CALL FOR CONFERENCE PROPOSALS

The Association for Environmental Studies and Sciences seeks academic institutions to host our 2020 and 2121 annual conference.

The Association for Environmental Studies and Sciences is looking for academic institutions to host our 2020 and 2121 annual conferences. We anticipate the 2020 conference to be June 24-27 and the 2121 conference to be June 23-26, although the exact dates are flexible.

OUR MOST SUCCESSFUL CONFERENCES HAVE INCLUDED

- Active support of and engaged participation by AESS members at the institution
- An active local organizing committee
- A conference coordinator who is familiar with navigating the institution's facilities and financial systems (AESS provides a stipend for the conference coordinator)
- Support of an academic dean or someone of similar authority at the institution
- Appropriate facilities closely clustered and near to lodging
- On-campus housing (dorms) and local hotel block reservation options
- Been held at reasonably accessible geographic locations

We encourage anyone interested in hosting review the programs for the past few conferences, which can be accessed here https://aessonline.org/annual-conference/.

SAMPLE CONFERENCE AGENDA

Pre-Conference (usually Wednesday)

- Contains half- and full-day workshops on a variety of topics consistent with AESS's mission, followed by a member's reception with no-host bar and a public keynote to establish a message for the conference.

Day One

- The bulk of day two is conference sessions, roundtables, and posters. The day concludes with the annual membership meeting and networking mixer.

Day Two

- Opens with a "state of affairs" meeting followed by a day of sessions, mini-film fest and and an evening reception/ awards ceremony with a no-host bar.

Day Three

- This day is set aside for field trips and site visits, largely organized by the host in conjunction with the planning committee.

We have an exhibit space, with up to 20 exhibitors, each of whom has a 6' display table. This space should be centrally located.

We also expect that the host institution will assist identifying and soliciting sponsors.

IF YOU ARE INTERESTED IN HOSTING THE CONFERENCE, PLEASE PROVIDE THE FOLLOWING INFORMATION

1) General information on the academic institution(s) that would host the conference, as well as specific information about your program(s) and connections with AESS.
2) Facilities available for
   a) 10 concurrent workshops/conference sessions of 10 - 30 people,
   b) Plenary lectures/roundtables with up to 400 in attendance
   c) Receptions with no-host bar for around 200
   d) Catering/dining options--campus and off campus
   e) Breakfast, lunch, receptions, and coffee breaks
   f) Include menus and current cost list*
   g) Include whether breakfasts and lunches can be part of campus dining options
   h) A set location for registration/check-in and general info
   i) Centralized location for exhibitors and vendors (e.g. space for 8+ tables)
   j) Poster sessions (e.g. displayed in hall, on easels, etc.)
3) Institutional support
   a) Name and CV/resume of main institutional contact
   b) Names of individuals interested in participating
   c) Program(s) that will provide support
   d) Optional: Letter(s) of support from dean, provost, president, etc.
   e) Optional: Local organizations committed to support
   f) Optional: Prospective local sponsors
4) Lodging
   a) Campus housing
      i) Price*
      ii) Units available
      iii) Type of lodging (e.g. single, double, apartments)
      iv) Amenities (including sheets/blankets, towels, showers, kitchenettes)
      v) Location relative to conference site
   b) Off-campus hotels
      i) Type of hotel
      ii) Block reservation options
      iii) Institutional relationship
      iv) Prices*
      v) Location relative to conference site
5) Field trips
   a) Locations
   b) Costs*
   c) Transportation options and prices*
6) Accessibility
   a) Local airport - name, distance to conference site
   b) Walkability of conference / housing / dining

7) Other
   a) Please add any additional information that the board might consider when selecting the conference site
   b) Institution's sustainability resources to minimize impact of such an event, e.g. resources to utilize compostable items for food, ability to compost or donate extra food, etc.
   c) Capacity of institution to provide tech support during sessions and associated cost
   d) Technology resources available for event and any associated costs (e.g. projectors in every classroom, digital info displays in central locations, extra cables, dongles, printing at registration desk, etc.)

*We understand that costs for spaces, catering, lodging, etc. will not be finalized until closer to the conference.

OF NOTE:

We intended to choose the **2020 conference** site by May 1, so *proposals need to be received by April 1, 2019*.

We are available to discuss with interested parties. Requests for further information should go the AESS Site Selection Committee at hostAESS@aessonline.org.

TO submit, email information to AESS Site Selection Committee at hostAESS@aessonline.org.

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Please indicate year of preference to host – or both if available for either.