



***Annual Conference Site Application Form***

**PROPOSAL FOR 2024 ANNUAL CONFERENCE IN THE SOUTHERN/1890s REGION**

All forms and supplemental information must be submitted to Melinda Grismer, Past President, NACDEP, via e-mail to [assoc.manager@nacdep.net](mailto:assoc.manager@nacdep.net). Submissions of applications should be made by Aug. 12, 2022 for full consideration. Applicants will be expected to give a brief presentation at the Aug. 19, 2022, NACDEP board meeting. Multi-state applications are welcome.

**I. Proposed Conference City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**II. Proposed Dates<sup>1</sup>** *(please consider hotel/conference room availability)*

*First Choice:*

*Second Choice:*

**III. Proposed Committee Members**

**Conference Co-chairs** *(Both Conference Co-Chairs will serve with NACDEP President-Elect)*

*Name:*

*Title/Organization:*

*Contact Information:*

*Name:*

*Title/Organization:*

*Contact Information:*

**Additional Local Conference Committee Member(s) (option to attach list of additional members):**

*a. Name:*

*Title/Organization:*

*Contact Information:*

*a. Name:*

*Title/Organization:*

*Contact Information:*

*a. Name:*

*Title/Organization:*

*Contact Information:*

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<sup>1</sup> Conference dates will be proposed by the sponsoring state. NACDEP Annual Conference should take place over up to four days 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 AAEEA, Rural Sociology, etc., should also be considered in date selection.

**IV. Please discuss the proposed conference site's ability to attract conference attendees<sup>2</sup>:**

*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.*

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<sup>2</sup> The NACDEP Board will review proposals and select the site of the NACDEP Annual Conference. Affordability for participants should also be considered as plans are developed. Host institutions are encouraged to recruit sponsorships to defray conference costs.



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.**

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

^ 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.