



ORGANIZATION OF THE ELEVENTH CONFERENCE OF THE SOCIETY FOR THE STUDY OF ECONOMIC INEQUALITY (ECINEQ) SUMMER 2025

GENERAL GUIDELINES FOR THE HOSTING INSTITUTION AND LOCAL ORGANISING COMMITTEE

These Guidelines aim to offer an overview of the administrative, organizational, and financial responsibilities that the local hosting institution is requested to undertake.

Final guideline details will be agreed upon with the selected hosting institution in writing and signed by the hosting institution's representative and ECINEQ's Secretariat.

CONFERENCE OVERVIEW

The Eleventh Conference of ECINEQ will be held for three days preferably in the first half of July 2025. The Conference includes academic sessions, social events (a Conference dinner and an optional reception), and ECINEQ institutional meetings (i.e., the Council, the Journal of Economic Inequality editorial board, and the General Assembly).

The hosting institution is expected to provide appropriate facilities and services for approximately 250-300 participants. If a larger audience is anticipated, additional services will be needed to accommodate.

The hosting institution will appoint a local organizing committee (LOC). The LOC will be responsible for the Conference's administrative and organizational tasks as described below and will be asked to approve the call for papers.

The evaluation of submissions, selection of papers, and the format of the Conference's scientific program are the responsibilities of the Programme Committee. The Programme Committee is constituted of members of the ECINEQ Executive Committee, the ECINEQ Council, and the chair of the LOC.

ADMINISTRATIVE, ORGANIZATIONAL AND FINANCIAL RESPONSIBILITIES

1. The Conference Venue

The LOC is responsible for the arrangements concerning the Conference Venue. The venue should be suitable in terms of location and accessibility, spaces for the plenary and parallel sessions, and facilities to host lunches, coffee breaks, and dinners.

The LOC is also responsible for providing facilities for the Conference to be held in a hybrid modality.

1.1. Parallel/Plenary sessions

The LOC is responsible for the adequate provision of rooms for the parallel sessions. The minimum requirements that the Conference Venue should meet include:

- (a) One Conference hall capable of accommodating all the Conference participants for the plenary sessions (approximately 300/320 people) and the General Assembly.
- (b) Ten simultaneously available rooms capable of holding up to 35 people.
- (c) All the rooms should be in a quiet location (such as classrooms) and have computer presentation facilities, including the ability to restrict sunlight in order to facilitate computer projections.
- (d) Microphone facilities should be available whenever necessary.
- (e) If the location requires, air conditioning facilities should be available.
- (f) Facilities for online participation of speakers.
- (g) On-site technical assistance should be provided throughout the sessions.

1.2. Other facilities

In addition, the Conference Venue should include:

- A room or suitable space for the Information and Registration Desk. The Information and Registration Desk should operate throughout the Conference, and staff should be provided by the local organizing institution or the LOC.
- A computer room, at the participants' disposal throughout the Conference. A reasonable number of computers (minimum 1 computer for every 30 participants) should be provided and equipped

with internet access. Full laser printing facilities should be available. Wireless internet access is required. A technician should always be available on-site.

- A room for institutional and private meetings that can host 25 people.
- An office room for the ECINEQ Secretariat's activities.
- A catering area where coffee breaks and lunches will be served to all the registered participants during the breaks.
- Medical assistance for the duration of the Conference.

1.3. Coffee breaks, lunches, and dinners

The LOC is responsible for organizing the welcoming reception (optional), coffee breaks (at least 2 per day), three lunches (1 per day), and the ECINEQ Conference dinner.

2. Conference programme

The launch of the call for papers and the preparation of the software to handle the submission, as well as the conference's website, are the responsibility of the ECINEQ Secretariat in consultation with the rest of the Executive Committee.

The evaluation of submissions and selection and format of the academic program is undertaken by the Programme Committee. The Programme Committee is constituted by members of the ECINEQ Executive Committee, members of the ECINEQ Council, and the chair of the LOC.

3. Accommodation

The LOC is responsible for organizing accommodations for all the Conference participants. In particular, the LOC should provide appropriate arrangements to facilitate participants' reservations and, if necessary, be prepared to book hotel rooms at the appropriate range of prices and quality for Conference participants (i.e., from PhD students to Senior scholars).

The LOC is also responsible for providing appropriate accommodations to the three keynote speakers.

