



WORLD PLANNING SCHOOLS CONGRESS 2021: CALL FOR PROPOSALS

World Planning Schools Congress 2021: Call for Proposals

The aim of this document is to provide guidelines for those institutional members of GPEAN local and regional associations that are interested in presenting proposals to host and organise the Fifth World Planning Schools Congress 2021. The document comprises the following sections:

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1. PURPOSE

In July 2001 the first World Planning Schools Congress (WPSC) was held in Shanghai, China, under the joint sponsorship of the Asian Planning Schools Association (APSA), the Association of Collegiate Schools of Planning (ACSP), the Association of European Schools of Planning (AESOP), and the Australia and New Zealand Association of Planning Schools (ANZAPS). In addition to the Congress, meetings held among the participating Associations' leadership led to the Shanghai Statement, which called for the development of a Global Planning Education Association Network (GPEAN; Appendix I) and led to the preparation of other Congresses in México City (2006), Perth (2011) and Rio de Janeiro (2016).

The WPSC brings together scholars and professionals from all continents, providing opportunity for international academic and scientific exchange, encouraging a debate on current planning problems, experiences, and solutions in different parts of the world.

Now, GPEAN welcomes proposals from the members of its associations to host and organise the Fifth World Planning Schools Congress in July 2021. GPEAN created a WPSC Steering Committee (SC), which is responsible to prepare and disseminate the WPSC'21 call for proposals; together with GPEAN Coordinating Committee (CC) select the successful proposal; assist the Host Institution (HI)(which could be one or multiple academic institutions affiliated with one of the eleven GPEAN associations) and its Local Organising Committee (LOC) in planning and organising the Congress. The SC is to provide academic and managerial oversight on the programme content and structure, keynote speakers, program tracks and their chairs; to monitor the progress of congress organisation while providing advice to the LOC.

The purpose of this document is to guide the interested schools in proposing the necessary activities according to the suggested timeline (Appendix II) and ensuring that the WPSC 2021 will be a successful event. Adhering to these guidelines should make it possible for interested institutions to prepare initial proposals without investing unnecessary time and expense and to cover all of the required matters related to the two-stage submission process. It should be emphasized that being selected as a Host Institution (HI) for the Fifth WPSC carries significant responsibilities. Yet, the previous HIs – Tongji University, Shanghai, China; the Autonomous University of Mexico; the University of Western Australia, Perth, Australia and the Federal University of Rio de Janeiro, Brazil – attest that the investment of time and resources is an extremely worthwhile undertaking and a rewarding experience for faculty, students, the host institution and the city / region where the congress is held.

2. GENERAL CONGRESS MANAGEMENT ARRANGEMENTS

Once a HI is chosen and a LOC is set up, the SC and LOC will define responsibilities to prepare the WPSC, according to an agreement to be signed by the HI and GPEAN (Appendix VII). The LOC is to propose the theme, identify the venues and address other requirements set forth in this call for proposals. The SC provides academic and managerial oversight and exercises strategic leadership and international facilitation, defining the main keynote speaker, tracks and their chairs in accordance with LOC. This arrangement was initiated with the WPSC'01 in Shanghai, and followed Mexico City, Perth and Rio, and was effective in hosting congresses that each drew on average more than 600 participants.

In 2021, the host should be prepared to accommodate around 800-1,000 participants contingent upon location, costs and economic climate. The LOC, through a system of Track Chairs set in place by the SC, coordinates the abstract submission and approval processes. The LOC will structure the final program, under SC overall advice. It is the primary role of the LOC to ensure that all of the local arrangements are handled thoroughly and competently for the Congress activities.



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3. THE PROPOSAL PROCESS AND DATES

Proposals to host the Fifth WPSC will be submitted via a two-stage process. In the first stage (deadline: May 1st, 2018), applicants will submit a preliminary proposal. The SC will make a selection of viable Congress proposals (deadline: June 1st, 2018) and invite the short-listed institutions to prepare a full proposal (deadline: August 1st, 2018). The SC will provide feedback to those proposals that are on the shortlist in an effort to make the final proposals as strong and complete as possible.

The final selection will be made by GPEAN (Autumn 2018). In the case when the current representative to GPEAN is a member of an institution submitting a proposal, the regional/national association will either suggest an alternative representative or the current representative will be excluded from the deliberations, leaving any regional/national association's letter of endorsement to serve as the only input to the selection process. Following the final selection, the SC will undertake a site visit to confirm the suitability of the venue with regard to venues, financial and processing viability (e.g., acceptance of international credit cards), institutional support, website operability, logistics and other factors that will ensure a successful event.

4. ITEMS TO BE ADDRESSED IN THE PRELIMINARY PROPOSAL

GPEAN encourages a creative approach to the congress proposals, considering the requirements for using English as the primary language and permitting registrants an opportunity to present their work. The preliminary proposal must contain the elements indicated in the following sub-sections, considering also the Appendices III and IV: information on Congress dates and venue, transportation and accommodation facilities, local organising committee, Congress theme, and evidence of the financial viability of the proposal (an "indicative budget") including the expected budget, potential sponsors, funding opportunities together with the supporting documents (e.g. letter of endorsement of the HI).

