NCAIE Annual State Conference Proposal

Thank you for expressing interest in hosting the NCAIE annual conference! Serving as a conference location has numerous rewards, including professional development opportunities for staff and faculty, and increased recognition of international education on the host institution’s campus. Please review the major components of the conference below. In the proposal, provide a brief description of each element and complete the attached cost spreadsheet. Please send completed proposals to **Amanda Beasley, Chair-Elect** at acbeasle@ncsu.edu by **January 19th, 2018**.

1. Time Commitment

The host institution will need to identify an individual to join the board for 1 year to serve as the conference planner. Meetings normally occur in September, December, January and May. The December meeting would be held at the conference location, where the NCAIE board does a walk-through of the facilities, meets with the catering department, and reviews logistical details of the conference.

1. Dates
* Please list the proposed dates of the conference. It is customary that the conference takes place during the host institution’s spring break.
1. Facilities and Parking
* NCAIE will need 6 rooms - 5 rooms that can accommodate 30 participants, and 1 room that can accommodate 50+ participants for 2 days.
* We would also need a facility that could accommodate 250+ participants for lunch.
* We will need a space for registration and check-in for both days.
* Please provide any cost estimates for renting rooms.
* Please describe the availability of parking services and related costs.
1. Catering

Please provide an average cost estimate for the following

* + Lunch for 250 people
	+ Continental Breakfast for 250 people
	+ Coffee Break – 250 people
	+ Coffee Break with light refreshments – 75 people
1. Other Considerations
* Would the host institution have the capability of printing the conference materials?
* What type of IT Services are available within the rooms (Can presenters have access to Wifi? Do they need to bring laptops? Will there be tech support available on the day of the conference should presenters have issues?)