Women and the Silent Screen (WSS)
Host Application Form

Thank you for your interest in hosting the WSS conference, which began in 1999 and has so far been hosted in nine different countries. For more information, please visit the WFHI website (https://www.wfhi.org/).

We are currently accepting proposals for WSS 2027 as well as other future editions, including WSS 2029 and WSS 2031.

****If you are interested in hosting WSS 2027, please respond to the questions below via the Google form version of this document by **November 17, 2025**. Please contact the WFHI Steering Committee if this date is difficult for you***

For proposals for future editions, we currently will review proposals as they come in. Please reach out directly to the Steering Committee with any questions at this stage

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Please respond to the following questions in as much detail as possible. Please submit your responses via the Google Form on our website, along with a preliminary budget (more information below). If you have any questions or issues, please contact the WFHI Steering Committee at wfhinetwork@gmail.com.

Name of venue/organization:
Contact name:
Contact email:

BACKGROUND INFORMATION
Briefly describe why you would like to host the Women and the Silent Screen conference. Have you attended a Women and the Silent Screen conference before?

FINANCES
Funding and Budget
What is your available funding?
What sources for funds are you planning to apply for and use (e.g., university funding, external grants, organizational or archival collaborations, potential sponsors, etc.)? Please provide a detailed list here, with information on any application timelines and important deadlines to secure these funds.

Please also provide a preliminary budget as a separate document along with this form. This preliminary budget should include as many of the costs associated with hosting this event as possible, including but not limited to: catering, musical accompaniment, venue rental, conference publicity and swag, student labor, website fees, etc. (WFHI will supply a budget template to selected hosts to adapt for the purposes of planning their edition and any local specificities.)

VENUE & RESOURCES
Room Capacity
What is your venue capacity?
What types of spaces (e.g., classrooms, conference rooms, screening rooms at a local film archive or theater) would be available for this conference?

Screening Capabilities
What screening capabilities do you have at your venue?
Are you able to screen 35mm?
Can you accommodate live musical accompaniment?

Technology Capacity
What technology will be available to presenters?
What kind of AV tech support do you have?

Other Resources
What other types of resources are available to you? For example, do you have in-kind donations for signage, conference badges, program printing, web design, other technical or student and administrative support, etc.?

Conference Website
Are you able to build, manage, and host a conference website or dedicated webpage? (Previous examples: Columbia & Pittsburgh conferences.) Ideally, the website should be the information hub for the conference and have the capacity to handle conference registration.

Catering
Is there a caterer that you already work with? Can your venue(s) host coffees, lunches, and other meals and/or events (e.g., conference dinners, cocktail receptions)?

FORMAT
Panels
Past WSS conferences have accommodated both single stream panels and parallel sessions, and we have found that a mixture of the two works best. Can your venue handle parallel sessions?

Hybridity
Is a hybrid option or separate online modality feasible at your venue?
Do you have experience with any hybrid or online formats/modalities that you think would work well at your venue?

TRAVEL LOGISTICS
Accommodation
Please provide us with any information on hotels in the area and/or other accommodation resources available for the conference. Do you have preferential rates with any nearby hotels? If so, please list them.

Transportation
Please provide us with any information on transportation to and from the venue and broader access to the venue from nearby airports, train stations, etc. Are there any special transportation requirements or issues that we should be aware of at this time?

CONFERENCE THEME & PROGRAMMING & CONFERENCE TIMING
Theme
Do you have any initial ideas about the conference theme and any aspect of the programming (e.g., screenings, keynotes) that you would like to share with us at this stage?

Other Programming
Attendees of previous WSS conferences have expressed interest in engaging with the local culture and/or the urban environment and heritage outside of and/or in addition to the conference. Do you have the capacity to host special tours or activities for conference attendees? Please provide any initial ideas here.

Timing
Do you have a preference for the timing and duration of this conference at your venue (e.g., summer as classrooms will be more available)?

OTHER
Please make any additional comments or ask further questions here.