**[Optional: Insert School Logo or Image]**

**Proposal to Host International ACAC**

**Annual Conference**

**PREPARED FOR**

**International ACAC**

**PREPARED BY**

**[School Name]**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL NAME** |  | | |
| **PRIMARY CONTACT** |  | **SECONDARY CONTACT** |  |
| **PHONE / EMAIL** |  | **PHONE / EMAIL** |  |
| **PREFERRED YEAR TO HOST** |  | | |
| **ALTERNATE YEARS TO HOST** |  | | |

1. **OVERVIEW**
2. **WHY WE’RE THE BEST FIT**
3. **ABOUT [LOCATION]**
4. **CONFERENCE SPACE OVERVIEW**
5. **HOUSING ACCOMMODATIONS**
6. **DINING ACCOMMODATIONS**
7. **CONFERENCE EVENTS**
8. **PRE-CONFERENCE LOCATIONS**
9. **EXECUTIVE BOARD MEETING LOCATIONS**
10. **COST AND BUDGET EXPECTATIONS**
11. **TIMELINE / MILESTONES**
12. **STAFFING RESOURCES**
13. **RELATED DOCUMENTS**

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| **I. OVERVIEW** |
| **WHO WE ARE** |
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| **OUR VISION FOR THE CONFERENCE** |
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| **II. WHY WE’RE THE BEST FIT** |
| **ABOUT [SCHOOL NAME]** |
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| **RESOURCES AVAILABLE** |
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| **OUR TEAM** |
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| **III. ABOUT [LOCATION]** | |
| **CHARACTERISTICS** | **DESCRIPTION** |
| [REGION/COUNTRY] |  |
| [LOCAL AREA] |  |
| [CITY/NEIGHBORHOOD] |  |
| [CAMPUS AND SURROUNDING AREA] |  |
| [OTHER-IF APPLICABLE] |  |
| **TRANSPORTATION OPTIONS** | **AVAILABILITY / DESCRIPTION** |
| PUBLIC / MASS TRANSPORTATION OPTIONS (BUS, SUBWAY, TRAIN, ETC.) |  |
| TAXI / RIDE SHARE SERVICES |  |
| ON-CAMPUS SHUTTLE |  |
| CAMPUS OR CHARTERED TRANSPORTATION TO / FROM OFF-CAMPUS EVENTS |  |
| ON-CAMPUS GOLF CARTS (OR SIMILAR) FOR INTERNATIONAL ACAC STAFF USE (please note any requirements for use – training, etc.) |  |

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| **IV. CONFERENCE SPACE OVERVIEW** | | | | |
| **PURPOSE** | **LOCATION** | **CAPACITY** | **DESCRIPTION (TECHNOLOGY, SEATING OPTIONS, ETC.)** |
| CLASSROOM SPACE FOR SESSIONS |  |  |  |
| OPENING CEREMONY SPACE (ANTICIPATING ALL ATTENDEES WILL PARTICIPATE) |  |  |  |
| FAIRS SPACE (EXPECTING SPACE FOR 300 TABLES) |  |  |  |
| MEMBERSHIP MEETING SPACE (EXPECTING ABOUT HALF TO ONE-THIRD OF ATTENDEES WILL PARTICIPATE) |  |  |  |
| SMALLER SPACES FOR MEETINGS (COMMITTEE MEETINGS, SPECIAL INTEREST GROUPS, ETC.) |  |  |  |
| EXHIBIT HALL SPACE (45-50 TABLES) |  |  |  |
| REGISTRATION / CHECK-IN |  |  |  |
| LUNCH-TIME PRESENTATION SPACE |  |  |  |
| RAFFLE DISPLAY ROOM |  |  |  |
| OTHER |  |  |  |

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| **V. HOUSING ACCOMMODATIONS** | | | | |
| **ON-CAMPUS ACCOMMODATIONS** | | | |
| **RESIDENCE HALL NAME** | **LOCATION** | **CAPACITY** | **ROOM TYPE (DOUBLE, SINGLE, EN-SUTE / SHARED BATH, ETC.)** |
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| **ON-CAMPUS ACCOMMODATIONS** | **ON-CAMPUS ACCOMMODATIONS** | **ON-CAMPUS ACCOMMODATIONS** | **ON-CAMPUS ACCOMMODATIONS** |
| **OFF-CAMPUS ACCOMMODATIONS** | | | |
| **ACCOMMODATION TYPE (HOTEL, ETC.)** | **DISTANCE TO CAMPUS** | **APPROXIMATE CAPACITY** | **ROOM TYPE / DESCRIPTION** |
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| **VI. DINING ACCOMMODATIONS** | | | | |
| **TYPE** | **LOCATION** | **CAPACITY** | **DESCRIPTION (AVAILABILITY, HOURS, ETC.)** |
| CATERING |  |  |  |
| DINING FACILITIES |  |  |  |
| BREAKFAST FOR ON-CAMPUS ACCOMMODATIONS |  |  |  |

