AKADEMY 2025
CALL FOR HOSTS

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The KDE Community and KDE e.V. are seeking a host for Akademy 2025.

We are looking for a location with a strong team of local, detail-oriented volunteers to help us organize and host the 2025 edition of Akademy.

Hosting Akademy is a unique opportunity to make an impact on your local Free Software community. This brochure explains how you can organize the next Akademy in your city.

What is Akademy?

Akademy is a yearly week-long conference comprising talks, coding, planning, discussions, trainings and more.

More details about Akademy - including the list of previous locations - can be found at akademy.kde.org

How to Submit Your Hosting Proposal

If you would like to host Akademy 2025 in your city, submit your proposal to the Board of KDE e.V. at akademy-proposals@kde.org

The proposal should include:

- Details of the conference venue (infrastructure, facilities, room availability, internet connectivity, on-site catering).
- A reasonable estimation of venue cost.
- Information about local community support, core team members, potential local industry and government support and sponsorships (if possible).
- Lodging options and an overview of airports, train stations, public transportation options.

EVENT FORMAT AND DATES

What you Need to Know about Hosting Akademy

The primary goals of Akademy are to act as a community-building event for the KDE Community, to communicate the achievements of the KDE Community, and to provide a platform for collaboration with other communities and industry partners.

KDE e. V. (the non-profit organization supporting the KDE Community) acts together with your organization as the official co-organizer of Akademy 2025. If needed, KDE e.V. can act as a signing party for contracts.

Event Format and Dates

Akademy should take place during the months of June, July, August, and September. Some consideration should be given to the impact of the date on lodging and travel costs, as well as to potential conflicts with public or religious holidays. Akademy should not take place at the same time as other major cultural events or conferences to avoid a lot of pressure on available accommodation. Hotels and flights are typically more expensive during those events.

Akademy includes the following activities:

- Welcome Event, meet with other attendees at a social event.
- Two-day KDE conference (Saturday/Sunday), up to 250 people.
- Four-day unconference, workshops , trainings and coding and planning (Monday-Thursday), 150 people at the start, 100 people at the end.
- Social activities such as social events, parties, sight-seeing tours or day trip activity.
- Sponsor's dinner for KDE Board and guests for their collaboration. Reservations at selected locations for 20 people.

Travel

Travel to and from the host location must be affordable to the majority of attendees.

The hosting country's immigration laws and procedures should not exclude any KDE community members from attending. It is a plus if the hosting country does not have complicated and expensive visa procurement procedures for attendees. The venue should be reasonably easy to reach by public transportation.

Venue Infrastructure

About 200 people attend Akademy, and most events have been organized at universities and colleges, but any location with the facilities for talks, group sessions and coding available for a week will be considered.

We prefer a conference venue that is free or sponsored. To make it comfortable for everyone, the venue needs to offer:

- Avoid a building where other events (or exams) are taking place simultaneously.
- A large lecture room that can comfortably fit 200 people or more.
- A smaller lecture room that fits up to 150 people.
- Projectors in all rooms.

- Microphones and loudspeakers in the rooms used for the weekend talks and BoF/Workshop rooms.
- Ability to get a line in and out of all conference rooms to accommodate for hybrid events.
- It should also be possible to connect the audio output of a computer to the loudspeakers.
- Plenty of power outlets to recharge batteries are mandatory.
- Several smaller rooms for BoFs and workshops.
- Excellent internet access (with Wi-Fi and Ethernet) for all conference activities during the week.
- Blackboard, whiteboards, and/or flip charts should be available in BoF/coding rooms.
- A private room available before and most of the days during the conference for the Akademy team. (This room needs to be in very close proximity to the lecture and breakout rooms.)

Venue Contract

KDE e.V. will act as the signing part of all contracts related to the conference. We will want to sign a contract with the venue for hosting Akademy.

Accommodation

Accommodation must be available for approximately 200 people during the peak days of Akademy. Most attendees prefer a low-cost option and it would be nice if a mid-range option is also available. A list of hotels near the conference venue is needed for attendees who prefer a specific choice. It is preferred to have most people stay in one place or a few main places within close proximity to each other and the conference venue to accommodate for coding and to help with community building.

There must be no imminent safety threats in or around the conference venue, or between the venue and the accommodation locations. It is a plus if the conference and session venue, as well as the accommodations, are reasonably close to other public places, such as restaurants, pubs, and shops. That said, the surrounding environment should not be too noisy and distracting.

