



# Call for Bids: Hosting the ASASWEI International Conference 2027

The Association of South African Social Work Education Institutions (ASASWEI) is preparing to host its biannual International Conference in September 2027. We are currently seeking bids from institutions of higher learning within South Africa to host this prestigious event.

Interested institutions are invited to submit their bids by the deadline of 30th April 2026. Following the submission period, the adjudication committee will review the bids and make a recommendation to the Executive Committee. The Executive Committee will, through its President, convene a meeting of Heads of Schools/Departments to communicate its decision. Additionally, an official announcement will be made via the organisational website and other relevant channels to all stakeholders and the public.

To ensure standardization, please adhere to the provided guidelines for the bidding documents. Submit your completed bid to [asasweixco@gmail.com](mailto:asasweixco@gmail.com) and copy the Secretary of the Executive Committee, Prof. Priscalia Khosa, at [priscaliak@uj.ac.za](mailto:priscaliak@uj.ac.za).

# GUIDELINES FOR BID DOCUMENT

## 1. Cover Page

### Identifying Details of the Bidding Institution

- *Institution Name*
- *Location*
- *Name of Department*
- *Contact Person*
- *Date of Submission*

## 2. Executive Summary:

- *A brief overview of your bid, highlighting key strengths and advantages of your proposal.*

## 3. Organisational Information

- *Details about the bidding organization or institution, including its background, relevant experience, and capacity to host the conference.*

## 4. Venue Details

- *Information about the proposed venue(s), including location, capacity, facilities, accessibility, and any associated services such as accommodation and transportation.*

## 5. Proposed Dates and Schedule:

- *Suggested dates for the conference and a preliminary schedule of activities, including key sessions and events.*

## **6. Budget and Financials:**

- *A detailed budget including estimated costs for venue, catering, equipment, marketing, and any other expenses. Include information on financial support or sponsorship, if applicable.*

## **7. Logistics and Support Services:**

- *Description of logistical arrangements, such as registration processes, on-site support, and technical services. Outline any additional support services offered, such as availability of Free Venue and or Technical Support.*

## **8. Marketing and Promotion Plan:**

- *Strategies for promoting the conference and attracting participants. This may include details on marketing channels, partnerships, and outreach efforts.*

## **9. Local Area Information:**

- *Information about the local area, including attractions, cultural activities, and any relevant amenities that might interest conference attendees.*

## **10. Risk Management and Contingency Plans:**

- *Plans for managing potential risks and contingencies, such as health and safety measures, event disruptions, or emergencies.*

## **11. Letters of Support and Endorsements:**

- *Letters from key stakeholders, partners, or sponsors expressing support for the bid and the conference.*

## **12. Previous Experience:**

- *Examples of previous successful events hosted by the bidding organisation or institution, if applicable.*

## **13. Evaluation and Impact Assessment:**

- *Methods for evaluating the success of the conference and assessing its impact on participants and the academic community.*

***The End***