



Annual Conference Site Application Form

PROPOSAL FOR 2020 ANNUAL CONFERENCE IN THE NORTHEAST REGION

All forms and supplemental information must be submitted to Kelly Nix, Past President, NACDEP, via e-mail to assoc.manager@nacdep.net. Submissions of applications should be made by March 23, 2018 for full consideration. Multi-state applications are welcome.

I. Proposed Conference City: _____ **State:** _____

II. Proposed Dates¹ *(please consider hotel/conference room availability)*

First Choice:

Second Choice:

III. Proposed Committee Members

Conference Co-chair *(Local Conference Chair serving with NACDEP President-Elect)*

Name:

Title/Organization:

Contact Information:

Additional Local Conference Committee Members *(option to attach list of additional members)*

a. *Name:*

Title/Organization:

Contact Information:

b. *Name:*

Title/Organization:

Contact Information:

¹The Executive Committee will review proposals and select the site of the NACDEP Annual Conference. Conference dates will be proposed by the sponsoring state. Historically, NACDEP Annual Conference takes place between Sunday and Wednesday in a given week sometime from March through June. Favorable seasonal weather conditions should be considered when selecting dates. Furthermore, conflicts with other organizations such as the Community Development Society; National Extension Tourism (NET) Conference; other JCEP member organizations; state/regional organization conferences; and academic discipline conferences such as AAEA, Rural Sociology, etc., should also be considered in date selection.

IV. Please discuss the proposed conference site's ability to attract conference attendees²:

a. General information (please include information on airport airline service, population of host city, and other pertinent details, etc.)

b. Examples of off-site experiential professional development opportunities

c. Tourism and recreational opportunities for both participants and guests.

² The NACDEP Annual Conference is typically held Sunday thru Wednesday with dates ranging from mid-March to mid-June.



V. Conference Hotel Options by Choice. Please attach sample menu and AV list with current prices for each potential location and provide the following information.

Hotel Contact Information	Number of Lodging Rooms Available for NACDEP Block (125 minimum)	Proposed Daily Lodging Room Rate (incl. taxes & fees)	Number of Available Meeting Rooms (30 person min.)	Free Internet in Rooms^ (Y/N)	Distance from Airport (Miles & Minutes)	Free Airport Shuttle* (Y/N)	Free Hotel Parking^ (Y/N)	Spillover Hotel Option~ (Y/N)	Incentives, Comments & Notes
1st:									
2nd:									
3rd:									

^ If no, please provide daily cost. For Internet, please include information for hotel public areas, meeting rooms & lodging rooms.

* If no, please provide average one-way taxi fare or fares for other transportation options (e.g., Super Shuttle).

~ If yes, the hotel needs to be conveniently located near one of the other hotels listed.