**Invitation to host the 2026 UKAIS Conference**

**Expressions of interest to be received by Friday 31 January 2025**

**Decision to be announced on Friday 14 March 2025**

**Conference host to be promoted at the 2025 conference**

The [UKAIS](https://www.ukais.org/) invites expressions of interest to host the annual conference in 2026. The conference brings together scholars working broadly in the area of information systems. It has become increasingly popular year on year and always receives a very positive response from the community. Now in its 27th iteration, we are delighted to be inviting expressions of interest to host the next conference in 2026. More information about the 2022 and 2024 conferences can be found here: <https://www.ukais.org/ukais-conference/ukais-2024/> and <https://www.ukais.org/ukais-conference/ukais2022/>.

Outlined below is a draft specification for what hosting the conference would require. If you and your institution would be interested in hosting the conference on this basis, we invite you to submit an expression of interest (EOI). Your EOI should contain information about your institution, your capacity and experience in administering such events, why you want to host it, an estimated conference preparation timeline, what added value you bring (especially why your institution would be an attractive venue to prospective delegates), and how accessible the conference venue is (both in terms of being accessible for those with special needs, but also convenient access to mass transit and transportation hubs). You should also include indicative costs for room hire, daily delegate catering rate, local admin support, delegate packs, and technology costs. The UKAIS Board of Directors will choose the venue for the 2026 conference based on a review of the submitted EOIs.

UKAIS prides itself on providing an affordable conference option. This is reflected in its relatively low registration fee when compared to other conferences. Ensuring the conference remains affordable is a key consideration for the board. To ensure the conference remains affordable, UKAIS has previously provided free registration to a small number of academics from the host institution in exchange for conference rooms. Please do reach out to the President to explore any similar opportunities.

**If you are interested in submitting an EOI or if you have questions, please get in touch with the UKAIS President, Oliver Kayas (****o.g.kayas@ljmu.ac.uk****).**

**Please send your expression of interest to Oliver Kayas (****o.g.kayas@ljmu.ac.uk****).**

**Basic specifications for the host institution**

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| Date | End of April or May 2026 (depending on the Easter break). |
| Duration | Three days (one day for the doctoral consortium and two days for the conference). |
| Language | The language of the conference is English. |
| Capacity | 150-person capacity Lecture Theatre with full AV. Plus, a minimum of 5 fully AV equipped rooms available nearby with 30+ capacity each. |
| Atrium/Foyer | To cater for lunch/tea and coffee breaks – near to breakout room. |
| Catering | Two teas and coffee per day. One buffet lunch per day. Plus, a conference dinner on day two. |
| Accommodation | It is easier if delegates arrange their own accommodation at local hotels, but this requires the venue to be a reasonably large city. If the host institution can arrange accommodation that is fine, but we would advise against this because the administration can be difficult, and it often requires a firm block-booking months in advance and payment up front. |

**Conference organisation**

* There will be at least two conference chairs who will be UKAIS board members.
* One or two colleagues from the host institution will also be a conference chair(s).
* The UKAIS conference chairs will support the host institution in providing feedback and advice during regular organising committee calls.
* Final decisions about the conference theme, registration fees, budget, programme, etc., will be made by UKAIS. UKAIS will be responsible for determining the keynotes, award ceremonies, and promoting the conference.

**Structure of conference**

The event will run for three days. On day one, a doctoral consortium will take place. The number of delegates in attendance for the doctoral consortium on day one will be approximately 20 (plus approximately 10 academic staff to facilitate the consortium e.g., chair streams, keynote speakers).

The conference will then take place on days two and three. The number of delegates in attendance for the conference on days two and three will be approximately 80 to 100 (plus approximately 15 academic staff to facilitate the conference e.g., chair streams, keynote speakers).

**The host institution would be responsible for:**

* Reporting on budget, planning, and preparation of milestones for UKAIS in advance of the conference.
* Securing lecture rooms, break out rooms, meal facilities, and catering on time.
* Producing a conference accommodation and travel guide for on the UKAIS conference website.
* Publicising the conference through social media and mailing lists.
* Creating the conference pack containing a programme booklet including abstracts, delegate list, timetable etc.
* Organising the conference dinner.
* All preconference administration and communication including answering delegate’s queries and sending out emails to the delegates with info about the conference and communication with the keynotes with regards to scheduling, travel and accommodation. Also preparing letters to satisfy visa requirements for international delegates.
* Management of front desk and onsite logistics throughout the conference.