

CALL FOR EXPRESSIONS OF INTEREST – Local Organising Committee and Congress Venue

6th World Congress of Environmental and Resource Economists – June/July 2018

The Association of Environmental and Resource Economists (AERE, www.aere.org), the East Asian Association of Environmental and Resource Economics (EAAERE, www.eaaere.org), and the European Association of Environmental and Resource Economists (EAERE, www.eaere.org) solicit proposals for the Local Organising Committee and for the Venue for the **6th World Congress of Environmental and Resource Economists (WCERE)**, to be held in the year 2018 tentatively between late June and early July.

Universities, research organisations, or groups of organisations having professional interest in environmental and resource economics, that intend to propose their candidature for the Local Organising Committee and Venue, are kindly requested to send their expressions of interest to the Chair of the Selection Committee by 15 December 2015.

Expressions of Interest

Expressions of interest consist of (1) a formal letter stating that the candidate will assume all of the administrative, organisational and financial responsibilities listed in the “Guidelines for Expressions of Interest” available on the AERE, EAAERE and EAERE websites; (2) a presentation of the candidate including the candidate’s relevant experience in organising and hosting conferences; (3) a preliminary conference budget; and (4) a presentation of the conference venue. Expressions of interest may be accompanied by any other documentation that the candidates judge useful for the evaluation process. The Selection Committee may ask candidates to present additional documents at a later date.

Expressions of interest should be sent by e-mail to the Chair of the Selection Committee at the address below by 15 December 2015. Any material that cannot be sent electronically should reach the Chair of the Selection Committee by mail by 15 December 2015.

Selection Committee

Cees Withagen, *VU University Amsterdam, Netherlands - Chair*
 Jeffrey Englin, *Arizona State University, USA*
 Karen Pittel, *Ifo Center for Energy, Climate and Exhaustible Resources, Germany*
 Daigee Shaw, *Institute of Economics, Academia Sinica, Taiwan*
 Sjak Smulders, *Tilburg University, Netherlands*
 Laura Taylor, *North Carolina State University, USA*
 Kazuhiro Ueta, *Kyoto University, Japan*

Members of the Selection Committee were jointly appointed by AERE, EAAERE and EAERE.

Selection Criteria

Proposals will be evaluated according to the following criteria:

- (a) location (including consideration of travel cost and time for participants, amenities, on-site transportation, past congresses venues, etc.);
- (b) accommodation (cost, quality, capacity);
- (c) session facilities (quality of plenary rooms; quality and number of meeting rooms; AV, internet access and charging stations; exhibition and poster spaces; equipment; food and beverage service; social programme, etc.);
- (d) communications plan (evaluation of the plan for a WCERE website and email, advertising the congress, registrations, papers download, etc.);
- (e) administration (detail of budget, qualifications of Local Organising Committee, and local supporting agencies); and

(f) funding (grants for students, grants for participants from developing countries, other sponsorships).

A final decision is expected to be made by September 2016.

Deadline for submitting expressions of interest: 15 December 2015.

Expressions of interest should be sent to:

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GUIDELINES FOR EXPRESSIONS OF INTEREST – Local Organising Committee and Congress Venue **6th World Congress of Environmental and Resource Economists – June/July 2018**

Deadline for submitting expressions of interest: 15 December 2015

The Association of Environmental and Resource Economists (AERE, www.aere.org), the East Asian Association of Environmental and Resource Economics (EAAERE, www.eaaere.org), and the European Association of Environmental and Resource Economists (EAERE, www.eaere.org), solicit proposals for the Local Organising Committee and for the Venue for the **6th World Congress of Environmental and Resource Economists**, to be held in year 2018 tentatively between late June and early July.

These Guidelines for Expressions of Interest have the objective of offering applicants an overview of the administrative, organisational and financial responsibilities they are requested to undertake, and detailed instructions on how to forward their proposals to the Selection Committee.

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CONGRESS OVERVIEW

The Congress will tentatively be held between the end of June and early July, 2018 and will run for 5 days. Day 1 is usually dedicated to registration and a welcome reception. The scientific activities usually occur from Day 2 to Day 5. Table 1 shows an example of a programme overview.