The SC will consider the following when selecting initial proposals for the second stage: how effectively the proposal addresses the items discussed in this section of this call; evidence that there is a commitment to carry out the program that will be developed by 2021; creativity and innovation in Congress activities (while upholding a tradition of wide ranging scholarly exchange in planning education); and the quality of the Congress site and facilities.

The final proposal of those short-listed will expand on the preliminary proposal by providing information with greater detail. This is to allow sufficient information to be available to permit due diligence by GPEAN in assessing the robustness of the final proposal and capacity of the HI/LOC to deliver a successful Congress.

4.1. Congress Dates

A July Congress date is preferred in 2021, ensuring that the Congress dates do not conflict with other related conferences. It should be noted that the Congress should fall within a one-week core period (Monday to Sunday), including pre-Congress activities, to permit participants to work within their academic schedules. It is also recommended that the schedule abut a weekend, to permit registrants to take advantage of any airlines' pricing for a "Saturday Night Stay," which may be of particular relevance for domestic travel in many markets.

The candidates should be aware that timing is fundamental to the success of the event considering the suggested timetable (Appendix II).



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4.2. Congress Venue

In order to accommodate the WPSC, it is necessary to identify facilities that can accommodate 800-1,000 estimated attendees and should ensure a pleasant, accessible and functional setting. Accessibility is important both relative to the external environment (hotels, city centre, transports) and internally – the venue should be compact and easy to move around, with minimal time lost in reaching different sessions, and with adequate rooms considering ventilation, illumination, temperature and noise control.

The venue would comprise rooms of various sizes, considering **a combination of**: at least one of about 1,000 capacity for plenaries; three about 100-200 capacity; about ten of 50-70 capacity; about ten of 20-30 capacity; business office; large foyer for registration and exhibits; some spare rooms for speaker preparation or other ad hoc requests. All session and meeting rooms should be equipped with projectors, screens, pointers, internet access, and audio, and assisted by technical staff. As many rooms as possible should be accessible to disabled people.

The use of university facilities available during academic breaks has been a good strategy for keeping costs down. Conference/convention centres or hotels may be considered but have been known to drive costs up. With that in mind, it is necessary to fully justify the selection of the venue in the proposal.

Finally, it is recommended that the proposal include an opening reception and dinner venue (or potential venues) for 1,000 or more people. As these venues may only be secured after the bid is awarded, the venues may be visited by the SC during the first site visit to participate in the decision for these venues. Cost of the venue should be presented in the proposal budget. The dinner if in addition to the opening reception can be an additional cost to participants over and above the congress fees.

Once a proposal is selected, it is strongly recommended that the Congress venue is reserved as soon as possible.

4.3. Transportation and Accommodation Facilities

In the proposal it is necessary to identify and briefly assess available transportation facilities that serve the Congress site (air carriers, rail service, etc.), with some attention to typical costs (round trip) between major urban centres as well as frequency of service. (Include at least prices for travel from the following origins to the proposed Congress site: New York, Los Angeles, Toronto, London, Paris, Shanghai, Tokyo, Auckland, Sydney, Johannesburg, Rio de Janeiro, and Mexico City. Be mindful that prices may vary according to where the ticket is sold.) Also, a table should be provided with information on visa requirements and difficulties participants would have obtaining visas for entering the country of the Congress.

It is necessary in the initial proposal to identify hotels that can accommodate 75% of the participants (or more) in rooms with both single and double occupancy, as well as some arrangements for student accommodation. The per night room costs are important to Congress registrants and it is important to identify a range of appropriate options at different price points. Accommodation cost will be a consideration in the Congress site selection. Room quotes in US dollars or Euros are preferable to those incorporating conversion, inflation, currency adjustment mechanisms.

4.4. Host institution (HI) and Available Resources

It is necessary to provide information about the resources the HI can provide and the structures that would be put in place to ensure the success of the WPSC. The initial proposal should address: Which are the resources available? What are the key preparatory activities? Who is responsible for them (starting when, for how long, at what cost)?

The proposing institution is expected to have the capacity to build and/or host a specific web site for the WPSC.



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It is expected in the initial proposal that the chief academic officer(s) of the bidding institution(s) will provide a letter of endorsement of the proposal indicating the full backing of the institution, including assuring the availability of the human and other resources necessary to mobilize for the WPSC'21.

4.5. Conference Theme

The initial proposal should indicate a proposed conference theme of interest to the world community and its rationale. It should discuss suggested special sessions and mobile workshops that highlight the conference theme. The theme should be international in scope, yet reflective of local insights, experiences and conditions and should provide a critical reflection on important issues to the state of art of urban and regional planning praxis and research, considering its global reach. The theme must remit to questions that are considered important universally or by as many countries / world regions as possible. GPEAN suggests that the general theme should somehow be consistent with the “Where does planning go from here?” “World Agenda for Planners in 2021 and Beyond” or “State of the Art and the Near Future for Planning” rubric. A list of previous WPSC themes and their rationales is available in Appendix V.

A Congress logo should be designed and decided upon early in the time of bidding. The logo gives the Congress organisers and their place an identity and facilitates their communication to a wider audience. The logo should be displayed side by side after GPEAN and the GPEAN Associations’ logos, signalling the nature of the partnership.

