



Connecting **Entrepreneurial** Communities

2025 HOST CITY Request for Proposal

SMALL CITIES WANTED!

Only communities **UP TO 9,999** in population will be considered to host this conference.

EVENT DETAILS

Connecting Entrepreneurial Communities (CEC) conference

Target Conference Date: June 2025

Thank you for your interest in applying to be the host community for the 2025 Connecting Entrepreneurial Communities conference, hosted by K-State Research and Extension (KSRE) and our partners.

The CEC conference aims to expand equitable entrepreneurial capacity by sharing knowledge, tools, and resources with Kansans. If selected to be host and co-creator of the 2025 conference, your community will have a valuable opportunity to showcase its charm, gain economic benefits, network with potential partners, and make a long-term impact on the Kansas entrepreneurship ecosystem.

Please note applications close August 1, 2024.

ALL APPLICATIONS MUST BE SUBMITTED ONLINE AT: bit.ly/CECHostRFP

If you have any questions about completing this application, please contact Nancy Daniels, K-State Research and Extension, State Team Chair, at nkdaniels@ksu.edu.

Connecting Entrepreneurial Communities is a replicated conference style that exists within the Extension system. The model gives us a place to start; the successful host community will help us create the **uniquely Kansas** version. To find other examples, search online for “Connecting Entrepreneurial Communities.” We are beginning our discussion with what we have seen in Missouri and Nebraska.

IMPORTANT DATES

August 1, 2024:	Deadline to submit local host application.
August 15, 2024:	Selection is announced, and host location visits begin.
June 2025:	Target conference date.

THE EVENT

The CEC conference will officially start at noon on the first day and close after lunch on the second day. The format allows five 1-hour workshops with 3-5 options in each session. (Up to 25 workshops and 3 keynote speakers.) Workshops will take place in various local businesses and empty buildings within a 10-minute walking distance, with 30 minutes between sessions for networking. Participants are encouraged to explore and shop in the businesses.

An opportunity exists to create a pre-conference tour the first morning for those who arrive the night before. Possible ideas- a manufacturing facility, an art walk, a downtown history or business tour. Think: “What is our community known for that we may take for granted?” Show us!

SPEAKERS

We will gather workshops and keynote speakers from three equally valued sources:

- The host and other local communities,
- Kansas State University and K-State Research and Extension,
- State Partners.

MEALS PROVIDED IN YOUR COMMUNITY

Day 1: Lunch (with Keynote)
Evening networking reception at a venue within a drivable distance.

Day 2: Breakfast (with Keynote)
Lunch (with Keynote)

GET CREATIVE

At the CEC conference, one of the main objectives is to showcase the diverse offerings of your community. We're committed to celebrating the distinctiveness of Kansas, with a special emphasis on highlighting the smallest communities. Think creatively and make the most of what you have at your disposal. Don't hesitate to believe your city can host this event, regardless of the lack of traditional event spaces. Whether it's an empty building, tent, park, or street, we encourage you to think outside the box and explore unconventional venues. **We're not looking for perfect, just perfectly you. Let your imagination run wild – nothing is off the table!**



HOST CITY APPLICATION

THIS FORM IS FOR INFORMATION AND PLANNING PURPOSES ONLY.
ALL APPLICATIONS MUST BE SUBMITTED ONLINE AT: bit.ly/CECHostRFP

Name: _____

Organization: _____

Email: _____

Phone number: _____

Location/Community: _____

Population: _____

Considering this format and the opportunities it offers you, please briefly describe what your community offers. Provide specific information about your downtown business district, places of interest, tourism attractions, and other places of note conference attendees could experience.

Suggested Workshop and Conference Speakers:

ADMINISTRATION

A committed Local Team is required to be selected as a host community. Team members can be anyone in the community willing to help.

If selected, your Local Team members will be expected to take on the following responsibilities. Please indicate whether your team has the capacity and resources to complete each task.

	Yes	Maybe	No
Put together a Local Team that is dedicated & diverse in terms of backgrounds, experience, & skills.	☐	☐	☐
Provide two people to attend the Missouri CEC on Sept.17-19 in Fulton, MO. (Mileage, hotel, conference registration provided.)	☐	☐	☐

	Yes	Maybe	No
Appoint a chairperson who will act as the main point of contact for the K-State Research & Extension State Team.	☐	☐	☐
Handle all local logistics, including venue coordination & conference needs (i.e., chairs and tables).	☐	☐	☐
Coordinate with local caterers for meals.	☐	☐	☐
Create and distribute local promotional materials & conference packets.	☐	☐	☐
	Yes	Maybe	No

VENUES

Provide a large venue for opening and closing sessions to accommodate up to 200 attendees.	☐	☐	☐
Is the large venue ADA-accessible?	☐	☐	☐
Provide at least five breakout session venues in local businesses or empty buildings.	☐	☐	☐
Is at least one of the breakout sessions ADA-accessible?	☐	☐	☐
Ensure all venues are within 10 minutes walking distance of each other. (Exceptions are considered if necessary.)	☐	☐	☐
Adequate parking within walking distance of the conference venues.	☐	☐	☐
Organize a main conference networking event at a suitable venue.	☐	☐	☐
Provide sufficient lodging within the community for up to 80 attendees.	☐	☐	☐
	Yes	Maybe	No

FINANCIALS & SPONSORSHIPS

Secure sponsorship to help fulfill conference financial obligations (meals, venues, local advertising.) The recommended minimum amount is \$3,000.	☐	☐	☐
Provide updates on income and expenses to the State Team each month.	☐	☐	☐

MARKETING & PROMOTION

Work with the State Team to develop a marketing strategy & calendar.

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☐

☐

Provide local content and sponsor logos to the State Team for their broader promotional efforts.

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Ensure all local marketing & promotion materials & content are approved by the State Team Chair &/or KSRE Extension Integrated Communications & Marketing.

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Collaborate with local organizations to promote the conference.

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Engage the local community in conference planning & activities.

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Engage local influencers & community leaders as conference ambassadors to help with marketing & promotion

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Please provide details of the capacity and resources you have indicated as available in your community.

Please provide details of your local team members and the roles each will play in helping to host the conference.

Please provide any additional information that should be considered for your community's application.