	Day 1	Day 2	Day 3	Day 4	Day 5
8.00 – 10.00		Scientific Sessions	Scientific Sessions	Scientific Sessions	Scientific Sessions
10.00 – 10.30		<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>
10.30 - 12.30		Scientific Sessions	Scientific Sessions	Scientific Sessions	Scientific Sessions
12.30 – 14.00		<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>	<i>Lunch</i>
14.00 – 16.00		Scientific Sessions	Scientific Sessions	Scientific Sessions	Scientific Sessions
16.00 – 16.30		<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>	<i>Coffee break</i>
16.30 – 18.30	Registrations	Scientific Sessions	Scientific Sessions	Scientific Sessions	Scientific Sessions
20.00 – 23.00	Welcome Reception		Social Event	Social Event	

Table 1: Example of a Programme Overview

The total number of scientific (paying and invited) participants is expected to be between 800 and 1.200. In addition to these categories of participants, a limited number of accompanying persons (approximately 20%) may register exclusively for the social events.

The Congress will be jointly organised by the Programme Committee (PC) and the Local Organising Committee (LOC), which will carry out their own and different duties in close co-operation.

The PC will be co-chaired by four persons: one person appointed by the LOC, one by AERE, one by EAERE, and one by EAAERE. It is recommended that the PC co-chair appointed by the LOC is based in the same location as the LOC, as this facilitates cooperation between the PC and the LOC. The PC Co-Chairs will be responsible for preparing the scientific programme. The PC Members will be appointed by the PC Co-Chairs. Definition of the call for papers, selection process mechanisms, and definition of the total number of sessions and their typology (plenary or parallel sessions) are amongst the PC's duties. More than 800 papers are expected for the final Scientific Programme.

Because of the intense interaction between the LOC and the PC, and the LOC and the Associations, it is advisable that meetings between both parties be organised to discuss facilities and procedures. An AERE, EAAERE, and EAERE delegate on-site visit and meeting with the LOC may be tentatively organised in February-March 2018 and covered by the candidate's budget.

Additional *ad hoc* committees may be indicated by AERE, EAAERE and EAERE to deal with special issues. For instance, a "Committee to Promote Developing Country Participation" may be created.

The LOC will assume various administrative, organisational and financial responsibilities linked to the organisation of the event, as proposed in this document.

English is the official and the only Congress language. All the communications (including financial invoices and documents, food and beverage service orders, AV requirements, contracts for social events, etc.) concerning the Congress as well as all the activities run within the event will be conducted in English.

ADMINISTRATIVE, ORGANISATIONAL AND FINANCIAL RESPONSIBILITIES

Universities, research organisations, or groups of organisations, that intend to present their candidature as Local Organising Committee and Venue will assume all of the administrative, organisational and financial responsibilities listed below.

AERE, EAAERE and EAERE provide the institutional framework with experience and know-how from previous congresses, with a view to guarantee that the minimum standards typical of WCEREs be complied with.

Because of the intense interaction among the LOC, the PC Co-Chairs, and the Associations, it is advisable that regular meetings among the parties be organised to discuss facilities and procedures. A Selection Committee's delegate on-site visit and meeting with the LOC may be tentatively organised in the first semester of 2016, with costs covered by the LOC candidate.

1. The Congress Venue

The LOC is responsible for the arrangements concerning the Congress Venue. A venue suitable to the requirements from the point of view of the location, scientific sessions and facilities should be arranged.

1.1. Location

The location of the Congress Venue should present the following characteristics:

- (a) access for international and national participants should be straightforward and not too costly or time-consuming;
- (b) accommodation for all participants should be straightforward and not too costly;
- (c) food must be of high quality and offer sufficient diversity to accommodate dietary restrictions;
- (d) recreational opportunities should be present in the vicinity, e.g., sites of relevant cultural, historical or naturalistic interest;
- (e) it should be accessible to handicapped people/wheelchairs;
- (f) it should provide free wi-fi to attendees in all the buildings and rooms used for the Congress with sufficient charging areas.

1.2. Scientific sessions

The LOC is responsible for the adequate provision of rooms for the scientific sessions¹. The minimum requests that the Congress Venue should meet include:

- (a) 1 hall capable of accommodating all scientific participants for the plenary sessions (approximately 800 - 1200 people);
- (b) 5 rooms capable of holding up to 150 people;²

¹ Final decisions on the number of rooms requested for the scientific sessions will be taken by the PC following the selection of papers. The number of rooms to be used for the scientific sessions may therefore be modified in a further stage.

