

SECoPA ANNUAL CONFERENCE GUIDELINES
Host Proposal Checklist

Year _____

Host Organization(s):

Chapter: _____

University: _____

Other: _____

Location:

City: _____

Hotel Information: _____

Expected Hotel Rate: \$ _____

Room Guarantee: _____ (Room Nights)

Adequacy of meeting facilities: _____

Free Shuttle service availability (please explain):

Yes _____

No _____

Date(s): _____

Organizational Structure (if known):

Conference Chair: _____

Program Committee Co-Chairs: _____

Other Key positions: _____

Treasurer: _____

Local Arrangements Chair: _____

Contact Information:

Phone

Email

Expected Attendance and Fee

Early Bird _____ \$ _____

Late Fee _____ \$ _____

Students _____ \$ _____

Students Late _____ \$ _____

One-day _____ \$ _____

Other _____ \$ _____

Funding:

Proposed budget (*details attached*)

Indicate number of meals included in registration fee: _____

Additional sponsorships anticipated: _____

Other Considerations:

Access to major airports: _____

Access to loaned equipment (overheads, LCDs, computers, etc.): _____

Plans for family activities (if any): _____

Plans for field trips or dine-arounds (if any): _____

Plans for pre-conference workshops (if any): _____

Other items:

Web site availability: _____

Previous conference planning experience: _____

Attach additional supporting documents:

- Draft hotel contract with the _____ Hotel
- Proposed conference budget