



## Purpose and Overview

The Transformations Conference is held every two years as a flagship global convening of the Transformations Community, advancing research and practice for sustainability transformations. Each event builds on the insights and relationships of previous hosts, ensuring continuity, innovation, and local creativity.

Each Transformations Conference is more than an academic meeting — it is a collective experiment in how we learn and act together for systemic change. Hosting the conference means joining a lineage of institutions that have helped shape the global field of sustainability transformations.

These guidelines describe the process for selecting host institutions for the upcoming conferences in 2027 and 2029. The process balances local leadership with global collaboration, ensuring that each event reflects its context while contributing to the broader Transformations learning cycle.

## Two-Stage Bid Process

### Stage 1 – Expression of Interest (EOI)

Hosts submit an EOI form outlining vision, alignment with the Four Ts, potential venues, and key partnerships. The EOI helps assess institutional readiness and compatibility.

### Stage 2 – Full Bid Proposal

Shortlisted candidates prepare a detailed proposal addressing logistics, governance, budget, sustainability, and legacy plans. This includes a demonstration of institutional capacity, financial feasibility, and event management experience.

### *2027 Conference Cycle – Confirmation Approach*

Given the proximity of the 2027 conference date, the Transformations Community anticipates confirming the 2027 host following the Expression of Interest review and structured discussions.

For this cycle, a separate competitive full bid stage may not be required prior to host confirmation. Detailed planning, governance alignment, and financial review will be developed collaboratively following confirmation and formalized through the Memorandum of Understanding.

All decisions remain subject to review and approval through the established Transformations governance structure.

### *Note on the Dual Cycle:*

EOIs may indicate interest in either 2027 or 2029; both hosting cycles are being opened concurrently to support long-term planning, strengthen collaboration between future hosts, and ensure continuity in the Transformations series.

# Eligibility and Alignment with the Four Ts



Alignment with the Four Ts is the foundation for selection. Applicants are encouraged to provide concrete examples of how these principles will be embodied in program design, partnerships, and operations.

Hosts must demonstrate clear alignment with the Transformations Community's core principles:



## Temperance

Acting with humility and care for the wellbeing of all life across generations.



## Transdisciplinarity

Crossing boundaries between academia and practice to co-produce actionable knowledge.



## Translocalism

Linking local experiences to global learning networks where insights flow both ways.



## Transformative Learning

Creating spaces for experiential, embodied, and emotional learning that deepens change.

### Eligibility:

- ▶ Accredited universities, research institutes, or consortia with demonstrated capacity to host 400–800 participants.
- ▶ Institutional commitment to inclusion, equity, and environmental sustainability.
- ▶ Ability to host a multi-day event combining in-person and hybrid participation.

# Required Components of the Full Bid



Each full bid should include the following components, presented clearly and concisely:

- ▶ **Institutional Overview and Rationale for Hosting:** Explain why your institution seeks to host and how this aligns with its mission and capacities.
- ▶ **Alignment with the Four Ts:** Demonstrate how the principles of Transdisciplinarity, Translocalism, Transformative Learning, and Temperance will be embodied in program design, governance, and partnerships.
- ▶ **Theme and Objectives:** Present the central focus of the conference and how it contributes to the global Transformations learning cycle.
- ▶ **Venue Details, Accessibility, and Sustainability Plan:** Describe facilities, location advantages, transport links, and environmental considerations.
- ▶ **Preliminary Budget and Risk Management Plan:** Provide cost categories, revenue projections, and contingency planning (10–15%).
- ▶ **Team Structure and Coordination Approach:** Outline organizing committee composition, governance roles, and communication flow.
- ▶ **Communications and Outreach Plan (new):** Include strategy for media, website, and branding alignment with the Transformations Community identity.
- ▶ **Hybrid Participation Design (new):** Explain the technical setup, accessibility measures, and time-zone coordination for global participation.
- ▶ **Legacy and Knowledge-Sharing Vision:** Describe how learning, partnerships, or initiatives will continue beyond the event.