4.6. Financial Issues

The HI/LOC takes full financial responsibility for the WPSC. The initial proposal should provide an indicative budget, including details of in-kind contributions, in an itemized format. It should specify registration fees and sponsorships. It has become customary to differentiate registration fees for students and also for scholars from low-income countries (per U.N. or World Bank classifications). Sponsorship values should only be included if contributions are already in-hand. All figures used at all stages of the proposal should be presented either in US dollars or in Euros. (The value of faculty – teaching and research staff – time may not be included in in-kind contribution calculations.)

The HI/LOC should expect careful collaboration and oversight from SC/GPEAN throughout the Congress preparation process to ensure the success of the overall effort. Therefore, the HI/LOC should be prepared to provide the complete detailed budget to SC/GPEAN on an ongoing basis or no less than every three months. This is not only to ensure the success of the effort but also to provide guidance for future applicants and future Congresses. The budget proposal should incorporate a US\$25 fee for each full paying registrant with lower levels for other registrant categories to support the GPEAN’s fund which will be used for future network activities. The way how these funds will be transferred to GPEAN will be defined in the agreement.

Please note that the HI/LOC will have to cover the cost of travel and accommodation for the representatives of WPSC SC to visit the Congress site at least two times, as well as to provide free registration for its representatives (about 15).

4.7. Student Involvement and Activities

Applicants are encouraged to include a plan for student involvement in scheduled pre-Congress events as well as activities / roles for students during the Congress itself. An example of a pre-Congress event is a PhD Workshop. Another option could include joint studios for Master’s students from international and local universities or involve them in the Mobile Workshops.



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5. PRELIMINARY PROPOSAL SUBMISSION

A copy of the preliminary proposal and accompanying attachments should be sent by May 1st 2018 to wpsc21cfp@gmail.com. Any questions about the proposal preparation process should be addressed to the same email.

6. FINAL PROPOSAL ELABORATION AND SUBMISSION

The selected candidates will have two months to prepare a final proposal considering the information in Appendices III and IV. SC will provide feedback to the short-listed proposals that would help with the development of the final proposal in terms of provision of missing or more detailed information. Questions about the final proposal preparation process should be emailed to the following e-mail: wpsc21cfp@gmail.com. A copy of the final proposal and accompanying attachments should be emailed by 1st August to the same address.



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APPENDIX I – GPEAN MEMBERS AND STRUCTURE

- AAPS – Association of African Planning Schools;
- ACSP – Association of Collegiate Schools of Planning (USA);
- ACUPP – Association of Canadian University Planning Programs;
- AESOP – Association of European Schools of Planning;
- ALEUP – Asociación Latinoamericana de Escuelas de Urbanismo y Planeación (Latin America);
- ANPUR – Associação de Pós-Graduação e Pesquisa em Planejamento Urbano e Regional (Brazil);
- ANZAPS – Australian and New Zealand Association of Planning Schools;
- APERAU – Association pour la Promotion de l'Enseignement et de la Recherche en Aménagement et Urbanisme (French speaking countries);
- APSA – Asian Planning Schools Association;
- ASPI – Association of Schools of Planning of Indonesia;
- TUPOB – Association of Planning Schools of Turkey.

Coordinating Committee

Nancy Odendaal (Co-chair), AAPS, Cape Town University, South Africa
Francis Owusu, ACSP, Iowa State University, USA
Sandeep Agrawal, ACUPP, University of Alberta, Canada
Ela Babalik Sutcliffe (Chair), AESOP, Middle East Technical University, Turkey
Juan Angel Demerutis, ALEUP, University of Guadalajara, Mexico
Eduardo Alberto Cusce Nobre, ANPUR, University of São Paulo, Brazil
Caroline Miller, ANZAPS, Massey University, New Zealand
Isabelle Thomas, APERAU, University of Montreal, Canada
Anthony Yeh, APSA, Tongji University, China
Bakti Setiawan, ASPI, Gadjah Mada University, Indonesia
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Eduardo Alberto Cusce Nobre (Chair), ANPUR, University of São Paulo, Brazil, eacnobre@usp.br
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APPENDIX II – SUGGESTED TIMETABLE

Timetable for proposals

Date	Event
December 1 st 2017	Call for proposals
May 1 st 2018	First submission of proposals
June 1 st 2018	Decision on first submission of proposals
August 1 st 2018	Final submission of proposals
Autumn 2018	Decision on the final submission proposals

Suggested Timetable for the Congress

Date	Event
November 2018	Setting up of Local Organising Committee
December 2018	Signing of the agreement between HI/LOC and GPEAN / first SC visit to the site
May 2020	Website goes live / Call for Papers
September 2020	Deadline for abstracts submission
December 2020	Decision on abstracts acceptance
February 2021	Submission of final paper and deadline for Early Bird Registration that guarantees inclusion of the paper in the proceedings book / second SC visit to the site
May 2021	Deadline for online registration
July 2021	Congress



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APPENDIX III – CHECKLIST

The following checklist is indicative of the information required to be supplied to GPEAN during the two-stage submission process. GPEAN may also seek additional information, not listed here, in discussion with the bidding institution(s) as part of the second stage of the selection process, to ensure sufficient information to allow due diligence and effective planning for the Congress.