The LOC should announce a deadline for guaranteed accommodations a few weeks before the Conference takes place. After this deadline, bookings will depend on space availability.

The accommodations offered should take into consideration the location of the Conference Venue: access to the reserved rooms should be straightforward and not exceedingly costly or time-consuming.

The LOC should inform Conference participants of arrival procedures (e.g., how to reach the hotel

from the airport, how to reach the Conference Venue from the hotel, etc.) well in advance.

4. Registrations

The ECINEQ Secretariat is responsible for the Conference registrations. Registration is entirely online.

The LOC is responsible for the welcoming and registration procedures throughout the Conference duration.

The ECINEQ secretariat and the LOC will agree on the registration deadline and draw the final list of participants in the Conference program.

5. Transportation

The LOC is responsible for informing participants about efficient transportation means to reach the Conference Venue or for setting, if necessary due to the hosting institution's location, appropriate arrangements to facilitate the participants' transportation to and from the Conference Venue.

6. Social Events

The LOC is responsible for preparing the Social Events Program scheduled as part of the Conference activities. The LOC is also responsible for the arrangement of recreational opportunities in the venue area and negotiating prices. Recreational opportunities can be organized both for the scientific and the accompanying participants during, before, or after the Conference.

7. Institutional Programme

The LOC is responsible for organizing the institutional events requested by ECINEQ, such as the ECINEQ Council Meeting and the General Assembly of Members. Information on these events will be given to the LOC by the ECINEQ secretariat in due time.

8. Finances

The Conference should be fully self-financed.

The financial resources coming from the registration fees can be managed under two setups:

- a) ECINEQ collects the whole amount of the registration fee and then transfer the part competing to the hosting institution (the registration fee net of the ECINEQ membership fee) at the end of the conference, after reception of the invoice issued by the hosting institution. ECINEQ may also manage the eventual contribution obtained by sponsors in accordance with the detailed agreements discussed with the Executive Committee and the LOC during the selection process.
- b) ECINEQ collects only the membership fee. The remaining part of the registration fee is collected by the hosting institution.

Alternative ways to manage the financial resources can be discussed during the selection process as well as all fiscal issues that may be involved.

The LOC is responsible for covering the costs of the three guest speakers including appropriate arrangements for accommodation and travel. In special circumstances, ECINEQ may cover all or part of the costs related with the Presidential Address.

Participants' fees plus confirmed sponsorships when they exist should cover at least the registration, Conference material, lunches, coffee breaks, Conference dinner, the three guest speakers' travel and accommodations, and ECINEQ membership dues.

Once an agreement is reached and signed, any deficit incurred by the LOC is their sole responsibility and will have to be covered by the hosting institution.

9. Conference Fees

Fees plus confirmed sponsorships when they exist should cover registration, the Conference dinner, lunches, coffee breaks, Conference materials and support staff, the three guest speakers' travel and accommodations, **and** the ECINEQ membership fees for the two following years for those who have not paid their dues.

The proposal should specify:

- Standard fee rates and special rates for PhD students and LDCs researchers. Maximum standard fees cannot exceed 350 Euros, while maximum special rates should not exceed 200 Euros. A higher rate can be specified for late payments.

As a reference, the fees of the previous editions were:

- 300 (standard fees) and 200 (special fees for PhD students and LDCs researchers) Euros for the 5th Meeting;
- 350 (standard fees) and 200 (special fees for PhD students and LDCs researchers) Euros for the 6th Meeting;

- 350 (standard fees) and 150 (special fees for PhD students and LDCs researchers) Euros for the 7th Meeting;
- 350 (standard fees) and 175 (special fees for PhD students and LDCs researchers) Euros for the 8th Meeting, both amounts were increased by 50 euros for late registrations. Both fees were increased by 50 Euros for late registrations.
- 160 (standard fees) and 80 (special fees for PhD students and LDCs researchers) Euros for the 9th Meeting, both amounts were increased by 50 euros for late registrations (the Conference was entirely held online).
- 400 (standard fees), 220 (special fees for PhD students in developed countries), 120 Euros (special fees for PhD students not based in developed countries and LDC based scholars) for the 10th Meeting.

➤ Quota of the fees to be retained by the Society.

A proportion of the fees should cover at least the two years ECINEQ membership fees for a minimum of 170 Euros for standard fees and 90 Euros for PhD Students and LDC Researchers.