

## 2019 Career Professionals Conference Hosting School Criteria



NASPAA is seeking a school to host the 2019 Career Professionals Conference. If you are interested in hosting, please submit **a short application** to Leigh Anne Elliott, **by Wednesday, December 19, 2018**. Applications can be submitted as an email or as a formal document. In your application, please address the following criteria:

1. **Location:** *Where is your campus located? How easy is it for attendees from across the US to travel to your city? What options are there locally for dining and entertainment? What are the local lodging options and room rates? Please specify how close the lodging accommodations are to the conference site and if they are walkable.*
2. **School/Facilities:** *Why should we select your school to host the conference? What conference facilities do you have available for the meeting room (either on or off campus)? Are you willing to donate staff time and campus resources in-kind? What connections do you have with local professionals and/or alumni who can serve as speakers or panelists?*
3. **Staffing:** *Who will serve as conference chair and what support staff is available? The conference chair is expected to spend 10 hours a month on planning activities with additional time required in the weeks leading up to the conference. The conference chair will convene the conference planning and be the primary manager of the overall conference agenda. A conference planning committee will be supplied.*
4. **Meeting dates:** *Traditionally this meeting has been held in early December from Wednesday evening through Friday afternoon, though other dates will be considered. Please identify your proposed dates in 2019.*

The host school has tremendous opportunity to shape the agenda and move the conversation forward on many issues that career professionals are facing. The host school will also receive publicity and exposure to the greater NASPAA community as the school will be identified in all promotional materials. Typically, about 40-50 career professionals from NASPAA member schools attend the conference each year.

Traditionally, this conference has been held on a campus, but the planning committee will consider off-campus meetings locations such as a hotel or other appropriate conference facility. The meeting is also traditionally held in early December. If you would like to propose a different time of year, please explain your rationale in your application and why it would be beneficial to change the dates. Members of the career conference planning committee will review all complete applications and select a 2019 conference location. Applicants will be notified of their status mid-January 2019, and the selected school will be asked to sign a MOU with NASPAA. NASPAA can provide an example of the MOU upon request.

Contact Leigh Anne Elliott, NASPAA Conference Manager, with any questions:  
[elliott@naspaa.org](mailto:elliott@naspaa.org) or 202.628.8965 x115