



ASSOCIATION OF STUDENT AFFAIRS AT CATHOLIC COLLEGES AND UNIVERSITIES

REQUEST FOR PROPOSALS (RFP) TO HOST THE ASACCU ANNUAL CONFERENCE

ABOUT ASACCU

The mission of ASACCU is to promote an understanding of the rich Catholic intellectual tradition and its relevance for student affairs professionals who are working or will be working at Catholic colleges and universities. ASACCU is an independent organization affiliated with the Association of Catholic Colleges and Universities (ACCU).

ASACCU provides opportunities to increase knowledge and understanding of the Catholic intellectual tradition, as well as opportunities to discuss how to apply that understanding in the day-to-day work with students on campus. ASACCU functions as both a resource and network for student affairs professionals seeking ways to inform professional practice on each of our campuses integrating the ideals of *Ex Corde Ecclesiae* and strengthening our Catholic identity, mission, and vision.

Additional information on ASACCU is available at asaccu.org

ABOUT THE CONFERENCE

The annual ASACCU Conference provides an opportunity for communication and collegiality among student affairs professionals who work at Catholic institutions of higher education. The purpose of the conference is to share tools, resources, best practices and challenges of the work for student affairs professionals at all levels and career stages. It celebrates the mission of Catholic higher education and the vital role of student affairs in that mission. ASACCU builds a community rooted in the highest standards of the profession and in the diversity of our gifts, stories, cultures, and faiths, in an effort to deepen our understanding and application of the Principles of Good Practice for Student Affairs at Catholic Colleges and Universities. This document can be referenced at:

<http://www.asaccu.org/images/principles%20of%20good%20practice%202nd%20edition.pdf>

Information on prior ASACCU Conferences is available at www.asaccu.org.

The ASACCU Annual Conference is hosted each summer by a member institution. The conference is sponsored by ASACCU but hosted by a specific institution which is responsible for all aspects of the conference. The conference begins with a late afternoon reception, liturgy and dinner, followed by two full days of conference sessions and a closing continental breakfast on day four as attendees depart (Tuesday through Friday format). Typically the conference is the third week in July.

The Executive Board of ASACCU will arrive at the host campus one day before the conference for a Board Meeting (on Monday and Tuesday immediately prior to the conference).

Pre-conference Roundtables may be planned from 9-12 p.m. on the opening day of the conference, if there is interest. Post-conference meetings or summits should be planned for Friday morning from 8am – 1pm at the end of the conference, to allow participants to travel on Friday as well.

In compiling information for the RFP, the ASACCU Board would appreciate a letter of support from your institution's President with regard to hosting the annual conference as well as a preliminary budget for a minimum of 175-200 attendees. It is the expectation that the host institutions will underwrite certain costs to keep the annual conference accessible and affordable to its members. Ideally the early-bird registration fee will not exceed \$500, which include conference fee, on-campus lodging, and most conference meals. In-kind donations obtained from the host institution or institutional contacts such as vendors are also an opportunity to underwrite costs.

GENERAL CONFERENCE COMPONENTS

1. Executive Board Meeting: Monday (10am - 5pm) and Tuesday (8am - 12pm)
2. Arrival of conference participants: Monday and Tuesday
3. Opening Ceremonies (Liturgy and Banquet Dinner): Tuesday late afternoon and evening
4. ASACCU Association Meeting & Mission Integration Awards: typically on Thursday of the conference
5. Keynote(s) and Program sessions: Wednesday and Thursday
6. Closing Liturgy and Dinner: Thursday
7. Continental breakfast on date of departures: Friday morning
8. Attendees departure: Friday
9. Additional local excursions/events: optional for an additional fee
10. Management of conference advertisement, registration, and communication with attendees
11. Development and management of conference website and conference program
12. Ability to accommodate early arrival conference participants

ROLE OF THE ASACCU EXECUTIVE BOARD

The ASACCU Board will review the conference theme, schedule, and speakers proposed by the host program committee. The chair/co-chairs of the host committee will communicate regularly with the ASACCU Chair (and Board liaison if one is designated) about committee developments and program updates. A budget should be presented regularly to the Chair of the Board to ensure that the conference is a break-even venture and the entire Board can be updated regularly. At the end of the conference, a report outlining all expenditures and revenues are submitted to the Chair of the Board. Any remaining funds are returned to ASACCU for the work of the association and to support future programs.

STRUCTURE

Host Committee: The host institution should put together a planning group from within the institution to meet regularly beginning at least a year prior to the actual conference. It is strongly suggested that a host committee be in place and members of the committee attend the prior year's conference. The host committee is responsible for all logistics, program planning, entertainment, conference website development, and evaluation. It has been the experience of those who have hosted the conference in the past that the chair of the host team should be someone of significant leadership within the institutional structure and committee membership should include varied experience to assume the various roles needed. The senior student affairs officer should be regularly briefed. It is suggested that periodic meetings, via conference call, take place with the ASACCU Chair to review progress on the conference as well as to trouble shoot areas of concern.

Program Committee: The program committee functions as a sub-committee of the host committee. The purpose of this committee is to identify speakers that would fit with the conference theme and to screen facilitators for the general sessions. The program committee is responsible for sending out the annual call for programs to the ASACCU membership. Specific criteria should include alignment with conference theme, relevance to student affairs practice in Catholic higher education, and relevance to the Principles of Good Practice for Student Affairs at Catholic Colleges and Universities.

