

Call for Applications for Hosting CERME 14 (2025)

The Congress of ERME, the European Society for Research in Mathematics Education, is successful in gathering an increasing number of European researchers biannually.

Having planned the CERME 13 in Budapest in February 2023, we already need to start planning for 2025.

The ERME board calls for mathematics education research groups willing to do an important service to the functioning of the community by applying for hosting the next congress. (Note that commercial conference agencies can not apply, only mathematics education research groups who have obtained the official endorsement of their university to act as host - possibly with the help of conference agencies).

Please, apply until **April 1, 2022** by email to

Carl Winsløw, President of ERME, winslow@ind.ku.dk

The most important requirements for the bid are outlined in the next pages. If you have any questions on planning and necessities of the congress, do not hesitate to ask Carl Winsløw.

APPLICATION FOR HOSTING CERME 14 (2025) – GUIDELINES FOR APPLICATIONS

1. General conditions

The university is willing to host CERME 14 and YERME day in February 2025 and accepts the aims and vision of the European Society for Research in Mathematics Education (ERME, see <http://erme.site/visions-of-erme/>).

Our application refers to the following general conditions:

- Time: February 2025
- Place: The Local Organizer (LO) offers a place with good and cheap flight connections and with good working facilities at the conference venue.
- Accommodation: It has a good standard with inexpensive options and is close to conference place. It includes free or inexpensive Internet connection.
- Duration: five days (including one night between Saturday and Sunday).
- Participants: facilities are required for 800-1000 participants. If the conference site could welcome more, it would even be better (CERME 11 attracted 900, CERME12 about the same – and we aim to avoid further increase). The final number restriction must be a common decision of the ERME board, the IPC and the local committee, for policy and scientific reasons.
- All researchers in math education are welcome, no exclusion of people with regard to age, gender, minority, race, etc.; participants can apply for financial support after consideration of funding conditions and engagement in the conference.
- Programme: It is decided by an International Programme Committee (which usually includes the local chair). The programme includes in particular plenary lectures and up to 35 parallel working groups (around 50-60 rooms for group work needed plus a big hall for all participant)
- Budget: The LO submits a calculation in which all costs are listed (expected incomes and expected expenses), including the ERME membership fees (30 € for full members and 10 € for PhD students) and 15 € for the Graham Littler Fund for everybody. The conference fees must keep in a very reasonable range, preferably under 450 € including the conference dinner, which should not be an extra cost for reasons of inclusion.
- The online submission system and the registration system must be organized with Conftool, the budget must include 4500 € for this. No parallel system can be established and budgeted.
- The preparation of the conference includes setting up a web site in coordination with the ERME web site, with all information about scientific program, the venue and the accommodation. For the online submission and registration, we try to achieve a continuity with the years before. In particular, a preregistration fee (50€) is requested at the time of submission of papers or posters, and is included in the total fee (so preregistered participants pay 50€ less at the time of final registration).

2. The Hosting University and the Local Organizing team

The bid must include

- a) a short description (about 15 lines) of the Hosting University including its contribution to mathematics education (please indicate also the web site).
- b) a short description (about 15 lines) of the LO team (chair, members) and the responsibility that each member of the team will take.

3. Time and place

The bid must present

- a) the suggested days in February and comment on their advantages and disadvantages, particularly possible overlapping with other events.
- b) the suggested place (including distance to airports, flight connections with fares, transport to the venue, and other information that might be useful) and comment on its advantages and disadvantages (the possibility of providing rooms for all activities, the equipment of the rooms, and the general conditions including the web connection)
- c) the accommodation and selection of meals provided (if provided by a full board, possibility of vegetarian and kosher food)
- d) the facilities at the venue (plenary room, working rooms, technology, computer- and internet access, ...)
- e) the possibility of social events.
- f) the possibility of having a larger number of participants than indicated above; indicate the absolute upper limit of participants.
- g) the expected climate.

4. Budget

The bid must include two different budgets, one for CERME and the other for the YERME day (the later one is very small). The budget should include

a) Income

- Fees from participants (including registration and ERME membership) should ideally not be above 450 € and provide a reduced fee for PhD-students and Graham Littler Grantees
- Support from institution and companies, usually required for keeping the fees reasonably low

b) Expenses

- Provided meals
- Proceedings
- Social event
- Organisation
- Rooms and equipment
- Support to participants

- ERME membership (to be paid to ERME): 30 € for full members, 10 € for students
- 4500 € for the Conftool expenses, NO additional registration system should be planned
- 15 € per participant for the Graham Littler Solidarity Fund
- the conference dinner must be included in the fee
- Invitations of plenary speakers: 3000 €

c) Information about further costs for the participants: typical hotel prices, typical restaurant prices

5. Further time plan

Please comment on the following time plan:

Feb 2023 Discuss the plans with ERME Board during CERME 13

2024

Jan/Feb	Pre-announcement
March/April	First Announcement
June, 1	Second Announcement
Aug, 1	Pre-registration form available on-line
Sept, 15	Deadline for Pre-registration, Paper and poster submissions, Request for financial support. (DEADLINE IS NEVER EXTENDED)
Nov, 5	Return paper review forms to group leaders.
Nov, 20	Decisions on papers, posters and financial support sent out.
Dec, 10	Reduced fee registration deadline

2025

Dec, 10	Resubmit revised paper and posters
Jan, 10	Papers uploaded on the congress website
Jan, 31	Increased fee registration deadline.
February	Congress

APPENDIX:

Some further comments that should be taken into consideration in the application:

Basic requirements for the conference venue (=must have):

- 1 auditorium (seating capacity for at least 700 people, more would be better)
- at least 50-60 rooms for group work (between 15 and 70 people), all equipped with a data projector with sound, and ideally also black/white boards
- computer access by wireless network for the participants
- working space for participants, especially if the hotel is not very close.
- offices for scientific program committee, the ERME board and the organizers.

- cafeteria and/or vending machines available.

Suggestions to Local Organizers and Program Committee:

- The conference venue should preferably be close to the hotels and to the place where participants have lunch and dinner. An ideal conference location (including accommodation, conference venue and meals) would be situated with good facilities in the same location within a short (max 10 minutes) walking distance from a lively town with, for example, shopping possibilities.
- The scientific program committee and the working group coordinators should let the local organizers know WELL IN ADVANCE their needs regarding seminar rooms and the equipment in the rooms.
- Certificates and receipts: These should be given to all participants. It is advisable to prepare the receipt of the registration fee for all participants in advance.
- The applicant should compare the advantages of self-organising with those coming from using the facilities of a professional agency and explain the reasons of their choice.

Application for Hosting CERME 14 - 2025

*****Please use an official University letter and send the signed letter, together with enclosures, as ONE pdf-file (with signature/s on the letter), and submit your application by April, 1, 2022.**

The official letter (first page of the pdf file) could be phrased as follows:

From:
University of ...
Name and title/function of official representative ...
Address
Phone
email
website

To:
Carl Winsløw, President of ERME, winslow@ind.ku.dk

Subject: Application letter for hosting CERME-14 (2025)

To the European Society for Research in Mathematics Education (ERME)

Herewith, the University of xy, Department of xy, applies to host the next Conference of European Research in Mathematics Education in our country. In the attachment (same file), we include all necessary information about the hosting University and the local organization.

We are looking forward to getting the decision of the ERME board by June 2022.

Best wishes

Signature

(Official representative of University)

Signature

(Chair of prospective Local Organizing Team)