² The rooms hosting plenary and invited sessions should be provided with fresh water at the speakers' disposal.

(c) 20 rooms capable of holding up to 50 people.

Up to 25 rooms may be required simultaneously.

All of the rooms should be provided with computer presentations facilities³, be capable of restricting sunlight in order to facilitate computer projections, as well as not being noisy. Microphone facilities should be provided wherever necessary. If the location requires, air conditioning facilities should be provided. On-site technical assistance should be available for the various conference rooms throughout the sessions.

1.3. Other facilities

In addition to the rooms for the scientific sessions, the Congress Venue should include:

- An attractive, comfortable space for the Welcome Reception able to accommodate the large number of attendees (800 – 1,200);
- Space for the Information Desk and Registration Area, where the LOC would provide the following services: general Congress information, Congress registrations, hotel reservations, tourist information, organised tours, pre and post Congress activities. A message board should be available;
- AERE, EAAERE and EAERE each should be provided with one stand in the proximity of the Information Desk; each stand would have one table with access to electricity and two chairs and be provided at no charge;
- An area for the organisation of an exhibition for publishers, research institutes, companies, and sponsors, preferably in the catering area or in close proximity;
- An adequate area for Poster sessions;
- A computer room, which should be at the participants' disposal throughout the Congress. A reasonable number of computers (minimum 1 computer for every 90 participants) should be provided and equipped with internet access. Full laser printing facilities should be available. Each computer should directly access the printer facility, or else multiple printers should be available. Printing of less than 20 pages should be free. A technician should be available on-site at all times;
- Three rooms for institutional and private meetings which will be offered to AERE, EAAERE and EAERE at no charge;
- A congress organisation room, with telephone, fax and computer facilities;
- A catering area, where coffee/snack breaks and lunches will be provided for all of the scientific participants during intervals of the scientific sessions. Alternatives for participants with dietary restrictions (vegetarian food, allergies, etc.) should be provided;
- A concourse area, with informal seating sufficient for a reasonable proportion of the participants with laptop/phone recharging connections. This area should be provided in close proximity to the scientific sessions rooms;
- Adequate cloakroom facilities;
- Medical assistance for the duration of the Congress according to local regulations;
- A room or facilities for the media (interviews, etc.).

Table 2 summarises the minimum number of rooms and facilities that a suitable Congress Venue should provide. The table also indicates the rooms' utilisation and capacity.

³ Computer should be provided with software suitable for presentations (e.g. PowerPoint) and a beamer.

N. of rooms	Utilisation	Capacity (number of people)
1	Scientific plenary sessions	800 – 1,200
5	Scientific parallel sessions	150
20	Scientific parallel sessions	50
1	Information Desk and Registration Area	-
1	Space for the Welcome Reception	800 – 1,200
1	Exhibition	10 stands
1	Poster Session Area	
1	Computer room	-
3	Institutional and private meetings	-
1	Congress organisation room	-
1	Catering area	-
1	Concourse area	-
1	Cloakroom facilities	-
1	Public telephones	-
1	Photocopying facilities	-
1	Medical assistance	-
1	Room or facilities for the media	-

Table 2: Summary of the minimum number of rooms and facilities required in the Congress Venue

2. Scientific Programme

The preparation of the Scientific Programme involves the co-operation of the PC and the LOC.

The LOC will make sure that the PC activities are supported by a proven software based system to coordinate the online process of paper submissions and review as well as the preparation of the Scientific Programme, in accordance to the previous WCERE edition's standards.

The launch of the Call for Papers is the responsibility of the LOC, with the agreement of the PC, AERE, EAAERE and EAERE. The contents of the Call for Papers should be approved by the PC. The Call for Papers should be included in the brochure of announcement of the Congress, sent to the Congress e-mailing list provided by AERE, EAAERE and EAERE, and inserted on the Congress website.

The LOC should send an electronic deadline reminder to the Congress mailing lists at intervals of 30 days, 15 days and 7 days before the deadline for papers submissions.

