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RE Invitation to Submit Concept Note to host the 11th or 12th ICAT**:**

Dear ICAT participant:

The International Network on Appropriate Technology (INAT) invites you to submit a concept note to host our 11th International Conference on Appropriate Technology to be held in November of 2024 or our 12th ICAT scheduled for November 2026. The deadline for concept notes (for hosting either conference) is **March 20, 2023**. The INAT Steering committee will select from submitted concept notes and notify all applicants by April 17, 2023. The final selection of hosts for the 11th and 12th ICATs will take place in July, 2023.

Your concept note should address the following items:

1. A conference venue that can host about 200 participants, and that has a few rooms for parallel sessions. The venue should also include space for poster sessions and space for an appropriate technology demonstrations/fair.
2. A conference venue that is located within, or close to sites and local actors who can demonstrate appropriate technology in practice.
3. Moderately priced accommodation for "professional" participants and cheaper accommodation for students, which are located close to the conference venue.
4. A dedicated local organizing committee with the ability to communicate in English with the international organizing committee around conference planning.
5. Access to officials in the Ministry of Foreign Affairs or the equivalent who can facilitate and expedite the application process for international participants who require visas to enter the country.
6. Participation from local/regional universities and technical colleges (tertiary), as well as relevant government and civil society organisations.
7. Local tourist sites that can enrich participants' knowledge of the history and culture of the country.
8. Ability to provide financial support to the INAT to be used toward planning activities, e.g. costs of booking of conference venue, subsidies/scholarships for deserving students with accepted papers who are unable to fund their own travel, transportation and accommodation for high impact guest speakers (generally based in Africa), local committee organizing costs, and miscellaneous costs that will all be duly accounted for. The overall pledged financial support should ideally be $10,000 or greater.

Note: Additional information about INAT and our past conferences can be found on our website (**http://www.appropriatetech.net**). If you have any questions, please do not hesitate to contact us at **conferences@appropriatetech.net**.

Sincerely yours,

Gada Kadoda, PhD
Chair, 11th ICAT
Board Member, INAT

John Trimble, Prof.
President, INAT