# Call for Proposals to Host the Summer/Fall 2021 NCME Special Conference

# on Classroom Assessment

The NCME Special Conference on Classroom Assessment was held in 2017 and 2018 (University of Kansas) and 2019 (University of Colorado, Boulder). Now that it is an established event, the Classroom Assessment Task Force has decided to hold it every second year, so now we are seeking proposals to host the conference in 2021.

Given the current uncertainties about face-to-face events, we are asking that each proposal be structured in a HyFlex manner, so that presenters and attendees can participate in person for part of or all of the sessions, but could also participate virtually. Every session should work regardless of the circumstances. In order for this to happen effectively the organizer needs to describe how they will ensure this degree of flexibility.

If you are interested in hosting the summer/fall 2021 NCME Special Conference on Classroom Assessment, please answer the following questions and submit a proposal outline to the NCME Task Force on Classroom Assessment by September 30, 2020 (email: [NCME@talley.com](mailto:NCME@talley.com)). The task force will determine a short list of finalists and follow up with any additional questions. We plan to have made a decision by October 31, 2020.

### Why do you want to host the conference and what are the advantages of the proposed location (physical and virtual)?

(Give a big-picture overview of why NCME should have the conference at your proposed location. No more than 400 words.)

### What do you propose as a theme of the conference?

(Give a one-sentence statement of the theme and then describe why you think that is the right theme for next year. No more than 400 words.)

### Who are the classroom assessment experts within your organization or group who would be engaged with the conference?

(Provide brief bios of up to five people. No more than 200 words per person.)

### What are the venue, travel options, and location amenities?

(Provide the name and a short description of the conference site. Give the nearest airport(s) and travel options, with approximate costs and distances from airport(s) to the conference site. Give the proximity of the conference site to tourist attractions.)

### Who would help with the local organization?

(Give the names and affiliations of at least three individuals who would serve on the local organizing committee, indicating their available time and any previous experience organizing a conference. State whether you intend to use a conference service organization, and if so, any information about that organization.)

### Do you have the following meeting rooms, either within one building or in several buildings close together?

(Give the distance between buildings, internet access, when rooms have to be reserved, and any cost associated with cancellation. Indicate any potential concerns, such as construction at the conference site.)

* 1. one plenary room for about 350 people
  2. five or more breakout rooms, each holding at least 50 people sitting around tables
  3. two to three lecture rooms for up to 70 people
  4. space for reception for up to 350 people
  5. space for breaks between sessions
  6. space for poster session (about 60–100 posters)
  7. space and options for meals

### Is there hotel accommodation within walking distance (or easy public transport) of the conference site for up to 350 people?

(List hotels and any low-cost options for students, approximate rates, numbers of rooms, and the distance and travel options to conference site.)

### Do you have experience and facilities to host online events?

### (List services and costs for onsite and off-site participants.)

### What online platform will you use and why is that the best platform for virtual participation in this conference?

### What are the estimated costs of the conference?

1. How much does use of the meeting rooms cost, including technical support?
2. If you have the support of conference services, what services do they provide and at what cost? (See also Appendix A.)
3. What are the estimated costs, per person, of the following?
   * 1. one lunch per day
     2. two coffee breaks per day
     3. welcome reception
4. What is the estimated total cost of the conference for 350 participants?

# Appendix A: Pre-Conference and Onsite Management Tasks

For each task, please indicate whether it is included in the package (yes, no, optional), give provider (e.g. conference service, university) and if optional, an estimate of any additional cost. *Note that NCME’s management company might be able to support or provide some of these services at no additional cost to the conference host.*

## Pre-Conference Tasks

|  |  |  |
| --- | --- | --- |
| **Task** | **Included? Yes:  No: X**  **Optional: ()** | **Provider (estimate of any additional costs)** |
| 1. Make arrangements with hotels, such as block-booking rooms and discounts. |  |  |
| 2. Prepare a detailed conference budget by September 30, 2020, providing online, hybrid and face-to-face versions. |  |  |
| 3. Provide content for the conference website. |  |  |
| a. hotel information |  |  |
| b. travel information |  |  |
| c. local area information |  |  |
| d. excursion information |  |  |
| 4. Organize meals for breaks or hire appropriate catering services. |  |  |
| a. lunches |  |  |
| b. break snacks and drinks |  |  |
| c. banquet |  |  |
| d. welcome reception |  |  |
| 5. Provide services related to meeting rooms for the following program events: keynote lectures. concurrent sessions, poster session, and Board of Directors meeting: |  |  |
| a. Assign meeting rooms to program events, with the Program Committee. |  |  |
| b. Specify the appropriate room setup for each program event. |  |  |
| c. Arrange audio-visual equipment. |  |  |
| d. Plan signs for direction, etc. |  |  |
| 6. Order conference amenities for attendees, such as bags, etc. |  |  |
| 7. Prepare and print maps and lists of local restaurants, etc. |  |  |
| 8. Prepare, design, and copyedit the program and abstract books. |  |  |
| 9. Arrange printing of the following: |  |  |
| a. name tags |  |  |
| b. program books |  |  |
| c. signage |  |  |
| 10. Provide a point-person to handle and respond to registrant questions and issues in advance of the conference, including requested letters of invitation and acceptance (as needed). |  |  |
| 11. Arrange for virtual hosting platform |  |  |
| 12. Arrange for conference photographer. |  |  |
| 313. Arrange to receive sponsor promotional materials and stuff conference packets for distribution at registration. |  |  |

**Onsite Management Tasks**

|  |  |  |
| --- | --- | --- |
| **Task** | **Included? Yes:  No: X**  **Optional: ()** | **Provider (estimate of any additional costs)** |
| 1. Staff the registration desk. |  |  |
| 2. Accept onsite payments (for late registration, banquet tickets, etc.). |  |  |
| 3. Provide onsite contacts for speakers and delegates. |  |  |
| 4. Act as onsite contact for emergency needs. |  |  |
| 5. Provide technical assistance for audio-visual equipment, including any live streaming, during the meeting. |  |  |
| 6. Manage room setup according to preapproved specifications and monitor each presentation room. |  |  |
| 7. Organize poster board setup, posting, and tear down. |  |  |
| 8. Coordinate food and beverage functions. |  |  |
| 9. Bookkeeping of all income and costs. |  |  |
| 10. Provide point person to oversee conference operations and coordinate student volunteers. |  |  |