1. Organisational and External Support / Capacity

- Evidence of support from institution('s/s') chief academic officer(s).
- Evidence of external public and private sector support, including national and regional planning school associations.
- Evidence of potential sponsorship support.
- Record of comparable conference organisation and financial viability.

2. Proposed Structure of Congress

- Suggested theme and logo.
- Suggested date and schedule of Congress, including draft program (only in the full proposal).
- Draft mobile workshop program.
- Draft pre/post Congress program.

3. Structure of Local Organising Committee

- CVs of Congress Chair, Co-chair(s), formal members.
- Evidence of prior conference organising experience.
- Availability / expected time commitment (in person-hours) prior to Congress.

4. Congress Budget and Management

- Line budget, including proposed registration charges and other sources of income (including “in kind” contributions).
- The budget should include fixed and variable cost components.
- A budget sensitivity analysis should be conducted to show the financial outcome based on the targeted number of attendees, 25% lower participation and 25% higher participation.
- Secretariat service resources / structure to be deployed.
- Insurance cover to be deployed.
- Proposed formal staffing and voluntary support (prior to and during Congress).
- Identity of commercial conference service provider(s) / professional conference organiser, including evidence of track record, stability, capacity (if to be used).
- Identity of professional abstract manager with a system to distribute to co-chairs for evaluation of paper/panel proposals, and which allows co-chairs to communicate. Furthermore, the system should allow coherent sessions to be composed or organised.
- Management timeline / critical path / key dates in preparation.



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- Final statement of accounts must be submitted by the HI/LOC within one year of the Congress.

5. Infrastructure and Other Resources

- Venue capacity, features and costs, barrier-free access.
- Proposed catering provision, capacity to meet special dietary needs.
- Accommodation capacity, costs and locations in regards to venue(s).
- Intra-Congress transportation provision between venue, workshops, dinners, etc.
- Proximity of accommodation/venue to airports and other major transport infrastructure (in travel time and costs).
- Resources allocated for provision of Congress website.
- Internet and other promotion methods proposed to be used.
- On-line abstract submission and review.

6. Appeal of Host Location

- Tourism appeal and tourist costs.
- Accessibility by national and international transport and costs.
- Compelling planning issues.
- Potential issues of perceived public safety / public hygiene / health provision / travel visas, etc. that may need to be addressed, including personnel who can handle crises such as robbery involving loss of travel documents and need of medical services.



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APPENDIX IV – TYPICAL WPSC CONGRESS ACTIVITIES

1. Keynotes

Keynote presenters are selected among distinguished scholars, practitioners and leaders of various national or international organisations who are expected to deliver an inspiring and thought-provoking speech related to the theme of the Congress. The keynotes are given during plenary sessions at the opening, closing or during the Congress. The number of keynotes and sessions vary from one to three, depending on the time allowed and the proposed Congress program.

Note that the opening plenary keynote is defined by SC.

2. Roundtables

Roundtables offer a less structured format for discussing a topic of current interest, usually within 90 minutes sessions. The roundtables involve 4-5 panelists who (in 10-15 minutes) present their views, approaches and / or experiences in dealing with a particular planning issue, and a moderator who invites and facilitates Q&A and discussion. Roundtables are an important outlet for exploring the emerging and critical issues and innovations (theoretical, methodological) from multiple and diverse perspectives.

3. Full Paper Presentations

Full Papers are included in the regular sessions organised by tracks. The sessions are typically 90 minutes long and include 4-5 paper presentations and time for discussion / Q&A. Full papers present a developed research idea which is empirically tested with rigorous methodology and has specific findings. The full papers are generally equivalent to draft journal articles or book chapters. Depending on the author's decision, the papers may or may not be shared with other Congress participants in digital or hard copy format. A competition for the best paper could also be organised.

4. Poster Presentations

Posters are exhibited in a specially designated area on the Congress premises. The organisers may decide to create a special poster session and make additional announcements in order to ensure that the posters are viewed by the majority of the Congress participants. This session should be scheduled outside the time used for regular parallel session. A competition for the best poster could also be organised to raise the standard of and attention to the research presented in the posters.

5. Mobile Workshops

Mobile Workshops (MW) are designed to offer the Congress participants an educational experience through locally sourced examples of successful or failing places and projects. They take a half day of the Congress and are usually offered in the afternoon of the second or third day of the Congress. Depending on the expected attendance, 10-20 MWs are organised and made available during the registration on a first-come-first-serve option. Each MW has a guide (a professor, a PHD student or a



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local expert), responsible for preparing the materials and the logistics. MWs can be motorised or non-motorised (e.g., on foot or by bicycle). The transport mode and the length should be clearly stated in the programme and registration, as the choice of MW may be affected by individual mobility preferences or limitations.

6. PhD Workshop

PhD Workshop is organised in conjunction with the Congress. It is intended to provide educational experience for pre-selected students in the early stages of their dissertation research, through thematic lectures and discussions and interactive working sessions. PhD Workshop is planned simultaneously with the main Congress, but managed by a different committee which develops the programme, proposes and invites the mentors, issues the announcements, and selects the participants. Guidelines for organising the PhD workshop are provided in a separate document. It is usually offered previous to the Congress.