The LOC should create an e-mail account dedicated to inquiries concerning the submission of papers.

The assignment of the session rooms is the responsibility of the LOC. The PC should inform the LOC of the expected number of participants in each session.

3. Accommodation

The LOC is responsible for organising accommodation for all of the Congress participants. Accommodation may be handled either by the LOC or delegated to a Professional Congress Organiser (PCO). The LOC may find it efficient to engage a PCO to carry out specific duties, such as handling the conference registrations and hotel reservations.

The LOC should be prepared to book hotel rooms in all price and quality ranges for Congress participants. The LOC should announce a deadline for guaranteed accommodation in the proximity of the Congress dates. After this deadline, bookings should be confirmed according to space availability.

The LOC should make sure that hotel reservations made through the official Congress channels be cheaper than reservations made through non official channels at least before a certain announced date. This deadline should be clearly announced in the conference website, and participants should be informed that after that deadline the LOC does not guarantee competitive prices. The accommodation offer should take into consideration the location of the Congress Venue: access should be straightforward and not too costly or time-consuming. The LOC should inform delegates of arrival procedures (e.g., how to reach the hotel from the airport, how to reach the Congress Venue from hotels, etc.) before the Congress time.

The LOC should design the Congress website in order to provide a mechanism that enables secure on-line reservations and payments. Credit card and bank transfer payments should be accepted. In addition to the reservation in advance, the LOC should offer participants the possibility of arranging accommodation on-site, through the Information Desk.

4. Registrations

The LOC is responsible for the Congress registrations. Registrations may either be handled by the LOC or delegated to a PCO. Efficient storage of the data is essential for the success of the Congress.

The LOC will be asked to supply all data stored in electronic databases after the Congress, and to present all accounts in Euros and US Dollars for all moneys handled showing the exchange rates used.

Registrations are entirely on-line. The LOC should design the Congress website in order to provide a mechanism that enables secure on-line registrations and payments with automatic receipts. Credit card and bank transfer payments should be accepted. The LOC should create an e-mail account solely for questions and queries concerning registrations. Cancellations / refunds within designated timeframes must be acknowledged and paid automatically.

Participants' personal data will be processed in compliance with applicable national laws and regulations in force. Personal data will be automatically processed by means of computerized systems solely and exclusively for the operations necessary to enable the Congress management. The LOC will not share, sell or disclose participants' personal data to third parties beyond AERE, EAAERE and EAERE, and use it only for communications related to the Congress.

In addition to the registration before the Congress time, the LOC should offer the participants the possibility to register on-site, through the Information Desk and Registration Area. It is important that on the first day there be an adequate staff of helpers (between 8 and 10, depending on the number of outstanding queries and the complexity of accommodation) to deal with the paperwork of registering arrivals. Helpers are needed throughout the entire conference also for other purposes, for example for technical assistance in the sessions rooms.

The LOC and the PC should agree on the deadline for registration and inclusion of papers in the final programme: the authors of accepted papers will only be included in the final programme if presenting authors have registered by this date.

Registered participants are to be included in the list of participants and given a personal name badge. Participants are required to wear their personal name badge at all times. This will automatically provide access to the Congress Venue facilities, to the scientific sessions, lunches, coffee/snack breaks, and relevant social events. Tickets for alcoholic drinks and for guest admission to social events must be provided as well.

5. Communication and Congress Documentation

The LOC is responsible for the publicity of the Congress, preparation of the Congress documentation and event signage. The LOC is strongly encouraged to plan the Congress documentation and signage in a way that will lessen the event impact on the environment and keep costs down.

For consistency with previous congresses, the following logo should be used:



a. Promotion activity

The LOC should prepare and circulate the Announcement of the Congress brochure, which should include the Call for Papers, essential logistical information about the Congress Venue and the Congress, and the launching of the Congress website.

The LOC should cooperate with the AERE, EAAERE and EAERE on the timing and format of the inclusion of the Call for Papers and further Congress announcements in the Associations' publications (Newsletters, journals, etc.). Copies of these brochures should also be included in the conference packages distributed to the participants in AERE, EAAERE and EAERE annual conferences, at the ASSA/AEA meetings, and other meetings worldwide beyond the AERE, EAAERE and EAERE-specific meetings, as well as conferences of other disciplines.

