



EDC+RFPES

Educational Developers Caucus
le Réseau de formateurs en pédagogie
de l'enseignement supérieur

Call for Hosts

Proposal to Host 2020 Conference

Dates of Conference:

Submission from: (**Name of Institution**)

Institutional Presence

- **Rationale:** What is your rationale for hosting the conference?
- **Experience:** Do you have any prior experience running large events or conferences?
- **Location:** How accessible is your institution for travelling participants?
- **Attendance:** Is your site able to attract numbers of participants, or perhaps new or different participants?
- **Benefits:** How will your institution and center benefit by hosting this event?

Facilities

- **Meeting Space:** What meeting space do you have available (i.e. # of rooms/capacity, is there moveable furniture, technology)?
- **Technical Support:** Is technical support available?
- **Food and Beverage:** What food and beverage services are available?
- **Accommodations:** What accommodations are available on-campus or nearby (where possible include rate for residence stay)?

Other Considerations

- **Transportation/Parking:** What transportation options are there for getting to your institution? Is parking available on-site?
- **Recreation:** What recreation options are available?
- **Campus Amenities:** What campus amenities are available?

Financial Projection

- Please use the **Draft Budget Template** to provide details of the anticipated revenue (including fees collected on behalf of the Caucus), the anticipated expenses, and the projected profit/loss. Please Note: A break even budget is recommended.



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Appendices (Optional)

- Accommodation and meal packages quotes
- Tourist promotional information if special packages are being offered

Contacts

The following person(s) will be the contact(s) for communication with the EDC Executive for purposes of negotiating a Letter of Understanding and coordinating the conference program.

- Name:
- Title:
- Address:
- Email:
- Telephone:
- Fax:

Please send your completed proposal to: Celia Popovic – cpopovic@yorku.ca