

Submitting a Proposal to Host a CPTSC Annual Meeting (Conference)

Proposals to host an upcoming CPTSC Annual Meeting (Conference) must include information that addresses the following items:

Scheduling:

State the dates on which you propose to host the conference/on which you propose for the conference to take place. (Note: CPTSC conferences usually take place in late Sept. through mid-Oct. /between the last week of Sept. and the second week of Oct.)

In selecting these dates, be sure to also note if these proposed conference dates overlap or conflict with any

- Religious observances/holidays during that time (e.g., Rosh Hashanah, Yom Kippur, Sukkot, Columbus Day, or Shemini Atzert)?
- Other on-campus or off-campus events in the area (e.g., other conferences being hosted by the related institution, athletic events hosted by the institution, etc.)?
- Other conferences in the field (e.g., the annual conference of the IEEE Professional Communication Society, the ACM-SIGDOC Conference, or the Annual Conference of the Association for Business Communication)?

Ideally, the conference should be scheduled to avoid such overlap, and if not, the related proposal must address how the conference organizers plan to address such prospective overlaps.

Location:

State the location you propose for to the site of the future conference.

In addressing this item, be sure to answer the following questions:

- In what city/town and state do you propose to host the conference?
- Will the primary conference activities (i.e., presentations and business meeting) take place on the grounds of a university or college campus, or will they take place at an off-campus/other local facility?
- What will be the related cost for reserving rooms for conference presentations and other conference-related activities? Please provide a tentative budget of room costs to address this item. In so doing, include tentative costs for
 - The meeting space for a Thursday evening opening reception (generally, only 1 relatively large room needed)
 - The presentation space for Friday's conference program (price based on 4-5 presentation rooms for 4-5 consecutive presentations for the entire day); for this item, consider both the costs of the room and the cost of any associated presentation technologies (generally, each room should have Internet access and a projector system)
 - The meeting space for Friday night's awards event/reception (generally, only 1 relatively large room needed)
 - The meeting space for the Saturday morning business meeting (generally, only 1 relatively large room needed)

Access/Transportation:

List the options attendees have for travel to the conference.

In addressing this item, be sure to note the following factors:

- **Airports:** What is the closest airport (or airports)? How far is the airport (are the airports) from the conference site? What transportation options are available for attendees who need to travel from the airport(s) to the conference site or hotels (e.g., airport shuttles, taxi services, municipal busses, or will you, as local host, provide a shuttle service)? In presenting these options, note how often such services run, provide the relative cost of each service, and provide related contact information (e.g., URL for related website) for each option.

- **Ground Transportation:** What major highways/land routes can be used by individuals who wish to travel to the conference? What bus (e.g., Greyhound) or rail (e.g., Amtrack) offer service to the conference location?
- **Parking:** If individuals wish to use their own cars to travel to the conference, will they need to pay for parking at the conference site, or will free parking (or reduced parking) be made available to them?

Lodging:

Provide a list of where can attendees stay while at the conference.

In addressing this item, be sure to provide information that addresses the following questions:

- What hotels and motels are close to the conference site? Be sure to specifically note
 - The names of the related nearby lodging options
 - The relative per-night cost of a room
 - How far each option is from the conference site and can attendees easily reach the conference site via walking?
 - If the option offers free local transportation to its guests
 - If the location offers a discount to individuals attending an event at the conference site (e.g., attending a university or college event)
 - If you need to sign a contract or commit to room blocks with a particular establishment. For example, many hotels will provide discounted room rates and reserve room blocks for organizations. However, hotels often require a contract to be signed that states if the room block isn't sold out that the organization pay the difference. This can be a potentially costly agreement if not negotiated correctly. CPTSC officers and/or past conference hosts can help with this so do not hesitate to ask questions.
- Are any on-campus lodging options available? If so, provide a related website or other contact information (e.g., a phone number or email address) for this option.
- Will you provide a shuttle service that will pick up attendees at different hotels located a certain distance from the conference? If so, what will such a service costs, and will it run for all three days of the conference (Thurs. – Sat.) of just on certain days and at certain times?