7. GPEAN Meeting, Conferences and Associations Presentation

The meeting of the GPEAN Coordinating Committee and its journal editorial board (*Dialogues in Urban and Regional Planning*) comprises two half-days, conducted before and after the congress. It requires a quiet room for about 10-15 people, equipped with a projector, internet access and a screen. It is also expected that the LOC provide room and equipment for the presentation/conference of GPEAN associations included in the scientific programme. This could be in the format of a roundtable or a plenary session. Other rooms might be requested on demand of GPEAN (e.g. AESOP annual congress assembly, meeting rooms for different journal editorial boards, etc.).

8. Publication Fair

Book and journal exhibitions are a chance to planning scholars to meet with authors and publishers. It is held in a location that is frequented and accessed by the attendees on hourly basis. The potential exhibitors are contacted by the Congress organisers.

9. Social Events

Social events are hosted in unique places of cultural and / or political importance. In some cases these events are sponsored or co-sponsored by national governments (e.g., ministries for planning), local authorities, and / or other research and professional organisations and it could be one or a combination of the following: Welcome Reception; Congress Dinner or Closing Reception. The organiser must inform if the cost is included in the Congress registration fee or not.

10. Breaks

The following provisions are compulsory and included in the registration fee: box lunches (if necessary for mobile workshops); lunches, coffee and tea for the morning and afternoon breaks, giving special attention to special dietary requirements, e.g., vegetarians, diabetics, homeopathy followers, non-pork eaters, and halal meat eaters. The location of these provisions should be within the Congress facilities and in proximity to presentation rooms and exhibit areas.



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11. Information/Communication

All Congress-related information, updates, announcements and news should be available on a web site, including: dates and deadlines; membership of the Local Organising Committee (LOC) and any other committee; tracks descriptions and co-chairs; instructions, templates and links for online submission of papers and any other relevant material; congress fees; registration (online); accommodation (including a map with distances, travel modes and time of travel to the Congress venue); general schedule; keynotes; programme (sessions, roundtables, posters); PhD Workshop (schedule, programme, location, mentors, etc.); social programme and events; instructions for presenters (paper, panel, poster) and session chairs; mobile workshops (description, timing, special requirements, leaders); congress venue (maps and plans with clearly marked spaces); local transport (from-to airport and around the city); contacts; other relevant information (climate, history, local cultural or sport events held at the time of the Congress, etc.); gallery of photos and videos taken during the Congress (keynotes, general sessions, receptions and other social events, mobile workshops, dinner).

12. Number of Tracks

The tracks are designed to reflect the diversity of the planning field and to organise the programme into easily identifiable topics that the attendees can navigate and find the sessions and presentations of their interest. The number of tracks (about 15) and their titles are responsibility of the SC considering LOC inputs. The responsibility of reviewing and selecting papers and creating the programme lies in the track co-chairs, in collaboration with the organisers. The three co-chairs should include one member from the local community of planning scholars (i.e., host institution, region or country) and two from the membership at large, defined together with the SC, ensuring a representative track leadership for the Congresses co-sponsored jointly with other associations, presenting a broader representation from the relevant parts of the world. The track co-chairs are expected to attend and register for the Congress and their tasks are to: a) write a track description to be posted on the Congress web site; b) review the submitted abstracts and decide which are acceptable based on the process agreed with the organiser and the other co-chairs, c) propose track sessions of 4-5 presentations, poster displays and panels based on the submitted abstracts, d) participate in the meetings of track co-chairs as organised by LOC before, during or at the end of the Congress. The list of tracks for WPSC 2016 is attached as indicative of tracks themes (Appendix VI).

Note that the number of tracks (15) and their titles are responsibility of the SC considering LOC inputs.

13. Congress materials and accessories

Congress materials include: a) Book of abstracts with ISBN (printed and / or digital format / online); b) Book of proceedings with ISBN, in which the authors decide whether to publish or not (printed and / or digital format / online); c) Congress Programme (printed and digital format / online); d) Academic information (journal and book leaflets, meetings, etc.); e) Invitations and tickets (e.g. for congress dinner, mobile workshops, welcome reception, cruises); f) Local attractions, travel and entertainment information. It is up to the LOC to decide what accessories to provide, and, except, for the badge, all are optional. Following are examples of accessories: a) Badge (should be clearly legible bearing the name of the person, institution and Congress, GPEAN and the Associations logos); b) Bag (should



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contain the Congress material); c) Notepad; d) Pencil or pen, etc.

14. Submission of Abstracts and Papers

All submission of abstracts and papers should be done online through the Congress web site. Submitted abstracts and papers should be accessible to the track co-chairs by special permissions to access the system. The co-chairs might see only the abstract that are relevant to their task. The system should facilitate recording of the co-chairs' decisions to accept or reject the abstract (each and then final agreed-upon decision), and possibly entertain other options (e.g., suggest for a poster session, suggest a more suitable track, etc.). Based on the final decisions recorded in the system, the corresponding authors are informed of the outcome by the Congress Organisers. The track co-chairs suggest the sessions' chairs among the registered or expected participants, contact them and confirm the assignment with the Organisers (for inclusion in the programme).

