per meeting room per day.
- Computer infrastructure for in-person presentations.
- Ability to provide remote conference attendance for a segment of sessions (e.g., ability to record and livestream talks).
- Poster boards to hang academic research posters.
- Free wi-fi throughout conference rooms and guest rooms.
- Discounts on daily parking for overnight guests and drive-in attendees.
- Ability of host institution or partners to lead field trips for conference attendees.
- Commitment to and documentation of ability to meet most or all green meeting initiatives.

Green Meeting Initiatives:

- Local host and venue will provide documentation of environmental initiatives that have been undertaken or a green meetings program that is in place.
- Venue will offer paperless check-in and check-out systems.
- Local host and venue will provide a recycling program to include paper, plastic, glass, aluminum cans, and cardboard at no cost to CSA.
- Venue will provide clearly marked recycling containers in all meeting rooms and throughout public space areas.
- Venue will have water conservation fixtures in guest rooms (if housing guests on-site).
- Venue will offer a linen reuse program.
- Local host and venue will offer menus with in-season and local food selections.
- Local host and venue will use cloth napkins and silverware in lieu of paper and plastic for all food functions.
- Venue will provide or work with vendors that provide condiments in serving containers, and not individual packets, for all food functions (to include sweeteners for coffee stations).
- Venue will provide or work with vendors that provide box lunches in compostable or paper-based containers rather than plastic.



CSA: 2021 BIENNIAL CONFERENCE BENEFITS FOR HOST INSTITUTION

Being the local host for a CSA conference is a substantial commitment, including staff time and funding, but also provides many opportunities and benefits for the host institution, including opportunities to:

- Establish your city and your institution as a leader in citizen science.
- Highlight your citizen science work, research, educational programs, and links to local institutions.
- Showcase your venue to meeting attendees and the public through opening or closing receptions, a public citizen science festival, and/or other special events.
- Make face-to-face connections and network with thought leaders, funders, government agencies, researchers, scientists, and more.
- Generate revenue within your venue and community.
- Fundraise jointly with CSA and local institutions
- Provide exposure to your city and all it has to offer

We are happy to connect you with previous local hosts for the Citizen Science Association conference if you are interested in hearing their perspectives.



CSA: 2021 BIENNIAL CONFERENCE OVERVIEW AND STRUCTURE



CITIZEN SCIENCE
ASSOCIATION

ABOUT CSA

The Citizen Science Association (CSA) is a member-driven organization that connects people from a wide range of experiences around one shared purpose: advancing knowledge through research and monitoring done by, for, and with members of the public. We strive to support, recognize, and advance excellent work by the individuals, organizations, and communities who are designing, leading, managing, researching, and creating innovative citizen science projects in all disciplines. To do this, we: a) Elevate attention to integrity and excellence in citizen science; b) Create spaces that connect people across a multi-dimensional and multi-disciplinary field; c) Facilitate and support efforts to confront challenges that span boundaries; and d) Build a vibrant community with an open, transparent, and engaged culture.

Additional information on CSA is available at citizenscience.org.

ABOUT THE CONFERENCE

The biennial Citizen Science Association Conference provides an opportunity for communication and collegiality among people who design, lead, manage, and study citizen science, who work at a variety of organizations and in many capacities. The purpose of the conference is to share tools, resources, research, best practices, and challenges of citizen science, while promoting networking and working to advance the field as a whole. It celebrates the vital role of practitioners, researchers, scientists, resource managers, and many others, working together with volunteer citizen scientists, in transforming how science is done and accelerating the pace of research.

Past CSA Biennial Conferences have been held in the spring at a convention center and hosted by a local organization focused on science and citizen science. In an effort to increase availability of the conference to our diverse members and community, the CSA is looking for alternative and creative conference proposals for CitSci2021. Potential options include:

- The conference being held at a college/university where attendees can stay in dorms
- An alternative venue that doesn't require hotel room blocks (allowing attendees to choose where they'd like to stay)
- The conference being held in conjunction with another association's/society's conference
- Other conference set-ups that help keep costs lower for attendees

The conference will be planned by the CSA Conference Committee, made up of CSA Board members and members of the CSA, in conjunction with a Local Host Committee. The conference begins with a series of workshops, field trips, and an opening reception,



followed by three full days of conference sessions and a closing evening reception, plus one final day for field trips and workshops (5 conference days total, at least one day overlap with a weekend day preferred). Preferred time of year for the conference is Spring or Summer.

The Board of Directors of CSA will arrive at the host location one day before the conference for a Board Meeting.

In compiling information for the RFP, the CSA Board would appreciate a letter of support from your organization's President/Executive Director and the local venue with regard to hosting the conference. It is the expectation that the host institutions will fundraise in tandem with CSA to keep the annual conference accessible and affordable to its members. Ideally the early-bird member registration fee will not exceed \$350, and will hopefully include light breakfast offerings and daily coffee breaks (2 each day preferred). Conference registration could also potentially include an opt-in for meals with an additional cost. In-kind donations obtained from the host institution or institutional contacts such as vendors are also an opportunity to underwrite costs.