Registration:

Explain how you will coordinate online registration for the conference.

In addressing this item, be sure to answer the following questions:

- Do you have a campus/organizational unit (e.g., conference services) that can provide such a system? If so, what costs are associated with having this unit coordinate online registration (e.g., is it a flat fee for use or is a percentage taken from each registration processed or is a combination of both)? Note that registration system fees are one of the largest costs associated with the conference, so it is important that potential hosts ask specific questions of the campus/organizational unit about this service. Specific details are necessary to make an informed decision about the proposal.
- Will you or will a campus/organizational unit oversee on-site registration during the conference? What costs are associated with the option you select for this item, and what additional benefits might benefits, if any, might be associated with this process (e.g., if using a campus conference service, will that service print name tags and provide holders for nametags) ?

Food:

Provide a list of the refreshments/food and drink options will you provide for attendees during the conference.

In listing such factors, be sure to

- Provide costs associated with a lunch option to attendees on Friday (the main presentation day of the conference). If so, what will this option cost? Also provide nearby lunch options are available to attendees.
- Provide costs provide breakfast on the Friday morning of the conference (main presentation day) or coffee breaks during the conference/Friday main presentation day.

- Note if you will you provide food and/or drink at the Awards Event/Reception on Thursday evening. If so, what will you provide (e.g., light hors d'oeuvres, a meal, non-alcoholic beverages only, a cash bar, etc.) and what will the related costs be?
- Note if you will you provide breakfast, snacks or coffee for the Saturday morning business meeting. If so, what will you provide and what will the related costs be?
- Specify if you will you provide food options (e.g., boxed lunches) to individuals who stay for the business meeting or the extrusions on Saturday. If so, what will you provide and what will the related costs be?

Program:

Explain how you plan to provide attendees with the final version of the conference program.

In addressing this item, be sure to answer the following questions:

- Will you/a member of the conference team be doing the layout and design of the final program? If so, will any costs be associated with this process? If not, who/what organization will do the layout and design for and produce the final version of the program, and what will this option cost?
- Will you be offering attendees an online, printed, or both versions of the program?

Website:

Specify who will provide and update the conference website.

In addressing this item, be sure to answer the following questions:

- Will you/a member of the conference team create and maintain the website for the conference? If not, who/what organization do you plan to use to create and maintain/update the conference website?

Team:

Provide a list of the individuals who will be working on coordinating the conference.

In addressing this item, be sure to identify

- The primary contact person/coordinator for the conference.
- The person who will develop and maintain the conference website
- The person who will coordinate meals/food for the conference
- The person who will work on the layout and development of the conference program
- The persons who will coordinate on-site registration
- The person who will be the contact for questions relating to the online registration system
- The person who will work with the CFO, on-site organizations, and local businesses to coordinate sponsorship activities for the conference
- Any other individuals who will be involved with the planning and coordination of on-site activities for the conference

Contracts (if applicable):

Indicate whether any advanced contracts or deposits are required to secure space, resources, meals, or other items required for the conference.

In addressing this item, be sure to include information about the following factors:

- Who requires contractual arrangements and for what purposes (e.g., the host university providing meeting space; any other local venue providing space or services; food services providing catering; lodging establishments that require a contract to set aside room blocks)?
- How far in advance of the event must contracts be complete?
- What deposits are required to reserve venues, place orders for food or equipment, and/or secure services related to the conference. if possible at the time of proposal, include information about the projected amount of

deposits in dollars or as a percent of projected costs and the timeline for providing deposits (for example, how far in advance are deposits generally required)?

Provide sample contracts or agreements available at the time of the proposal.

Submitting Your Proposal

Submit your completed proposal as a .doc or .pdf file emailed to the CPTSC President at kirk.stamant@gmail.com