Reminders of deadlines for the paper submissions, for registrations and for guaranteed accommodation should be sent at intervals of 30 days, 15 days and 7 days before the respective deadlines.

The LOC team should create specific e-mail accounts dedicated to inquiries concerning:

- submission of papers and posters;
- registrations;
- accommodation;
- the website;
- general information about the Congress.

All of the messages sent to these accounts should be dealt within a maximum of 48 hours.

b. Information before the Congress

In addition to the promotional activities and reminders, the LOC should carry out an intensive informative programme prior to the Congress, aiming to offer the participants information on scientific activities and on the logistical aspects of the Congress before their arrival in the Congress Venue. The detailed Congress programme will be online 1 month before the start of the conference and include a one page schedule overview .

c. Information during the Congress

As far as the Congress documentation is concerned, the LOC should provide all of the participants with a printed Programme Book on their arrival at the Congress Venue. The Programme Book should be designed as a guide to the Congress, and will include information on AERE, EAAERE and EAERE (provided by each organization) and welcome statements by the respective presidents, the Scientific Programme, a one page overview of the schedule, a list of financial supporters with respective logos, the list of presenters and participants (names and organizations), the social programme, paid and approved advertisements, maps and general logistical details related to the Congress. In order to reduce the Congress impact on the environment, the LOC is invited not to distribute the printed programme book compulsory to all the participants, but only for those who require it at the registration process. Those who do not require the printed programme book will have access to its electronic version, possibly an app for use on mobile devices.

The LOC may evaluate if a Book of Abstracts and a pen-drive containing the full versions of the papers presented at the Congress should be distributed in addition to the Programme Book.

The LOC should also provide participants with a badge, containing their name, surname, affiliation and country of origin. It is recommended that a bag, a pen and a writing pad be included in the conference package.

AERE, EAAERE and EAERE's institutional members and supporting sponsors must be listed in the material produced within the Congress and distributed *in loco*.

d. The Congress email and website

In addition to a dedicated email address: info@wcere2018.org, the LOC is responsible for the preparation and maintenance of a user-friendly Congress website. This tool is the core of Congress information and should be designed to remain as a reference point for the participants throughout the Congress and after the conclusion of the event. For consistency with previous congresses, the following url is suggested: www.wcere2018.org.

In organising the Congress, it is important to remain environmentally conscious and reduce the amount of paper normally produced for such events. Therefore, the Congress website should be used:

- for the Congress registrations;
- for hotel reservations;
- for submitting papers to be considered by the PC;
- to download papers and abstracts included in the programme;
- to obtain information on the programme and related activities, including the social programme;
- to obtain travel information and information on the Congress Venue area – web page links to tourism sites should be provided;
- to obtain information about scholarships;
- to access the list of participants;
- to obtain information on the participants in the exhibition and on the congress sponsors and committees.

Updated versions of the presented papers should be put on the Congress website, which will remain active for at least 12 months after the end of the conference.

AERE, EAAERE and EAERE's institutional members must be listed in the Congress website.

6. Exhibition

The LOC, in co-operation with AERE, EAAERE and EAERE, is responsible for the organisation of the Exhibition. Most of the major environmental and resource economic publishers should be invited by the LOC to exhibit books and computer software during the Congress in a prominent position - preferably in the catering area or in its proximity, giving maximum visibility to the Exhibition. In addition to publishers, companies, research institutes and sponsors may have interest in participating in the Exhibition.

All participants in the Exhibition should be required to register for the Congress and pay for shipping, exhibition space and facilities.

A complete list of participants taking part in the Exhibition with direct links to their websites should be available on the Congress website. The complete list should be also included in the Programme book.

Alternative paid promotion opportunities should be offered to those publishing houses unable to participate in the Exhibition or in addition to the Exhibition itself, such as the inclusion of leaflets in the conference package, etc.

7. Transportation

The LOC will inform participants about the transportation to reach the Congress venue and, if possible, will make special arrangements allowing registered participants to use the public transportation system (bus or underground) free of charge or at reduced rates for the duration of the Congress.

