ACUI

Advancing Campus Community

2025

Seminars and Institutes

Request for Proposals

ACUI Seminars and Institutes

ACUI offers multiple seminars and institutes annually for cohorts of professionals and students to come together from across the association to engage in professional development, education, and networking around important topics facing higher education, student affairs, and college unions/student activities.

ABOUT ACUI

Founded in 1914, ACUI is a nonprofit (501C3) educational organization that brings together college union and student activities professionals from hundreds of schools in seven countries. ACUI is the professional home to thousands of campus community builders around the world. Primarily focused on the work of those within the college unions and student activities field, the Association strives to provide an inclusive, welcoming community for all those who choose to belong.

Association Contact Information:

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Proposed Events & Dates:

While flexible on specific dates, seminars and institutes typically have three-day programs during the week. Potential weeks for 2025 seminars and institutes include:

Seminars and institutes to be hosted on campuses in 2025 likely include:
- **Conference & Events Seminar**
  - Anticipated in January; about 40 attendees
  - January 2025: Jan. 6- 10, Jan. 13 – 17, Jan. 20 – 24, Jan. 27 – 30

- **Facilities Management/Building Managers Seminar**
  - Typically in June; about 40 attendees
  - June 2025**:** June 2–6, June 9–13, June 16–20, June 23–27

- **Student Organizations Institute**
  - Typically in June, about 90 attendees
  - June 2025**:** June 2–6, June 9–13, June 16–20, June 23–27

- **Active Dialogue Institute**
  - Anticipated in September; about 40 attendees
  - September 2025: Sept. 8 –12, Sept. 15 – 19, Sept. 22 - 26

- **Community Colleges Symposium**
  - Anticipated in June/July; about 40 attendees
  - June 2025**:** June 2–6, June 9–13, June 16–20, June 23–27
  - July 2025: July 7 – 11, July 14 – 18, July 21 - 25

HOSTING REQUIREMENTS

The ideal host for the seminar will be an institution that is a member of ACUI; is located in close proximity to an accessible airport; and has facilities on campus to support the hands-on learning, meeting space, lodging, and meal needs for the program. Host sites are responsible for assisting with the coordination of facility/lodging/catering needs, local transportation information and support, basic supply needs, tours, connections to other facilities personnel and service providers at the institution, and other on-site needs and problem-solving. Campuses with new or recently renovated facilities are encouraged to submit.

Lodging Requirements:

The host institution should identify a local preferred hotel for conference attendees. Please share examples of hotels and a price range of estimated room night costs. Do not commit to anything verbally or in writing with a hotel, as all contracts must be signed by the Central Office after going through the contract review process. With financial risk in mind, we are moving away from formal hotel blocks and recommend that host institutions inquire about any non-contractual complimentary room blocks. Individuals will be responsible for their own lodging.

For several programs, we prefer to consider opportunities for on-campus residence hall lodging for attendees. If this option is available at your institutions, please share potential on-campus lodging options, including room types, pricing, and any additional considerations or requirements associated with securing conference housing.

It is ideal that lodging options are near the seminar host site so that attendees can walk to program sessions and activities. Alternatively, share what shuttle services are available that could be offered by the hotel or host institutions to transport attendees between the lodging and host venue.

Space Requirements:

Ideally, all the following would be available for the duration of the seminar or institute.
- A general session large group space with:
  - Tables and chairs set in rounds for 60–150 people
  - A resources table along the side
  - A speaker's table with projector/screen at the front of the room
  - Wireless internet and power outlets accessible for all attendees
- For programs over 50 registrants, three to four breakout rooms with:
  - Tables and chairs set classroom or U shape for 35
  - A speaker's table with projector/screen at the front of the room
  - Wireless internet available for all attendees
- Proximate physical spaces for tours related to the seminar topic area
- Workroom area for institute faculty/staff (available beginning on Monday)
- Registration area in an appropriate and visible location, preference in the Residence Hall if using campus housing

The host facility must meet ADA Standards for Accessible Design to accommodate participants with disabilities. Venues must be able to provide an all-gender restroom option as part of providing an inclusive environment.

A/V Technology Requirements:

The program requires that all breakout spaces have access to a projector screen, laptop or computer hook-up, and audio system.

Please make sure to include if A/V is built into the space, requires additional labor costs, and any minimum fees for staff support or A/V rental. Please note this is often provided in kind by host institutions.

Meal Requirements:

Seminars and institutes include meals in the program's registration fee. Typically, these include one catered dinner, daily coffee breaks, and two lunches. Please detail breakfast options as included in hotel/residence hall lodging as well as campus outlets open for breakfast.

Ideally, meals will be held on-campus in an area that will allow for networking to occur among those in attendance. The host coordinator should work with their dining service or other local contacts to get the most beneficial cost for program meals. Please provide your food service provider and a sample meal budget or price per person on different meal options.

Food service provider should be able to accommodate special dietary needs for attendees as provided through the conference registration process.