GENERAL CONFERENCE COMPONENTS

Board Meeting: Day prior to conference start, 8am – 5pm

Arrival of conference participants: Day prior to conference start and day 1 of conference (workshop/field trip day)

Pre- and post-conference Workshops and Field Trips: Day 1 and day 5

Opening Reception: Evening of day 1

Keynote(s) and Program sessions: Three core conference days (Days 2-4)

Closing Reception: Evening of day 4

Attendees departure: Day 5 and day after conference end

Additional local excursions/events: optional for an additional fee

Conference advertisement, registration, and communication with attendees

Conference website and conference program

STRUCTURE

CSA is committed to making conference hosting practical and feasible for most CSA members. To achieve this goal, CSA has made conference planning and management a shared responsibility between the local host and CSA. With this arrangement conference hosts can concentrate on aspects of conference organization that can best be done by those with local knowledge, i.e. local arrangements. Some responsibilities, depending upon the capacity and capabilities of the local host, are arranged jointly and as agreed between the host and the CSA.

CSA Conference Committee and CSA Board: The CSA Conference Committee, working in conjunction with the Local Host Committee, is responsible for all logistics, program planning, entertainment, conference website development, and registration. The chair/co-chairs of the Local Host Committee will communicate regularly with the CSA Conference Committee Chair (and Board liaison if one is designated) in conference developments and program. A budget will be developed by the CSA Board to ensure that the conference is a break-even venture and fundraising will be a collaborative task of the CSA Board and the



local host. At the end of the conference, a final report outlining all expenditures and revenues will be put together. Any remaining funds are returned to CSA for the work of the association and to support future programs.

Local Host Committee: The host organization should put together a planning group from within the organization, including representation from the venue where the conference will be held, and with other local partners (as needed) to meet regularly beginning at least a year prior to the actual conference. It is strongly suggested that some members of the committee have attended prior CSA conferences. It has been the experience of those who have hosted the conference in the past that the chair of the host team should be someone of significant leadership within the institutional structure and committee membership should include varied experience to assume the various roles needed. The Local Host Committee will work closely with the CSA Conference Committee to plan the conference, and it is recommended that at least one person from the Local Host Committee is on the Program Committee. The Local Host is also responsible for holding one reception, usually either the opening reception on the first night of the conference or the closing reception. Regular meetings, via conference call, will take place with the CSA Conference Committee and with the CSA Executive Director to review progress on the conference as well as to troubleshoot areas of concern.

Conference Program Committee: The conference program committee functions as a sub-committee of the CSA Conference Committee. The purpose of this committee is to identify speakers that would fit with the conference theme, to find and secure keynote speakers, and to work with the Local Host Committee to determine themes for the conference. The program committee is responsible for sending out the annual call for programs to the CSA membership, receiving and reviewing program proposals, and planning the schedule of the conference. Specific criteria for selecting speakers and presenters must include alignment with conference themes and relevance to citizen science.

Budget & Budget Approval: By at least 12 months prior to the date of the annual conference a detailed budget will be finalized by the CSA Treasurer and the Local Host Committee Chair. The budget will include break-even scenarios pertaining to minimum number of attendees, cost per participant, and in-kind donations. A budget will only be accepted if it is realistic in terms of cost per participant and presents, at worst, a break-even scenario.

PRIOR CONFERENCES

2019: March 13–17, Raleigh, North Carolina. Local Host: North Carolina Museum of Natural Sciences and NC State.

2017: May 17–20, Saint Paul, Minnesota. Local Host: Science Museum of University of Minnesota.

2015: February 10–13, San Jose, California. In conjunction with AAAS annual meeting.

2012: August 4–5, Portland, Oregon. In conjunction with ESA annual meeting.



CSA: 2021 BIENNIAL CONFERENCE HOST INSTITUTION BID INCLUSIONS AND REQUIREMENTS

INTENT TO APPLY

Email conference@citizenscience.org with your intent to apply by May 10, 2019. Letters of interest should be in pdf format and on official letterhead. Letters must include, in a single page document:

- Proposed conference dates and confirmed availability of venues
- Summary of venue amenities and perks
- Dates by which venues must be secured
- Potential local partners

Further details on the application process and deadlines can be found on page 11.