15. Registration

The system used for Congress registration should be integrated with other Congress activities as well as the financial processing and accounting, such as selection of Mobile or PhD Workshops. During an online registration, the prospective attendees should be able to fill in a form containing all necessary details and have several payment options, international and domestic (invoice, online by credit card or an account, bank cheque). On-site registration should be available during the Congress and should rely on same system so that problems such as duplications or manual handling (and possible misplacement of information) are avoided. Cancellation is an important part of the registration procedures. A clear cancellation policy should be developed, made easily accessible, and honoured by the Organisers.



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APPENDIX V – INFORMATION ON PREVIOUS WPSC

First WPSC 2001

Host Institution: Tongji University, Shanghai, China

Sponsor Association: ACSP, AESOP, APSA and ANZAPS

Theme: “Planning for Cities in the 21st Century: Opportunities and Challenges”

Rationale: the First WPSC aimed to cover a wide range of topics which would be faced by planning educators and the profession in a rapid urbanising world in the turn of the new millennium. The selection of Shanghai reflected the view shared by four regional associations that the influence of the World Congress would be greatest if it could be held in one of the fastest growing cities and regions, where both the opportunities and challenges were greatest, and thus the need for planning was most obvious too.

Second WPSC 2006

Host Institution: Autonomous University of Mexico, Mexico City, Mexico

Sponsor Association: ALEUP

Theme: “Diversity and Multiplicity: A New Agenda for the World Planning Community”

Rationale: The Second WPSC was worried about how planning should address differences of culture and places taking into consideration the global forces that affect territories, how spatial justice could be defined in the light of diversity, and how to convert diversity and multiplicity into effective resources for the betterment of urban life.

Third WPSC 2011

Host Institution: University of Western Australia, Perth, Australia

Sponsor Association: ANZAP

Theme: “Planning’s future – Future’s planning: Planning in an Era of Global (Un)Certainty and Transformation”

Rationale: the 2011 Congress aimed to cope with a series of “mega-wicked problems” in the form of rapid urbanisation, climate change, population growth and demographic structuring, natural disasters and, global economic, considering the (re)turn to urban and regional planning/planners for explanations and (re)solutions as a result of it. It aimed to critically reflect on where planning education and practice came from, where they were at that time and heading to over the following 10-20 years.

Fourth WPSC 2016

Host Institution: Federal University of Rio de Janeiro, Rio de Janeiro, Brazil

Theme: “Global Crisis, Planning & Challenges to Spatial Justice in the North and in the South”

Rationale: the 2016 Congress aimed to discuss the challenges for planning to promote social justice considering the impacts of the 2008 financial crisis both in Global North and South, which various cities have witnessed the growing of protest movements of a discontent civil society.



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APPENDIX VI – LIST OF TRACKS OF WPSC 2016

01. Governance, Politics, Ethics and Conflict in Planning
02. Informal Housing, Land Tenure and Government Programs
03. Housing and Community Development
04. Spatial Policies and Land Use Planning
05. Planning Practice and Innovation in Planning Education
06. Planning History
07. Planning Theory
08. Urban Design, Culture, Heritage, Public Realm and Planning
09. City Marketing, Healthy Cities and Planning
10. Urban Violence and Planning
11. Planning Law, Administration and Processes
12. Climate Change, Resource Management, Sustainability and Environmental Justice
13. Planning for Social Justice, Equity, Gender and Identity
14. Communication, Participation, Methodology and Planning
15. Transportation and Infrastructure Planning
16. Multi-national and Cross-border Planning and Inter-regional Cooperation
17. Economic Development and Planning in Moments of Crisis
18. National, Regional, and Local Planning Under Conditions of Global Crisis
19. Comparative Development Planning: Globalization and International Cooperation
20. Regional and Rural Planning and Development



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APPENDIX VII – AGREEMENT ON WORLD PLANNING SCHOOLS CONGRESS 2021 TEMPLATE

1. Parties of the Agreement

This Agreement on the World Planning Schools Congress 2021 (WPSC 2021) (“Agreement”) is made by and between the Global Planning Education Association Network (GPEAN), hereby represented by the WPSC Steering Committee Chair (SCC)[Name], and the [Institution(s), Department Name(s)], represented by [Name(s), Position(s)].

Under this Agreement, the [Institution(s), Department Name(s)] will organise the WPSC 2021 in [Place].

2. Dates and duration of the Congress

The dates of [Dates, Year] are envisaged for the Congress. The PhD Workshop will be held in [Place], hosted by [Institution(s) Name(s)] from [Dates, Year], followed by an optional stay for the workshop participants during the Congress.

3. Local Organising Committee

The Local Organising Committee (LOC) of the Congress is presided by the Chair and a Deputy Chair. The everyday contact between the Parties of the Agreement will be held by the Contact Person, who is agreed to be [Name].

3.1. Members of LOC

3.1.1. The Local Organising Committee shall consist of: Representative part, including:

- a) Chair: Name
- b) Deputy Chair: Name and other members:

[List Names and Affiliations]

3.1.2. If the Contact Person for any reason failed to act provisionally or permanently, the LOC shall nominate a new Contact Person without any delay.

3.1.3. The Local Organising Committee may wish to establish any other bodies to help the development and organising the Congress.

