

## Hosting Application Process

The Board of Directors thanks you for your interest in hosting the AUCCCO Annual National Conference. It is our organization's signature event and has a standing tradition of being the ultimate gathering spot for professionals interested in collaborating and sharing ideas to best meet the needs of our students and communities. We have a simple process to apply. Please create a brief PowerPoint presentation (5-7 slides) covering the following information:

1. Host Institution(s): a brief description of the college/university and the center
  - please give the name of your Director(s) and receive administrative permission PRIOR to submitting the presentation
2. Name the Airport into which attendees would fly.
  - please give ground transportation options in the area
3. Give an educated estimate of hotel costs for the attendee (cost of a room per night) and perhaps some viable options for hotels in the area. You are not tied to these options, it just gives the Board some information about what we are asking people to pay per night.
  - if you are considering an on-campus venue (or venue outside of the hotel) for the conference meetings, then please include a brief description of this site as well
4. A brief introduction to the area. (For example, if you are proposing to host in New Orleans, talk about some of the area attractions and what the city has to offer, like French Quarter, restaurants, museums, etc.)
5. Finally, please include a brief explanation of why you want to host this event.  
In follow up emails/conversations with members of the Board of Directors, please be prepared to discuss how the CE application process works in your state, if we are able to use a federal tax exemption and an explanation of your purchasing processes at your center.

The deadline for receiving these proposals is June 1. Please include any pictures or other visual/video aides you find helpful in the PowerPoint. The presentations will be reviewed during the Annual Board of Directors Meeting just before the National Conference each year. Consideration is given to membership institutions and geographic regions that have not been visited by the national conference in the recent past. Thanks, again for your interest and your continued support of AUCCCO.

-AUCCCO Board of Directors