# Selection Rubric and Evaluation Balance



The evaluation panel uses both quantitative scoring and qualitative discussion to ensure balance across creativity, inclusion, and operational feasibility.

Each proposal will be assessed according to the following weighted categories:

Category	Weight	Assessment Focus	Illustrative Indicators
<b>Strategic fit with Transformations Community values</b>	20%	Alignment with the Four Ts and systemic transformation goals.	Clear integration of the Four Ts across program design, partnerships, and governance.
<b>Event concept and innovation</b>	20%	Creativity of format, inclusivity, and integration of arts and wellbeing.	Novel participatory formats, local-global linkage, integration of arts and inner transformation.
<b>Organizational capacity and partnerships</b>	20%	Institutional backing, governance, and team readiness.	Strong host coordination team; demonstrated collaboration with local and international partners.
<b>Venue and logistics</b>	15%	Accessibility, facilities, sustainability integration.	Accessible venue, hybrid capacity, alignment with sustainability standards.
<b>Financial feasibility and risk management</b>	15%	Clarity and realism of the budget and contingency planning.	Transparent financial plan; clear contingency provisions (10–15%).
<b>Legacy and long-term contribution</b>	10%	Knowledge-sharing, publications, or future collaborations.	Legacy strategy for partnerships, publications, or follow-on exchanges.

# Roles and Governance (Condensed Overview)



Alignment with the Four Ts is the foundation for selection. Applicants are encouraged to provide concrete examples of how these principles will be embodied in program design, partnerships, and operations.

Hosts must demonstrate clear alignment with the Transformations Community's core principles:

Role	Responsibility
<b>Transformations Community (Convener)</b>	Oversees global continuity, branding, and cross-event learning; provides communications and operational guidance.
<b>Local Host (Lead Institution)</b>	Leads local organization, logistics, partnerships, and budget management.
<b>Conference Steering Committee (CSC)</b>	Guides overall planning; ensures co-creation, shared accountability, and alignment with Transformations Community principles.

Decisions are made collaboratively between the Transformations Community and the Local Host, balancing local autonomy with continuity of the global series.

In the event of uncertainty or disagreement, decisions escalate from working groups to the **Conference Steering Committee (CSC)**, with the **Executive Committee (XCOM)** providing final consent to maintain coherence across the Transformations Conference series.

# Venue and Technical Baselines



Hosts must demonstrate:

- ▶ Adequate facilities for 400–800 participants, including hybrid participation.
- ▶ Accessibility and inclusivity for persons with disabilities.
- ▶ Reliable digital infrastructure for live streaming and recordings.

## Equity, Access, and Safeguarding

Bids should show a strong commitment to equitable participation and care throughout the event design and delivery.

- ▶ Visa facilitation and proactive support for travel documentation, especially for participants from the Global South.
- ▶ Accessible travel guidance and participation pathways for persons with disabilities or mobility limitations.
- ▶ Scholarships or reduced fees for Early Career Researchers and participants from underrepresented regions.
- ▶ Commitment to diversity among speakers, conveners, and attendees, ensuring gender and geographic balance across all conference activities.
- ▶ Safeguarding and wellbeing measures, including protocols for physical, emotional, and psychological safety.

# Sustainability and Partnership Ethos



Transformations events integrate sustainability throughout venue operations, travel, catering, and materials, recognizing that every hosting choice carries social-ecological impact. Hosts are encouraged to:

- ▶ **Apply or align with sustainability standards** (e.g., ISO 20121 or institutional green policies).
- ▶ **Collaborate respectfully with local and Indigenous communities**, ensuring reciprocal relationships, acknowledgment of local knowledge systems, and adherence to cultural and data-governance protocols.
- ▶ **Prioritize low-carbon practices**, including local and seasonal catering, travel-offset programs, and well-designed virtual participation options that reduce the need for long-distance flights.
- ▶ **Integrate arts, wellbeing, and regenerative practices** that connect participants with place and promote reflection on planetary care.

Hosts are invited to engage Indigenous and place-based communities respectfully and reciprocally, following locally appropriate cultural and data governance protocols.