The LOC should make sure that the ground transportation options offered through the Congress official channels be less expensive than other comparable options available in the market, at least before a certain announced date. This deadline should be clearly announced in the conference website, and participants should be informed that after that deadline the LOC does not guarantee competitive prices. The ground transportation options should be fully communicated to the registrants in advance of travel, and communicated on date.

Transportation should also be provided as needed for the planned social events.

8. Social Programme

The LOC is responsible for the preparation of the Social Programme scheduled within the Congress activities. It includes a welcoming reception for all scientific participants and registered accompanying persons on Day 1, and two more formal receptions, dinners, concerts or theatre performances later on during the Congress.

The most expensive social event (which in general is the congress dinner) will not be included in the conference fee which will therefore include only two social events, namely the welcome reception and another evening event. Those who wish to participate in the most expensive event will have to buy a separate entrance ticket included in one of the registration fees categories.

The LOC is also responsible for the arrangement of recreational opportunities in the venue area, including arranging reservations, where necessary, and negotiating prices. Recreational opportunities may be organised both for the scientific and the accompanying participants, during, before and after the Congress. Recreational options should be fully communicated to the registrants in advance of travel, and communicated on date.

9. Food and Beverage Services

Food and beverage services provided through the Congress should guarantee a healthy, balanced and varying diet for all the participants with food and beverage choices available at each coffee break and lunch. Menus should vary from day to day. Quality and quantity of food including catered events such as the welcoming reception is important. Copies of the proposed food and beverage orders for all breaks, meals and receptions covered by the registration fee are to be made available in the English language upon request by AERE, EAAERE, and/or EAERE.

The LOC is encouraged to make ethical food choices avoiding the abuse of animals and the exploitation of workers. Furthermore, the use of healthy foods, and positive environmental impacts from their production, should be amongst the criteria basing the Congress food choices.

The choice of sustainable materials for tableware, and a separate collection of rubbish for recycling purposes should be a priority.

The LOC must provide options for all those who have dietary restrictions (vegetarians, vegans, kosher, etc.).

10. Institutional Programme

The LOC is responsible for the organisation of the institutional events (board meetings, members' general assemblies) requested by AERE, EAAERE or EAERE, which should be organised at no cost for the Associations. Information on these events will be given to the LOC by the Associations in due time.

11. Finance

The LOC is responsible for all of the financial aspects linked with the administration and organisation of the Congress. The Congress should be strictly self-financing and meet the administrative and organisational obligations agreed to with AERE, EAAERE, and EAERE and those specified in these Guidelines.

The financial risk of the event is to be incurred exclusively by the LOC, and will not be a burden to either AERE, EAAERE, or EAERE. This means that any liabilities arising from the Congress accountings will fall on the Congress budget, which is the responsibility of the LOC. It also means that if financial guarantees need to be provided, they are to be provided by the LOC.

Registration fees

The LOC is responsible for the determination of the registration fees, in agreement with AERE, EAAERE and EAERE.

The structure of the registration fees must be approved by AERE, EAAERE and EAERE. Table 3 proposes an example of structure and categories of fees, where:

n = amount sufficient to cover all of the LOC fixed and variable costs

f = the highest full membership fee amongst the AERE, EAAERE and EAERE

r = the highest reduced membership fee amongst the AERE, EAAERE and EAERE

l = levy

g = congress dinner⁴

⁴ In WCERE/2014, n = € 485 and g = € 94,00.

Standard registration fee (inclusive of congress dinner)

	Early registrations	Late registrations
Full registration fee for AERE, EAAERE or EAERE members	$n + l + g$	$1.2 n + l + g$
Reduced registration fee for AERE, EAAERE or EAERE members	$0.7 n + g + l$	$1.2 \times (0.7 n) + l + g$
Full registration fee for AERE, EAAERE and EAERE non-members	$3 f + n + l + g$	$3 f + (1.2 n) + l + g$
Reduced registration fee for AERE, EAAERE and EAERE non-members	$3 r + (0.7 n) + l + g$	$3 r + 1.2 \times (0.7 n) + l + g$
Accompanying person	$(0.2 n) + g$	$1.2 \times (0.2 n) + g$

Discounted registration fee (excluding congress dinner)

