***Annual Conference Site Application Form***

# PROPOSAL FOR 2026 ANNUAL CONFERENCE

# *(Preference to the North Central Region)*

All forms and supplemental information must be submitted to Crystal Tyler-Mackey, NACDEP Past President, and Ricky Atkins, Association Manager, via e-mail to both cmtyler@vt.edu and assoc.manager@nacdep.net. Submissions of applications should be made by July 31, 2024 for full consideration. Applicants will be expected to give a brief presentation at the August 16, 2024, NACDEP board meeting. Multi-state applications are welcome.

# Proposed Conference City: State:

1. **Proposed Dates**[**1**](#_bookmark0)(*days Monday-Friday preferred; also consider hotel/conference room availability*)
*First Choice:*

*Second Choice:*

# 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*)

* 1. *Name:*

*Title/Organization:*

*Contact Information:*

* 1. *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 March and 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.



# Please discuss the proposed conference site’s ability to attract conference attendees:

* 1. *General information (please include information on airport airline service, population of host city, and other pertinent details, etc.)*
	2. *Examples of off-site experiential professional development opportunities*
	3. *Tourism and recreational opportunities for both participants and guests.*

# Please discuss the leadership team’s experience with conference planning:

* 1. *Please describe your previous experience and familiarity with hosting national conferences.*
	2. *Describe the leadership team’s (a co-chair and at least one additional committee member) past experiences with NACDEP conferences specifically, including NACDEP conferences attended; roles in planning, paper or award selection, moderating, etc.; and NACDEP standing committee or board membership.*



# 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** *(140**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.