3.2. Responsibilities of the LOC

3.2.1. The responsibilities of the LOC are as follows:

- 3.2.1.1. To provide GPEAN with any relevant information without any delay, through the Contact Person or in any other way if necessary;
- 3.2.1.2. To organise the tracks, track co-chairs; keynote speakers and invited persons in accordance with GPEAN and the WPSC Steering Committee (SC);



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- 3.2.1.3. To present frequently the state of preparations to the SC;
- 3.2.1.4. To create a well organised congress webpage, where all possible information on the congress will be uploaded. This web page shall be maintained and updated regularly, well before the various deadlines, and shall remain accessible on the web at least for one year after the Congress. The website should necessarily include the logo and the link to GPEAN and its associations webpages;
- 3.2.1.5. To set the various deadlines for the preparations of the WPSC 2021;
- 3.2.1.6. To prepare informational materials about the Congress and to distribute them to potential participants, namely:
 - a) First announcement and call for abstracts;
 - b) Traditional paper flyers and brochures to be sent to the WPSC members by the GPEAN Coordination Committee (CC);
 - c) Congress programme to be distributed via GPEAN information media as well as Congress web site;
 - d) Any Congress information on Congress web site starting in May [Year before Congress Year];
 - e) Congress abstracts and authorized full papers to be made available via Congress web site at the beginning of the Congress;
 - f) Congress brochure in printed form with final programme and list of participants and (optional) as App with more detailed information, to be distributed to the participants at the beginning of the Congress;
- 3.2.1.7. To organise the very Congress, namely:
 - a) Venue and technical facilities;
 - b) Accommodation and meals / refreshments for the participants, invited persons and speakers, and accompanying persons;
 - c) Programmes for mobile workshops and other possible activities;
 - d) Organisation of airport pick-up services if required for a specific list of a maximum of fifteen persons defined by GPEAN and other persons defined by the LOC;
 - e) Hiring the staff for the Congress during its meetings (personnel congress desk, registration, payments, handing over Congress materials, assistance for administrative matters; student assistants; hostesses, etc.);
 - f) Organising the assessment of the abstracts submitted for the Congress through track chairs and providing track chairs with all necessary directions and assistance;
 - g) Encouraging GPEAN partner organisations to organise their activities during the Congress (see article 4.1, 6);
 - h) Scheduling the Congress track sessions and securing that in each room where sessions will be held, there is a person with the responsibility to assist the speakers technically, and organisationally, and to take care in case an accident occurs;



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- i) To subscribe an insurance policy, where possible, covering operation risks from the organisation of events (optional);
 - j) To cover the costs of the Congress, travel and accommodation of the WPSC 2021 Steering Committee members and payments to GPEAN as agreed below in article 7.2. of the Agreement;
 - k) To prepare and send to the SC the Congress Report and the Financial Report as stated in articles 6 and 7.2.d (below);
 - l) To ensure visibility and to facilitate the GPEAN and its associations activities during the Congress, namely:
 - i. Ensuring that the GPEAN and its associations visual identity elements (symbols and logo, etc.) are well visible in the venue of the Congress, and well visible on the website, and that the logo and other visual identity elements are printed on all material and documents distributed;
 - ii. Ensuring that GPEAN and its associations name and logo are embedded into logo of the Congress;
 - iii. Providing free of charge the appropriate spaces (rooms, amphitheatres, etc.) for the GPEAN and its associations activities prior and during the Congress (meetings of Organising Committee, Thematic Groups meetings, Editorial Boards meetings), and include in the printed and website programme the necessary details for these meetings (room, day, time, etc.);
 - iv. Providing free registration for the representatives appointed by the GPEAN Organising Committee.
- 3.2.2. The LOC may wish to establish on their account any working units and/or to hire any staff, etc., so that their responsibilities could be accomplished.

4. GPEAN

4.1 Responsibilities of GPEAN and the Steering Committee

The responsibilities of GPEAN and the Steering Committee are the following:

- 4.1.1. To define scientific content of the Congress, namely:
 - a) To define the main keynote speaker,
 - b) To approve the tracks and their titles,
 - c) To communicate with partners and keynote speakers in cooperation with LOC as far as the Congress is concerned,
- 4.1.2. To provide the LOC the GPEAN and its associations logos for the purpose of organising of the Congress;
- 4.1.3. To provide the LOC on time with any advice and/or expertise including written material that are relevant to the organisation of the Congress;
- 4.1.4. To distribute to the GPEAN members the information via GPEAN website and



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Newsletter, in order to promote on time the attendance of the Congress;

- 4.1.5. To provide the LOC with any required official letters or any other documents which may help LOC to get the sponsorship or other kind of help;
- 4.1.6. To provide the LOC with the contact addresses of organisations, which have a cooperation agreement (Memorandum of Understanding) with GPEAN and to facilitate contacts with these GPEAN partner organisations;
- 4.1.7. To provide the LOC on time with all information necessary so that the printed material and the website can satisfy the requirements of article 3 of this document.

