

## International Conference Request for Proposals

Institutions interested in hosting future NACADA International Conferences will be required to submit a proposal for consideration. The Request for Proposal (RFP) will close for the following year two weeks following the International conference. The proposed timeline is:

January through August - Request for Proposals

Sept 1<sup>st</sup> - RFPs due. RFPs reviewed by the International Conference Advisory Board and NACADA Executive Office

Oct/Nov - Site Selected and Visited by NACADA Executive Office Assistant Director

June/July - NACADA International Conference

### Institutional Benefits for Hosting

NACADA The Global Community for Academic Advising promotes student success through academic advising. Innovative theory, research, publications and best practices are disseminated to members around the world. Institutions interested in hosting an International Conference can look forward to the following benefits:

- International exposure for the host institution and country.
- Increased visibility of academic advising on host campus and country.
- Provides opportunities for professional development and networking for colleagues of your country as well as the host institution.
- May help secure future institutional funding for academic advising.

### **Institutions interested in submitting an RFP need to meet the following criteria:**

1. 9 breakout rooms in the same area/building or vicinity is a minimum requirement.
2. One office for use prior to the conference (48 hours), during the conference, and 24 hours after the conference.
3. A designated space for registration.
4. A space for the opening session that seats a minimum of 350 participants.

5. A space for the closing session that seats a minimum of 350 participants.
6. Audio/visual equipment for all rooms.

It is anticipated that host institutions will cover any room or equipment hire fees. Any additional fees will need to be discussed, documented and approved of ahead of time by NACADA.

**In addition, for optimal outcomes the following resources will be required:**

- Support for all audio visual.
- Free internet access onsite, preferably wi fi.
- Logistical support, i.e. contact for ordering supplies.
- Liaison for catering and refreshment purposes.
- Social media support (blogs, twitter, etc.) to promote the conference.
- A local planning committee with additional conference planning members from the International Work Group.

**Additional required information:**

- Accommodations: Is there a possibility for residential accommodation on the campus or in the vicinity for participants? What hotels are nearby?
- What are the public transportation arrangements from accommodations to campus?
- What attractions/tours are available in the area for pre/post conference activities for participants or their families?

**Submission of RFP:**

- RFP must be submitted electronically to NACADA EO by September 1<sup>st</sup>.
- All RFPs must include the required information above.
- After a site is selected, other institutions that have submitted an RFP will receive feedback from the International Conference Advisory Board on their proposal.