



(For prospective Transformations Conference hosts)

These insights draw from past Transformations hosts and global best practices for co-created international events.

Show Vision and Alignment

- ▶ Ground your proposal in the Four Ts — Transdisciplinarity, Translocalism, Transformative Learning, and Temperance.
- ▶ Make it clear how your event will contribute to sustainability transformations locally and globally.
- ▶ Propose a theme that connects your place-based strengths with broader systemic change.

Demonstrate Institutional Capacity

- ▶ Provide evidence of your institution's experience hosting international events.
- ▶ Identify a dedicated coordination team and clear leadership structure.
- ▶ Secure early buy-in from your administration or primary funders.

Integrate Arts, Wellbeing, and Creativity

- ▶ Highlight how your proposal will nurture reflection, creativity, and connection.
- ▶ Consider collaborations with local artists, wellbeing practitioners, or Indigenous knowledge holders to bring unique depth and character.

Think Beyond the Event

- ▶ Outline how outcomes, insights, or partnerships will live on after the conference.
- ▶ Include ideas for legacy activities - publications, learning hubs, field collaborations, or community networks.



Showcase Practical Readiness

- ▶ Present a realistic budget, risk plan, and sustainable operations (travel, catering, waste, equity).
- ▶ Demonstrate hybrid capability - the ability to connect participants online and on-site.
- ▶ Include clear venue information, accessibility details, and accommodation options.

Balance Structure and Experimentation

- ▶ Combine professionalism with the Transformations ethos of learning and co-creation.
- ▶ Leave room for innovation: hosts can shape formats that encourage dialogue, reflection, and embodied engagement.

Foster Collaboration

- ▶ Identify strategic partners and sponsors early.
- ▶ Demonstrate how your networks connect to broader global efforts for transformation.
- ▶ Express openness to iterative design - building the event together with TC.

Submission Essentials

- ▶ Keep the bid within 20 pages (excluding appendices).
- ▶ Use clear, concise language; visuals and tables help communicate effectively.
- ▶ Submit by the deadline and confirm receipt via info@transformationscommunity.org