**InSEA World Congresses** – 2-step application

**STEP ONE (maximum 2 pages) Expression of interest**

1. Name of proposer(s) and InSEA membership number(s)
2. Affiliation(s)
3. Partner organisation(s)
4. Partner is member of InSEA? (yes/no)
5. Main Venue
6. Proposed theme
7. Proposed dates
8. Accommodation types available
9. Travel - nearest airport etc
10. How will you ensure an inclusive programme (ie all sectors of formal and informal art education)
11. How will you incorporate a research and praxis element?
12. How will you provide access to LOCAL art educators?
13. Draft suggestions for cultural/social/ artistic programme
14. Government support and/or sponsorship?

Discuss and seek approval from the relevant World Councillors. **After approval by the World Councillors**, send proposal to InSEA Secretary & InSEA President

**STEP TWO**

Submission of full, costed, proposal as per [InSEA guidelines](http://insea.org/planning). The full proposal will be scrutinised by the InSEA Executive Board and World Council.

After official approval, the proposers may proceed with planning. No commitments or invitations may be made until after approval.