4.2 WPSC Steering Committee Chair

- 4.2.1. For the working contact between GPEAN and the LOC, the WPSC 2021 Steering Committee is represented by the Chair: [Name]
- 4.2.2. The Steering Committee Chair will namely:
 - a) Submit the proposals of LOC for the decisions about the Congress to be made by GPEAN Coordinating Committee, including:
 - i. proposals for the tracks,
 - ii. nominations for the keynote speakers and invited persons,
 - iii. nominations for track co-chairs;
 - b) Advise on the format of the abstracts and the way(s) how they will be submitted;
 - c) Follow the progress of the preparation of the Congress, and secure deadlines in co-operation with LOC and GPEAN;
 - d) Report on the Congress preparation to the Council of Representatives and Executive Committee on request;
 - e) Forward advices, positions on issues and decisions of GPEAN to the LOC.

5. Congress theme and tracks

- a) The general theme of the Congress is: [Theme]
- b) Tracks and titles will be as follows: [List no more than 15 along with Thematic Groups which are associated with particular tracks]
- c) Any change in tracks owing to low or high number of relevant papers should be agreed mutually between LOC and the SC.
- d) The track co-chairs will be appointed by GPEAN based on LOC's proposal.

6. Congress General Report

- 6.1. At the conclusion of the Congress, the LOC will prepare a final Congress General Report.



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This report shall contain general basic information (Key lectures, track chairs, round tables etc.) as well as statistical data of the Congress, useful information for the future and detailed comments on the successes and failures of the congress organisation, so that future congress organisers improve and GPEAN increases steadily its congress quality.

- 6.2. More specifically, the statistical data must include:
- a) For key lecturers, topic, name and contact details of the presenting persons;
 - b) Number of papers submitted, number of papers accepted, acceptance rate and papers presented (all data per track);
 - c) Number of authors (by gender), distribution of authors by country, number of countries represented (by authors);
 - d) Number of final registered participants;
 - e) Statistics of (accepted) “no-shows”, paper withdrawals, and (average) track sessions’ attendance;
 - f) Number of Schools represented;
 - g) Number of editions/proceedings of the congress published with a ISBN Reference (if applicable);
 - h) Name of the publisher of the proceedings (if applicable).
- 6.3. This report will be submitted to the GPEAN within three months after the end of the Congress. This report is different from the Financial Report described in article 7.

7. Financial arrangements

7.1. Congress fees

- a) All participants of the Congress are obliged to pay appropriate congress fees except for invited persons agreed between the parties of the Agreement.
- b) The following fees, including local taxes, have been agreed (in US\$ or Euro):
 - i. Early Bird registration =
 - ii. Late (after) & on-site registration =
 - iii. Low-income countries members =
- c) Any change of fees will need amendment of this Agreement.
- d) The fee will cover participation at all sessions of the Congress, participation at welcome reception and a workshop, Congress materials, lunches and beverages during the breaks during the main Congress days.
- e) The fee for other (tourist, cultural, programme for accompanying persons, congress dinner etc.) events can be charged separately on the request of a participant.
- f) The participants of the PhD workshop are entitled to join the Congress for free and the congress dinner at a reduced price.



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- g) The mentors of the PhD workshop are entitled to join Congress for free and are invited to the Congress dinner for free.
- h) The members of LOC are entitled to join the Congress and are invited to the Congress dinner for free.
- i) The members of the GPEAN Coordinating Committee and Steering Committee are entitled to join the Congress and the Congress dinner for free (up to fourteen persons).
- j) Up to fifteen persons nominated by GPEAN, including representatives of partner organisations, which have a Memorandum of Understanding signed with GPEAN are entitled to join the Congress and the congress dinner for free. A list should be provided two weeks before the Congress.
- k) Invited keynote speakers are entitled to join the Congress for free and are invited to the Congress dinner for free.
- l) The members of the particular units of the institution organising the congress are entitled to join the congress at a reduced price (e.g. same as the students fee).

7.2. Agreement on financial participation of GPEAN

- a) The entire cost connected to the activities of the Congress are born and paid locally, and will be covered by the [Institution].
- b) The costs defined in a) include namely:
 - i. The rent for the Congress precincts, facilities and equipment (if applicable),
 - ii. Social events, apart from Congress dinner
 - iii. Invited persons (including accommodation, travel expenses, meals and social events),
 - iv. Local administration and staff,
 - v. Local overhead costs,
 - vi. Printing costs of hand-outs, Congress material.
 - vii. At least two trips (air tickets and accommodation) for the Steering Committee members to follow up the Congress organisation.
- c) Support for specific activities connected to the Congress, such as PhD Workshop, costs for Awards, etc.,
- d) At the conclusion of the Congress, the LOC will prepare a final budget breakdown, a list of participants and fees paid by them and a written Congress Financial Report, including final financial statistics. This report will be submitted to the GPEAN within three months after the end of the Congress. This report is different from the Congress General Report described in article 6.
- e) GPEAN will obtain US\$ 25 from each collected Congress fee (including taxes) according to the article 7.1. b) within five months after the Congress has been finished.
- f) GPEAN will provide the LOC the bank or other financial institution information



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needed to transfer the amount due according to established in point 7.2.e) above.

8. Final Article

The present agreement is issued in three original signed copies to be held by: [Name] as Local Organising Committee Chair (one original copy), the WPSC Steering Committee Chair, [Name] (two original copies), and a digital copy of this agreement is kept by the GPEAN Coordinating Committee Chair [Name].

Place, Year-Month-Day

[Name]	[Name]
Local Organising Committee Chair	Chair of the WPSC Steering Committee
[Institution] [Department]	