	Early registrations	Late registrations
Full registration fee for AERE, EAAERE or EAERE members	$n + l$	$1.2 n + l$
Reduced registration fee for AERE, EAAERE or EAERE members	$0.7 n + l$	$1.2 \times (0.7 n) + l$
Full registration fee for AERE, EAAERE and EAERE non-members	$3 f + n + l$	$3 f + (1.2 n) + l$
Reduced registration fee for AERE, EAAERE and EAERE non-members	$3 r + (0.7 n) + l$	$3 r + 1.2 \times (0.7 n) + l$
Accompanying person	$0.2 n$	$1.2 \times (0.2 n)$

Table 3: Example of structure and categories of fees

A levy equal to € 65.00 or US\$ 92.00 will be imposed for each participant.

The levy imposed on participants based in the following countries will accrue to AERE: Canada, Mexico, USA.

The levy imposed on participants in the following countries will accrue to EAAERE: China, Japan, North Korea, South Korea, Mongolia, Taiwan, Vietnam, Malaysia, Philippines, Singapore, Thailand, Brunei, Cambodia, Laos, Myanmar (Burma), Indonesia.

The levy imposed on participants based in the following countries will accrue to EAERE: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Luxembourg, Netherlands, Norway, Portugal, Spain, Sweden, Switzerland, Turkey, UK, and Eastern European countries⁵.

The levy imposed on participants based in any other countries will accrue to the LOC.

Registration fees can be paid at the LOC's local currency. The levy, "f" (the highest full membership fee amongst the AERE, EAAERE and EAERE), and "r" (the highest reduced membership fee amongst the AERE,

⁵ The following countries are to be considered as "Eastern European Countries": Albania, Belarus, Bosnia and Herzegovina, Bulgaria, Croatia, Czech Republic, Estonia, Former Yugoslav Republic of Macedonia, Georgia, Hungary, Latvia, Lithuania, Republic of Moldova, Poland, Romania, Russian Federation, Serbia-Montenegro, Slovakia, Slovenia.

EAAERE and EAERE), which are portions of the registration fee announced in local currency, will be converted from Euros and US Dollars to local currency at day in which the fees are announced.

Each Association will receive its share of the levy in its individual currency, considering the unit price of the levy in Euros and in US Dollars (EUR 65.00 for EAERE and USD 92.00 for AERE and EAAERE). Therefore, no exchange rate risk will be borne by the Associations as far as the levy is concerned.

Conversion will be made using OANDA currency converter (www.oanda.com).

The registration fees should be high enough to cover all of the expenses incurred within the Congress and should be kept at a comparable level to those adopted in preceding Congresses while maintaining a high quality of service and food/beverage.

Candidates are strongly encouraged to check the national law regarding VAT (value added tax) at their earliest convenience and before presenting their candidature.

AERE, EAAERE or EAERE members are entitled to a lower registration fee. The LOC is responsible for checking the membership information provided by the participants, and will accept the payment only once the membership status of the participant has been confirmed. A membership status check system will be implemented in co-operation with AERE, EAAERE and EAERE.

Non members will be informed that they have two registration fee options:

- to become member of AERE, EAAERE or EAERE prior to the payment of the Congress registration fee; for this purpose, registrants will be automatically redirected to the Association's webpage that caters for their preference in order to pay the membership dues;
- to register as non-members paying the higher non members Congress registration fee, which includes the registration fee for members plus three times the higher amount amongst the AERE, EAAERE and EAERE full membership fee.

The LOC is encouraged to explore the option that entrances to all social events be sold separately from the conference registration fee for accompanying participants.

A lower fee for doctoral students, and residents in Eastern European Countries and less developed countries⁶ should be considered. The LOC should collect proof of the student status.

The following cancellation policy is recommended: Registration can be cancelled upon written notification to the local organisers, preferably by e-mail to info@wcere2018.org. A full refund of the conference fees will be given if the cancellation is received until the 6th of May 2018. A refund of 80 percent, 50 percent and 20 percent will be given if the cancellation is received before the 13th May, 27th May, 10th June respectively. For cancellations received after the 10th of June no refund will be given.

If the conference will generate a profit, it will be equally divided among AERE, EAAERE, EAERE, and the LOC.

Those whose papers have been accepted by the PC should be informed that their papers will only be included in the final scientific programme if they register before the deadline defined by the LOC and the PC.

