

Guidelines for Proposal to Host 2016 SASES Regional Conference

New this year: For bidding schools that attend this year's Regional meeting, on Saturday March 14, bidders will have an opportunity to present their bid in person to the National Officer. For bidders that cannot make it to Madison, the same opportunity will be arranged via video conference.

Presenters will have up to 5 minutes to present the most compelling parts of their bid and up to 10 minutes for Question and Answer.

Please submit a proposal to the national officers and advisors highlight your concept for the conference. Below is a list of guidelines and items that need to be included in your proposal.

- **Tours:** a *general* outline of the tours, including multiple stops. Keep in mind that in the end you will need at least 4 tour options with approximately 4 stops each. The idea of these tours is to highlight agriculture, soil or environmental science in your area, the more unique the better.
- **Venue(s):** where dinners, keynote speaker address, and other meetings will take place. Venues need to accommodate 200 attendees minimum. Access to a conference room for small meetings (including the President's meeting and national officer meeting) is appreciated.
- **Lodging:** where you will be lodging students from other universities. Consider proximity to event center &/or university, price, and availability to reserve blocks of rooms. A facility with 75 to 100 rooms available for reservation is a good guideline.
- **Budget:** Submit a budget outline. Host universities do not receive any funding from SASES for the regional event (but don't let this scare you away, it is possible to get enough funding donated from sponsors). Have a *general* idea of how much the event will cost (price things such as busses, catering, etc.) as well as who you intend to seek financial support and sponsorship from. Also consider registration fees (these can offset some of your expenses).
- **Membership & Timeline:** please include a *brief* description of your club membership numbers. Also, include a *basic* timeline of objectives, such as when you the speaker and tours should be booked.
- **Optional:**
 - Keynote Speaker – if you have an idea who you would like to be the keynote speaker Friday evening, please include this information.
 - Social Activities – consider what sort of social functions/venues in your area can host a large number of students. Social events should encourage mixing and mingling between universities.

Attendance is usually 200 – 300 students. Please be sure all your venues and other planning take this into consideration. If you have any questions, feel free to contact Emily Landoll, SASES President by email at kate.landoll@okstate.edu, or Emily Fuger, Societies Staff efuger@sciencesocieties.org.

New this year: Submit final proposals **online** at <https://www.agronomy.org/awards/view/187>, <https://www.crops.org/awards/view/187>, or <https://www.soils.org/awards/view/187>

PROPOSALS DUE: Tuesday, March 10 by 11:59 PM