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| **VII. CONFERENCE EVENTS** | | | | |
| **EVENT** | **LOCATION OPTION(S)** | **CAPACITY** | **DESCRIPTION (LAYOUT, RESOURCES, ETC.)** |
| OPENING RECEPTION |  |  |  |
| CLOSING RECEPTION VENUE - POSSIBLE OPTION(S) |  |  |  |
| WEDNESDAY DODGEBALL |  |  |  |
| WEDNESDAY SMALL-GROUP ACTIVITIES (TRIVIA, DANCING, DRAG QUEEN BINGO, ETC.) |  |  |  |
| GOLF TOURNAMENT (COURSE OPTIONS) |  |  |  |
| 5K/3K RUN / WALK |  |  |  |
| YOGA |  |  |  |
| [ANY OTHER PROPOSED ACTIVITIES] |  |  |  |

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| **VIII. PRE-CONFERENCE INSTITUTE (MONDAY, TUESDAY-MORNING)** | | | | |
| **EVENT** | **LOCATION OPTION(S)** | **CAPACITY** | **DESCRIPTION (LAYOUT, RESOURCES, ETC.)** |
| LARGE-GROUP SESSIONS (200 PEOPLE) |  |  |  |
| BREAK-OUT SESSIONS (50-75 PEOPLE) |  |  |  |
| LUNCH |  |  |  |
| NETWORKING BREAKS (COFFEE/TEA BREAKS) |  |  |  |
| WELCOME RECEPTION OR DINNER |  |  |  |

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| **IX. EXECUTIVE BOARD MEETING LOCATIONS (SATURDAY, SUNDAY, MONDAY-MORNING)** | | | | |
| **EVENT** | **LOCATION OPTION(S)** | **CAPACITY** | **DESCRIPTION (LAYOUT, AV CAPABILITIES, ETC.)** |
| MEETING ROOM FOR TWO AND A HALF DAYS (25 PEOPLE) |  |  |  |

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| **VII. COST AND BUDGET EXPECTATIONS** | | |
| **OVERVIEW** |  | |
| **SUMMARY OF EXPENSES** | | **EXPENSES** |
| ON-CAMPUS FACILITIES | |  |
| CATERING | |  |
| OPENING CEREMONY AND RECEPTION | |  |
| CLOSING CEREMONY | |  |
| LOGISTICS (TRANSPORTATION, PRINTING, ETC.) | |  |
| ON-CAMPUS HOUSING (INCLUDING LINENS, TOILETRIES, BREAKFAST) | |  |
| SPECIAL EVENTS (3K/5K, GOLF, YOGA, DODGEBALL, ETC) | |  |
| PRE-CONFERENCE | |  |
| MISC. | |  |
| **ESTIMATE TOTAL EXPENSES** | |  |
| **SUMMARY OF REVENUE** | | **REVENUE** |
| [SCHOOL NAME] CONTRIBUTION | |  |
| REGISTRATION FEES (estimate $500/person) | |  |
| HOUSING FEES (estimate cost + 15%/person per night) | |  |
| SPONSORSHIPS/EXHIBITORS (ESTIMATE PROVIDED) | | [$150,000 USD] |
| **ESTIMATE TOTAL REVENUE** | |  |
| **ESTIMATE TOTAL NET REVENUE** | |  |

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| **XI. NEXT STEPS** |
| Please submit the following documents to Erin Garcia, Executive Director, International ACAC, at [egarcia@internationalacac.org](mailto:egarcia@internationalacac.org).   * Completed proposal * Budget spreadsheet (all amounts are estimates) * Any additional, optional documents (ex., photos, maps, campus materials, etc.)   **Proposals for the 2026 Conference should be received by September 1, 2024. Proposals for later years may be submitted at any point.** | |

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| **XII. RELATED DOCUMENTS** | | |
| **DOCUMENT NAME** | **DESCRIPTION** | **LINK (OR NOTE “ATTACHED”)** |
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| **XIV. RECEIPT OF PROPOSAL** | | | |
| **INTERNATIONAL ACAC REPRESENTATIVE:** |  | **DATE OF RECEIPT** |  |