Registration fees should, as far as possible, be paid before the start of the Congress and a discount offered for early registrations.

Invited speakers are exempt from the payment of the registration fee; their participation costs (travel and accommodation) should be arranged and covered by the Congress budget.

The LOC should remit the levy and the portions of net income going to AERE, EAAERE and EAERE not later than three months after the conclusion of the Congress.

⁶ Less developed countries are those listed as "low income", "lower-middle-income" and "upper-middle income economies", in accordance to the definition provided by the World Bank.

It is advisable that the LOC be prepared to organise fund raising activities: financial, scholarships, and in-kind contributions towards the Congress are welcome.

11. Reports

The LOC is required to keep AERE, EAAERE and EAERE up-to-date with the progress of its organisational efforts through the presentation of preliminary written reports upon request.

The LOC is also required to send the final report on the Congress to AERE, EAAERE and EAERE not later than three months after its conclusion. This should include:

- the Congress final budget in Euros and US Dollars with a side-by-side comparison to the preliminary budget -including a breakdown of expenses (in English) invoiced by any local supporting agencies; and/or individuals;
- comments on the flows of funds experienced;
- two reports on the number and contact details of registered participants by category and nationality (this information should be supplied in electronic databases): one in alphabetical order and one sorted by levy breakdown for AERE, EAAERE, and EAERE as noted above;
- a DVD with all the full papers presented at the Congress;
- any lessons likely to prove useful to the successor LOC.

HOW TO SUBMIT

Universities, research organisations, or groups of organisations that intend to propose their candidature for the Local Organising Committee and Venue are kindly requested to send their expressions of interest to the Chair of the Selection Committee by 15 December 2015.

Expressions of Interest

Expressions of interest consist of (1) a formal letter stating that the candidate will assume all of the administrative, organisational and financial responsibilities listed in the “Guidelines for Expressions of Interest” available in the AERE, EAAERE and EAERE websites (www.aere.org, www.eaaere.org and www.eaere.org, respectively); (2) a presentation of the candidate including the candidate’s relevant experience in organising and hosting conferences; (3) a preliminary conference budget; and (4) a presentation of the conference venue. Expressions of interest may be accompanied by any other documentation that the candidates judge useful for the evaluation process. The Selection Committee may ask candidates to present additional documents at a later date.

Expressions of interest should be sent by e-mail to the Chair of the Selection Committee at the address below by 15 December 2015. Any material that cannot be sent electronically should reach the Chair of the Selection Committee by mail by 15 December 2015.

Selection Committee

Cees Withagen, *VU University Amsterdam, Netherlands - Chair*

Jeffrey Englin, *Arizona State University, USA*

Karen Pittel, *Ifo Center for Energy, Climate and Exhaustible Resources, Germany*

Daigee Shaw, *Institute of Economics, Academia Sinica, Taiwan*

Sjak Smulders, *Tilburg University, Netherlands*

Laura Taylor, *North Carolina State University, USA*

Kazuhiro Ueta, *Kyoto University, Japan*

Members of the Selection Committee were jointly appointed by AERE, EAAERE and EAERE.

Selection criteria

Proposals will be evaluated according to the following criteria:

- (a) location (including consideration of travel cost and time for participants, amenities, on-site transportation, past congresses venues, etc.); (b) accommodation (cost, quality, capacity);
- (c) session facilities (quality of plenary rooms; quality and number of meeting rooms; AV, internet access and charging stations; exhibit and poster spaces; equipment; sample menus for coffee breaks, lunches, and welcoming reception (including estimated per person food amounts for cocktail receptions), social programme, etc.);
- (d) communications plan (evaluation of the plan for a WCERE website and email, advertising the congress, registrations, papers download, etc.);
- (e) administration (detail of budget, qualifications of Local Organising Committee and local supporting agencies); and
- (f) funding (grants for students, grants for participants from developing countries, other sponsorships).

A final decision is expected to be made by September 2016.

Deadline for submitting expressions of interest: 15 December 2015.

Expressions of interest should be sent to:

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VU University Amsterdam
De Boelelaan 1105, Room 10A60
1071 HV Amsterdam - The Netherlands
Phone: +31205986090 - fax: +31205986005