

Call for Proposals to Host the Summer/Fall 2019 NCME Special Conference on Classroom Assessment

In 2017 and 2018, the NCME Special Conference on Classroom Assessment was and will be held at the University of Kansas. While it is useful to kick off a new initiative without the added complexity of determining a site each year, we need to ensure sustainability as the initiative matures, regardless of the current willingness of any particular organization. Thus, we are seeking proposals to host the conference in 2019.

If you are interested in hosting the summer/fall 2019 NCME Special Conference on Classroom Assessment, please answer the following questions and submit a proposal outline to the NCME Task Force on Classroom Assessment by April 6, 2018 by emailing your response to nkingsto@ku.edu. The task force will determine a short list of finalists and follow up with any additional questions.

- 1. Why do you want to host the conference and what are the advantages of the proposed location?**
(Give a big-picture overview of why NCME should have the conference at your proposed location. No more than 400 words.)
- 2. What are the venue, travel options, and location amenities?**
(Provide the name and a short description of the conference site. Give the nearest airport(s) and travel options, with approximate costs and distances from airport(s) to the conference site. Give the proximity of the conference site to tourist attractions.)
- 3. Who would help with the local organization?**
(Give the names and affiliations of at least three individuals who would serve on the local organizing committee, indicating their available time and any previous experience organizing a conference. State whether you intend to use a conference service organization, and if so, any information about that organization.)
- 4. Do you have the following meeting rooms, either within one building or in several buildings close together?**
(Give the distance between buildings, internet access, when rooms have to be reserved, and any cost associated with cancellation. Indicate any potential concerns, such as construction at the conference site.)
 - a. one plenary room for about 350 people
 - b. five or more breakout rooms, each holding at least 50 people sitting around tables
 - c. two to three lecture rooms for up to 70 people
 - d. space for reception for up to 350 people
 - e. space for breaks between sessions
 - f. space for poster session (about 60–100 posters)
 - g. space and options for meals
- 5. Is there hotel accommodation within walking distance (or easy public transport) of the conference site for up to 350 people?**
(List hotels and any low-cost options for students, approximate rates, numbers of rooms, and the distance and travel options to conference site.)

6. What are the estimated costs of the conference?

- a. How much does use of the meeting rooms cost, including technical support?
- b. If you have the support of conference services, what services do they provide and at what cost?
(See also Appendix A.)
- c. What are the estimated costs, per person, of the following?
 - i. one lunch per day
 - ii. two coffee breaks per day
 - iii. welcome reception
- d. What is the estimated total cost of the conference for 350 participants?

Appendix A: Pre-Conference and Onsite Management Tasks

For each task, please indicate whether it is included in the package (yes, no, optional), give provider (e.g. conference service, university) and if optional, an estimate of any additional cost. *Note that NCME's management company might be able to support or provide some of these services at no additional cost to the conference host.*

Pre-Conference Tasks

Task	Included? Yes: ✓ No: X Optional: (✓)	Provider (estimate of any additional costs)
1. Make arrangements with hotels, such as block-booking rooms and discounts.		
2. Prepare a detailed conference budget by September 2018.		
3. Provide content for the conference website.		
a. hotel information		
b. travel information		
c. local area information		
d. excursion information		
4. Organize meals for breaks or hire appropriate catering services.		
a. lunches		
b. break snacks and drinks		
c. banquet		
d. welcome reception		
5. Provide services related to meeting rooms for the following program events: keynote lectures, concurrent sessions, poster session, and Board of Directors meeting:		
a. Assign meeting rooms to program events, with the Program Committee.		
b. Specify the appropriate room setup for each program event.		
c. Arrange audio-visual equipment.		
d. Plan signs for direction, etc.		
6. Order conference amenities for attendees, such as bags, etc.		
7. Prepare and print maps and lists of local restaurants, etc.		
8. Prepare, design, and copyedit the program and abstract books.		
9. Arrange printing of the following:		
a. name tags		
b. program books		
c. signage		
10. Provide a point-person to handle and respond to registrant questions and issues in advance of the conference, including requested letters of invitation and acceptance (as needed).		
11. Arrange for conference photographer.		
12. Arrange to receive sponsor promotional materials and stuff conference packets for distribution at registration.		

Onsite Management Tasks

Task	Included? Yes: ✓ No: X Optional: (✓)	Provider (estimate of any additional costs)
1. Staff the registration desk.		
2. Accept onsite payments (for late registration, banquet tickets, etc.).		
3. Provide onsite contacts for speakers and delegates.		
4. Act as onsite contact for emergency needs.		
5. Provide technical assistance for audio-visual equipment during the meeting.		
6. Manage room setup according to preapproved specifications and monitor each presentation room.		
7. Organize poster board setup, posting, and tear down.		
8. Coordinate food and beverage functions.		
9. Bookkeeping of all income and costs.		
10. Provide point person to oversee conference operations and coordinate student volunteers.		