Transportation

It is preferable for the available accommodation to be close to the conference venue. If this is not the case, there must be safe public transportation (even in the evenings), cheap taxis, or a sponsored shuttle service.

Food and Drinks

Inexpensive food options should be available near the venue, and it shouldn't take much time to get something to eat. Availability of drinks at the Akademy venue is a must. Free water would be nice. A variety of dietary options should easily be available, especially vegetarian, vegan and gluten-free.
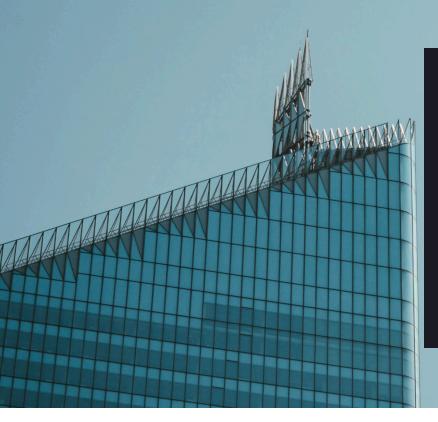
FINANCIAL DETAILS

Budget

The conference has to be paid mainly by sponsorship. There is no conference fee. KDE e. V. covers travel costs for some KDE e.V. members, speakers, and other attendees if necessary. Food is usually not sponsored.

In the past, local organizers have managed to get the venues for free or by paying a small amount for services such as cleaning and security, but no actual rent. KDE e. V. will have primary responsibility for acquiring sponsors to cover the costs of the conference. You may be required to pay for certain resources in advance at the venue or at social event locations (e.g. food vouchers for lunches during the conference or vouchers for free drinks for attendees to the social event). The organizing team will not be expected to advance money for these items. Any such financial arrangements should be discussed with KDE e.V. which typically pays these kinds of costs. All payments are made by KDE e.V., which is responsible for the budget. The proposal should include a budget draft with the expected local costs. Income from local sponsors is welcome and should be included in the budget.

Sponsoring

International and local sponsor funds cover primarily conference venue, equipment, and travel grants. Sponsorship acquisition by the local team needs to be discussed with KDE e.V. board.

The KDE Akademy Team will guide and support you along the way, helping you coordinate the event preparation. They have done this many times and have considerable experience with useful event organization tools (such as web apps for task management and attendee accounting, mailing lists and chat rooms).

The Local Team

The core local team should consist of around 5 people with one point person who is the main contact for the Akademy Team. One person alone will not be able to organize a successful Akademy!

The local team should be involved in the entire planning and preparation process alongside the Akademy team. The local point person is the main contact for the preparation of Akademy. This person must be available to others who are helping with the preparations or providing services. The local point person can expect to work about 5 hours per week in the first few months, 10-15 hours in the weeks leading up to the event, and almost full time in the week or so before the start of Akademy.

KDE e. V. will assist with procedures and provide advice based on several years of experience and organization (such as general project management, managing the travel grants and sponsor acquisition).

It is highly recommended that the conference is supported locally (by a LUG, student FOSS group(s), or similar) for registration, network administration, security, and other tasks. Good press contacts are also helpful. At least 10 volunteer helpers are needed in the weeks leading up to the

event. Prior to the event, there is a call for volunteers, so KDE Community members will be available to help. If needed, KDE e.V. can also provide the local point person with a formal letter or references for presentation and negotiations with local authorities (such as universities) and sponsors.

Local team tasks:

- Take an active part in the general organizational tasks related to Akademy.
- Negotiate contracts with conference venue and liaise with conference venue staff.
- Write visa invitation letters for conference attendees (for this, a local legal entity, e.g. a university, is very helpful).
- Assist with setting up the conference network.
- Help to research and plan social activities (e.g. social event, day trip).
- Research inexpensive accommodation options and negotiate special rates with hostels.
- Research entertainment options (restaurants etc.).
- Assist with video recording during the conference
- Promote the event in local media.
- Act as the main contact for local partners like LUGS, city officials etc.

If you need more information or advice, or have any questions, send an email to

akademy-proposals@kde.org

and we will help you get started.

For more Information about Akademy, take a look at Akademy's web page to see how past editions of Akademy were organized. akademy.kde.org

We are looking forward to your proposal!