Logistical Requirements:

Institutions interested in hosting this program will ideally meet the following logistical characteristics:

- Transportation between the airport and the host site must be either provided by the host institution or be easily arranged by the individual via some sort of affordable ground transportation service.
- Ability to provide clear guidance on parking, ride-sharing app, and drop-off options for the host site and lodging locations of the program.
- Support for planning tours, which may be part of the union, within walking distance for participants, or available by bus to nearby campuses/facilities.
- Ability to ship and receive via UPS from office space for program.
- Ability to provide free wifi to conference attendees, including those travelling from outside the United States who might not have a data plan routinely reconnect devices.

Financial Guidelines:

All financial components of the institute can be negotiated with ACUI and the host through the bid process. Program materials, staff travel, Association.

Schedule Sample:

Day 1:
Educational sessions
Welcome dinner

Day 2:
Preconference union, campus, and local tours
All attendees arrive and check-in
Educational sessions
Welcome dinner

Day 3:
Educational sessions
Lunch
Education sessions
Coffee break
Dinner on own

Day 4:
Educational sessions
Closing brunch/lunch
All participants depart

SUBMISSION INFORMATION

The following information outlines ACUI's submission process for host bids. Additional program specific information and details may be required as outlined in this Request for Proposals. Please visit our website for the most up to date information outlined below. http://www.acui.org/host

Institutions interested in hosting should submit the following through our ACUI online submission process:
- You will be asked to submit information for the following areas that may be at cost to the association to host the program on your campus (e.g., lodging, meals, venue space, and A/V)
- A proposal for dates of available to host a seminar/institute (reflecting the preferred dates listed)
- List of facilities available including local overnight accommodations as specified and meeting spaces. Itemized pricing information and confirmation of ADA accessibility is required. Photos of facilities are preferred.
- A proposal of meal options (Provide pricing as applicable to program)
- Information about logistical requirements (as outlined in the RFP).
- Designated contact and possible host coordinator(s)
- The phone number and email address of the director of the submitting office/department, to confirm the level of institutional support for hosting
- Airport and airport transportation providers
- If a particular seminar/institute is of interest to your campus due to its topic area and a connection with your institute, please describe this alignment and interest in your proposal.

Submission Process:

Host bids for programs will be accepted for priority review by **June 14, 2024,** which must include:

1. Please complete the submission form on our website to outline your available facilities and logistical resources for hosting an event, including uploading any desired supporting documents.

2. When selecting a host location for an ACUI event it's helpful for us to know the following information if available.

   - Name, institution, and contact information of the primary contact for the program.

   - A summary of the host location, showing that the host meets the criteria identified for the specific program, and any additional program-specific requirements.

   - Quotes for additional costs to host. (Specifically, breakdown of estimated cost for meals, space, audio-visual, and lodging as outlined in program RFP.)

   - Any additional supporting documentation for the program, which could include photos of venue, catering menus, space diagrams, local tourism, supporting information, testimonials, etc.

Submission Criteria:

The review process includes an assessment of the criteria listed below. Due to the wide variety of programs that can be considered, a program does not need to meet every criterion.
- Ability to successfully host the program and its needs
- Financial cost to host the program
- Venue Space
- Travel & Transportation
- Lodging & Accommodation Options
- Past Program Location (to consider access to different regions over course of time)
- Laws and Policies in State (See ACUI Nondiscrimination & Inclusion)
- Support from Institution

Selection Process:

Electronic notification will be sent to confirm submissions have been received. The program manager and applicable volunteers will review materials to make the selection. One recipient will be chosen, unless otherwise noted for the specific program.

Bid Timeline:
June 14, 2024: RFP Priority Deadline
August 1, 2024: Contact finalist bid and confirm host agreement
August 31, 2024: All hosts will be notified of selection outcome
September 30, 2024: Official announcements begins

ACUI Nondiscrimination & Inclusion:
ACUI is committed to non-discrimination, including non-discrimination on the basis of race, religion, color, sex, sexual orientation, gender identity, pregnancy, parental status, national origin, age, disability, veteran status, family medical condition or genetic information, political affiliation, or any other illegal discrimination, and the host warranties that the services and facilities being made available by and within the host are offered on such a non-discriminatory basis. Each subcontractor, service provider and/or supplier subsequently uses is expected to abide by these same tenets. The host agrees to promptly and sufficiently address any complaints arising out of this provision. Such assurance of nondiscrimination demonstrates a commitment to ACUI's core values of unconditional human worth and diversity.

When planning any program, the end goal is to select a site that will create an outstanding experience for attendees. Before selecting a host location, an analysis is first conducted to determine viable airport locations, cost to attendees, past sites, and area membership support. Regions and other program planners consider similar factors after receiving proposals from interested member institutions to host the conference.

Final determination of a site location must be in alignment with our associations' core values.

Hotel/venue contracts will be negotiated to include a clause that enables ACUI to terminate the agreement without penalty due to new conflicting laws that are enacted. Such an action would be determined after careful consideration of the program directors, or Board of Trustees, as applicable. When a cancellation is not contractually possible or desirable, ACUI will provide education about the implications of the laws, encourage advocacy around equity and access, and ensure that local members affected by such broader external factors are supported.

All ACUI bylaws, policies, and procedures apply to hosting a program, including that minimum registration numbers must be met and logistical and budgeting guidelines must be followed.