Budget & Budget Approval in January: By January 15th prior to the date of the annual conference a detailed budget should be submitted to the Chair of the ASACCU Board. The budget should include break-even scenarios pertaining to minimum number of attendees, cost per participant, and in-kind donations. A budget will only be accepted if it is realistic in terms of cost per participant and presents, at worst, a break-even scenario.

The Association generally welcomes the option of offering pre- and/or post-conference workshops. Historically, these have included: Charism specific and position specific (such as Dean of Students, Campus Ministry, Residential Life) Roundtables as pre-conference options and workshops on specific programs or topics (such as *Agape Latte* at Boston College), as post-conference options. These Roundtables and workshops are run by designated persons who organize the agenda and work with the conference committee on registration and other logistics. The institution handles room and food arrangements. Whether such meetings include an additional fee or costs are absorbed by ASACCU will be determined on a case by case basis.

HOST INSTITUTION BID INCLUSIONS AND REQUIREMENTS

REQUIRED INFORMATION FOR PROPOSALS TO HOST THE ANNUAL ASACCU CONFERENCE

1. Hosting Location

- Description of campus and surrounding community including proximity to local airport
- Overview of campus conference facilities and capacity for hosting outside groups
- Information about local airport and airline service (please be sure to include the distance from campus to the airport)

2. Housing and Accommodations

- Description of standard accommodations (e.g., single / double / suite)
- Services included (e.g., linens, towels, air-conditioning, housekeeping, fitness center, business center)

3. Transportation and parking

- Information about local airport and airline service (please be sure to include the distance from campus to the airport)
- Information on transportation to and from local airport including cost
- Availability and cost of parking for attendees

4. Meeting facilities

- Description of space for concurrent sessions to accommodate a minimum of 200 participants and as high as 300 participants.
- Description of rooms for break-out sessions

- Description of and cost for audiovisual equipment (projectors, screens, flipcharts, microphones and audio systems)
- Description of available on-campus facilities for keynotes, receptions, dinners or gatherings for a minimum of 175-200 people and as high as 300 attendees.
- Description of liturgy space for conference attendees

5. Dining

- Description of on-campus dining facilities available for the conference
- Estimated costs for all meals:
 - Meals for Board Meeting, typically snacks on Monday and Breakfast and Lunch for the Board on Tuesday. In addition, ASACCU will host the Board and host institution's core planning committee for dinner on Monday evening.
 - Reception and opening dinner on Tuesday (all attendees)
 - Breakfast, lunch and dinner on Wednesday and Thursday (all attendees); note that some conference schedules include dinner out and "on your own" for Wednesday evening
 - Breakfast on Friday (all attendees)
 - Hospitality Suite each evening (Tuesday, Wednesday, Thursday)

6. Sessions

- Outline of proposed sessions and keynote speakers to correlate with theme and goals of the conference
- Review possibility of inviting the local Archbishop or Bishop to participate in the opening or closing liturgy; opening banquet should invite President of host institution to give brief remarks if possible
- Required Catholic 101 session for new professionals to Catholic higher education – a primer for new professionals to be offered as one to two sessions at different times

7. Cost Issues

- Provide an inclusive/comprehensive conference fee that includes accommodations, meals, hospitality and services
- Clearly state additional or optional charges to participants (e.g., for early arrivals and/or late departures)
- Discuss options for keeping conference charges affordable, including institutional underwriting, corporate sponsorship, donations and in-kind services or materials provided by local vendors and retailers

8. Local Attractions/Events

- Description of local attractions and events for conference attendees
- Estimated cost and transportation options for these attractions

9. Registration

- Plan for online registration of conference attendees
- Commitment to be responsible for all communication with prospective and registered attendees prior to the conference
- Website should be online January 2nd and registration should open by March 1st.

10. Promotion of the Conference at the prior year's conference.
 - Commitment to provide promotional materials and information to the attendees of the prior ASACCU conference during the prior year's conference.
 - Website operational by January 2nd and registration open by March 1st
11. Institutional Endorsement
 - Clear communication of institutional commitment and enthusiasm to host the conference

ADDITIONAL INFORMATION

Questions and requests for additional information should be sent to kathleen.byrnes@villanova.edu

PROPOSAL DEADLINE

The deadline for submission of bids to host the Annual ASACCU Conference is generally October 1, two years prior to the year of the conference. For example, the 2017 Conference RFP was submitted in October 2015. Bids should be in .pdf format and sent to the Chair of the ASACCU Executive Board c/o: kathleen.byrnes@villanova.edu and asaccu99@gmail.com

DECISION DATE

The institution chosen to host the annual conference will be notified by the ASACCU Executive Board in a timely manner following receipt of the RFP.

PRIOR CONFERENCES

2017 Neumann University, PA
2016 St. Norbert College, WI 2015 Providence College, RI 2014 St. Mary's University, TX
2013 Georgetown | The Catholic University of America, DC
2012 University of Notre Dame, IN
2011 Boston College, MA
2010 College of St. Benedict & St. John's University, MN
2009 Siena College, NY
2008 Villanova University, PA
2007 University of Portland, OR
2006 Seton Hall University, NJ
2005 Loyola University Chicago, IL
2004 ISACC II, University of San Diego, CA
2003 College of St. Catherine / University of St. Thomas. MN
2002 St. Mary's College, IN
2001 St. Mary's University, TX
2000 The Catholic University of America, DC