## Risk, Insurance, and Contingency

Hosts are expected to develop comprehensive plans for participant safety, operational continuity, and financial resilience. Each proposal should include:

- ▶ **A clear plan for health, safety, and crisis response**, including medical, security, and environmental protocols.
  - ▶ **Insurance coverage** for event cancellation, liability, and on-site operations.
- ▶ **A defined hybrid fallback trigger**: establish criteria and governance for transitioning to online or hybrid delivery in response to public-health emergencies, geopolitical disruption, or climate-related risks.
- ▶ **Contingency measures** ensuring continuity of key sessions, communication, and participant engagement under changed conditions.

# Budget Template and Scenarios



Provide a budget in USD (or local currency) that demonstrates transparency, feasibility, and alignment with the Transformations Community's principles.

The TC Secretariat can provide budget models and examples from past conferences upon request to guide host institutions.

Each proposal should include:

- ▶ **Expected revenue sources** such as registration fees, sponsorships, grants, and in-kind contributions.
- ▶ **Major cost categories** including venue, logistics, staff, technology, communication, travel support, accessibility services (e.g., interpretation, captioning, mobility), and creative/arts integration.
- ▶ **Contingency allocation** of 10–15% to address unforeseen circumstances.
- ▶ **Clear budget governance** outlining who is responsible for approvals and expenditure tracking.
- ▶ **Transparency on surplus use:** any surplus is to be **reinvested in conference legacy or community-building activities** by mutual agreement with the Transformations Community.

## Legacy and Seed-Fund Plan

Each Transformations Conference contributes to long-term learning and collaboration. Hosts are asked to describe:

- ▶ How knowledge, partnerships, or initiatives will continue post-event.
- ▶ How surplus funds or sponsorships might seed follow-on projects or exchanges.

# Timelines and Decision Gates



The dual-cycle timeline ensures continuity between conferences and allows hosts to plan several years ahead. Dates may be adjusted slightly to align with regional academic calendars and local conditions.

## 2027 Conference Cycle

Stage	Timing	Notes
Call for EOIs Opened	Oct 2025	Announcement of the 2027 hosting cycle.
EOI Submission Deadline	Feb 2026	EOIs under review by TC steering group.
Host Shortlist and Negotiation <small>(An accelerated confirmation pathway may be adopted following EOI review where appropriate.)</small>	Mar 2026	Candidate discussions and MOU preparation.
Host Selection & Announcement	Apr 2026	Public announcement of the 2027 host.
Conference Delivery	Q3–Q4 2027	Biannual convening (dates to be finalized with host).

## 2029 Conference Cycle

Stage	Timing	Notes
Call for EOIs Opened	Sep 2026	Public announcement; institutions invited to express interest.
EOI Submission Deadline	Jan 2027	EOIs reviewed by TC steering group.
Shortlist Announced	Mar 2027	Up to three hosts invited to prepare full bids.
Full Bid Submission	Sep 2027	Detailed proposals submitted.
Host Selection & Announcement	Nov 2027	Host confirmed.
MOU Finalized	Jan–Feb 2028	Agreement signed and planning begins
Conference Delivery	2029	Biannual convening (date aligned with host region's calendar).

# Submission Details



EOIs and Full Bids should be submitted following the process below to ensure traceability and timely review.

- ▶ **Expression of Interest (EOI):** Submit via the official **Google Form** linked on the Transformations Community website.
- ▶ **Full Bid Proposal:** Submit by email in **PDF format** to **info@transformationscommunity.org**
- ▶ **Email Subject Line Format:** [Institution Name] – Transformations [Year] Host Bid

## Submission Requirements:

- ▶ Full Bids should not exceed **20 pages**, excluding appendices.
- ▶ Applicants will receive **confirmation of receipt within 10 working days**.
- ▶ Shortlisted applicants may be invited to an **online consultation meeting** to discuss clarifications or next steps.

## Contact

For questions, clarifications, or pre-submission consultations:

info@transformationscommunity.org  
transformationscommunity.org