REQUIRED INFORMATION FOR FULL PROPOSALS TO HOST THE CSA CONFERENCE

Keeping in mind the Site Selection Considerations outlined above, please provide the following information:

1. Your Vision for the Conference
 - a. Proposed dates for the conference, including confirmation of availability from venue(s)
 - b. Description of why your institution is interested in hosting the Citizen Science Association conference
 - c. Overview of your institution's or community's work in and commitment to citizen science
 - d. Vision for the conference, including:
 - i. Potential themes (final theme will be a joint decision between the Conference Program Committee and the Local Host Committee)
 - ii. Why people will be excited to attend
 - iii. How to make the conference as inclusive and welcoming as possible
 - e. Outline of who would comprise your local host committee, including:
 - i. Committed local leaders and partners
 - ii. Combined skills available to support the event (e.g., fundraising, marketing, event planning, field trip leaders)
 - iii. Intent to collaborate and plan to engage others on local committee
 - iv. Other potential partnerships in your community for the conference, including organizations that primarily work with populations who might not normally attend a citizen science conference, but whose perspective and inclusion in the conference could be beneficial
 - f. Any policies from your institution and conference venue that support diversity, equity, and inclusion
 - g. Ability of to meet green meeting initiatives



2. Hosting Location
 - a. Description of venue and community including proximity to local airport
 - b. Overview of venue conference facilities and capacity for hosting outside groups
 - c. Information about local airport and airline service (please be sure to include the distance from venue to the airport)
 - d. Map highlighting conference venue and areas of interest near the venue for potential conference field trips and to highlight for conference attendees
3. Housing and Accommodations
 - a. If on-site at venue:
 - i. Description and cost of standard accommodations (e.g., single/shared /suite)
 - ii. Services included (e.g., linens, towels, air-conditioning, housekeeping, fitness center, business center)
 - b. If off-site:
 - i. Description of options for off-site accommodations, including the variety of lodging options and costs (e.g., local hotels, rental houses, etc.), and if room blocks will be required
 - ii. Distances to venue and transportation options
4. Transportation and parking
 - a. Information about local airport and airline service (please be sure to include the distance from venue to the airport)
 - b. Information on transportation to and from local airport including cost
 - c. Availability and cost of parking for attendees
5. Meeting facilities
 - a. Description of space for concurrent sessions to accommodate a minimum of 600 participants and as high as 1000 participants
 - b. Description of rooms for break-out sessions
 - c. Description of and cost for audiovisual equipment (projectors, screens, flipcharts, microphones and audio systems, video systems for remote participation or live streaming) and other conference equipment (tables, chairs, lecterns, poster boards, etc.)
 - d. Description and cost for internet services
 - e. Description of available facilities for keynotes, receptions, dinners or gatherings for a minimum of 500 people and as high as 1000 attendees
 - f. Description of space available for exhibitors and for poster sessions
6. Dining
 - a. Description of dining facilities (on- or off-site) available for the conference
 - b. Estimated costs for meals/catering:
 - i. Meals for Board Meeting, typically Breakfast and Lunch
 - ii. Options for evening receptions (all attendees)
 - iii. Costs for breakfast, lunch and dinner for all attendees
 - iv. Coffee/snack breaks



7. Cost Issues & Budget
 - a. Cost of accommodations, meeting facilities, and dining/catering as outlined above
 - b. Discuss options for keeping conference charges affordable, including institutional underwriting, corporate sponsorship, donations and in-kind services or materials provided by local vendors and retailers
 - c. Outline local plan for conference fundraising and vision for collaborative fundraising with the CSA Board and Conference Committee

8. Local Attractions/Events
 - a. Description of local attractions and events for conference attendees
 - b. Estimated cost and transportation options for these attractions

ADDITIONAL INFORMATION

Details on the proposal process and deadlines are on the following page. Questions and requests for additional information should be sent to conference@citizenscience.org.



CSA: 2021 BIENNIAL CONFERENCE PROPOSAL PROCESS AND DEADLINES

PROCESS

Recognizing that venues may have limited leeway to hold available dates, proposals will be reviewed on a rolling basis but beginning no sooner than June 7, 2019. **For this reason, we strongly encourage near-term letters of interest to be followed submissions of final proposals received as soon as possible after June 7th.**

All materials should be in PDF format and sent to conference@citizenscience.org.

DEADLINES

May 10, 2019: Letters of interest due, in pdf format and on official letterhead. Letters must include, in a single page document:

- Proposed conference dates and confirmed availability of venues
- Summary of venue amenities and perks
- Dates by which venues must be secured
- Potential local partners

June 7, 2019: Review period begins for proposals accepted on a rolling basis.

July 1, 2019: Last day to submit bids to host the 2021 CSA Biennial Conference, approximately 18 months prior to the earliest possible conference dates.

DECISIONS

The institution chosen to host the annual conference will be notified by the CSA Board *no later than* August 15th, 2019, and no less than 18 months prior to the proposed conference dates. If necessary to secure venues, decisions may be finalized in advance of this deadline.

CONTACTS AND INQUIRIES

All proposal materials and inquiries should be sent to conference@citizenscience.org.

