# **Proposal to Host a CASFAA Conference**

Conference Year: \_\_\_\_\_\_\_\_\_\_\_\_

Host Institution:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional universities and/or colleges jointly sponsoring the conference:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed Dates of the Conference: CASFAA conferences are ideally scheduled for Sunday to Tuesday, the third week in June. Please indicate what dates you are proposing, plus the rationale:

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Location of Conference (on campus or in a hotel):

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Conference Committee Structure:

Describe how the responsibility areas will be handled. e.g. will there be a Conference Planning Committee, with subcommittees for key areas such as Program, Marketing, Registration, Housing, Exhibition, Sponsorships?

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Conference Chair:

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Information: ­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Others involved in the conference planning (give name, title and institution for each):

What support will be available to the Conference Chair and/or the Conference Planning Committee? (e.g. support staff, Work Study students)

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Accommodations:

Where would conference attendees stay? e.g. in a nearby hotel and/or campus residences? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Institutional commitment:

To what extent are the host and other sponsoring institutions supportive of the conference proposal? Attaching support letters will strengthen your proposal. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Advantages of your proposal:

What would be some of the advantages of the CASFAA Conference being held as per your proposal? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Other: Please attach any other information that you feel will explain your Conference proposal more fully.

Name of person who completed this proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date proposal completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Duties of the** **Conference Chair**

1. Be responsible for all aspects of the Annual Conference, including planning, finances, fund-raising and programming.
2. Act as liaison with the dedicated CASFAA Board member on all conference matters.
3. Submit final conference financial statement within 90 days of conference, including the accounting of any start-up advance.

**The hosting school will have the full support of the CASFAA Board. To assist with start-up annual conference costs, if needed, the CASFAA Board may provide a repayable cash advance of $10,000.00.**

PLEASE SUBMIT COMPLETED APPLICATIONS (**BY E-MAIL**) TO:

CASFAA Past President: pastpresident@casfaa.ca