ACUI

Advancing Campus Community

2025

Regional Conferences

Hosting Requirements

ACUI Regional Conferences

ACUI Regional Conferences provide annual educational and networking opportunities for students and professionals. While each of ACUI's eight regions has some unique structure and components to their events, these 120-200 person conferences provide opportunity for engagement with the Association. Students frequently make up the majority of conference attendees and are encouraged to present educational sessions. Commonly scheduled over weekends in October and November, regional conferences allow host campuses to highlight facilities, programs, and staff to their peers throughout the region.

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.

Proposed Dates:

Patterns vary by region for which days of the week their events are preferred to occur. It is likely only 2–3 days within these ranges will be required, but below are the ideal weeks for the conferences to occur.

- 2nd Weekend of October
- 3rd Weekend of October
- 4th Weekend of October
- 1st Weekend of November
- 2nd Weekend of November
- 3rd Weekend of November

Target Audience:

Anyone involved in college union management and student activities programming on a college campus is encouraged to attend. Conference attendees will be students in leadership positions, student employees, graduate students, new professionals, mid-level professionals, and senior managers. There will also be vendor and company representatives in attendance. Many regional conferences maintain a 50/50 conference registration average between students and professionals.

Typically, there are also an equal number of facilities professionals and activities professionals. At times, those with more general student affairs responsibilities will attend.

Intended Outcomes:

Participants will leave regional conferences with new knowledge and skills to be competent in their campus roles and to communicate effectively with a wide range of diverse colleagues. Specifically, as a result of this program, they will understand their role as campus community builders, current trends and challenges within the profession, and how to apply theories in practical settings. Additionally, both students and staff will experience personal and professional growth through reflection and gain a professional network on which they can rely for problem-solving advice in the future.

It is expected that programming content include information from all of ACUI's Core Competencies.

HOSTING REQUIREMENTS

It is important that a regional conference location draws interest from regional members and exposes attendees to member campuses. Campuses with new or renovated facilities are encouraged to submit.

Support for the program is generally broken into these areas:
- The Regional Conference Coordinator is responsible for the overall direction and vision for the regional conference. This individual, with support of the Regional Director, leads the Conference Planning Team in creating the delegate experience at the conference.
- The Host Coordinator is responsible for assisting with the coordination of facility/lodging/catering needs, local transportation information, basic supply needs, assistance in promoting the program locally, and other on-site needs and problem solving. The Host Coordinator will also be responsible for identifying local social and leisure activities and coordinating these opportunities with the Conference Planning Team. Collaboration with a campus programming board for sponsorship or coordination has been a beneficial cost saving for regional conferences and has exposed conference attendees to local or student talent.
- Regional Conference Planning Teams (selected later by the Regional Leadership Team) will be responsible for program content based on trending topics and ACUI member assessments.
- The Host Coordinator, the planning team, and the Central Office liaison will be jointly responsible for budgeting, marketing, web content, event registration, program materials, and logistics.

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

Space Requirements:

Ideally, all of the following will be available at the regional conference for the duration of the program:
- Large event space/ballroom for large plenary sessions (approximately 125–225 attendees)
- Banquet/dining space for plenary meals (approximately 125–225 attendees)
- Meeting/conference/classrooms for five or more concurrent educational sessions; each room should hold 25–50 individuals and have a projector and screen. These rooms could be union meeting rooms, academic classrooms, or a combination.
- Conference registration and welcome area in an appropriate and visible location.
- A large space for conference events like a silent auction, exhibitor/vendor show/swap shop/marketplace. Depending on site and conference program, these events could be combined or separate activities.
- A dedicated space for the host team and the regional Conference Program Team headquarters/office.

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.

Lodging Requirements:

A local preferred hotel for conference attendees will be required, with individual attendees being responsible for booking their own lodging.

We rely on the host institution to recommend hotels and share any logistical advantages they can support with existing relationships. It is ideal if a hotel is near the conference host site so attendees could walk to the conference sessions; alternatively, shuttle service or ground transportation information should be offered by the hotel or the host institution to the conference host site.

All contracts must be signed by the Central Office after going through the contract review process, so do not commit to anything verbally or in writing without the approval of Central Office. Once a conference site is selected, the Central Office will begin formal hotel negotiations with the preferred hotel. With financial risk in mind, we are moving away from formal contractual hotel blocks and recommend that host institutions inquire about any non-contractual complimentary room blocks.

A/V Technology Requirements:

Audio-visual equipment will be needed throughout the conference, particularly during the plenary and concurrent educational sessions. A dedicated person should be available onsite to help with any troubleshooting needed. ACUI will want to understand any costs associated with A/V equipment, labor costs, and any required minimum fees for staff support. Additional accessibility practices are desired, including captioning service available during plenary sessions.

Meal Requirements:

Previous catered meal schedules include, but are not limited to:
Friday – Opening event dinner
Saturday – Lunch and dinner
Sunday – Breakfast and closing meal

Ideally, meals will be held on-campus in an area to will allow networking 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. Meal options can include:
- Continental Breakfast
- Full Hot Breakfast
- Boxed Lunch
- Food Court Lunch
- Buffet Lunch
- Plated Dinner
- Buffet Dinner

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

Logistical Requirements:

Institutions interested hosting a regional conference will ideally meet the following logistical characteristics:
- Nearby airport with affordable transportation options between the airport and host site. Transportation could also be coordinated by the host institution.
- Adequate and accessible parking at the union/conference site should be available for all delegations attending the conference.
- 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.

Please include the following possible charges to the region should your campus be selected:

Financial Guidelines

All financial components can be negotiated with ACUI and the host through the agreement process.

The Association seeks to make the program as cost-effective as possible to provide access to campus professionals. Through relationships with local and campus vendors, the host institution will be able to utilize networks to help develop the program. While expenses are negotiable, higher costs increase the registration fee for participants. Likewise, the host institution should be prepared to support the program.

Schedule Sample:

Day 1: Evening
Early arrival by Conference Planning Team and ACUI Central Office Liaison
Arrival by Regional Leadership Team for meeting
Conference Program Team, host coordinator/team, and Central Office Liaison meeting

Day 2: Morning
Final preparation work by planning team and host coordinator/team
Regional Leadership Team meeting

Day 2: Afternoon
Preconference extended sessions
Preconference union, campus, and local tours
All conference attendees arrive and check-in at hotel

Day 2: Evening
Opening all-conference session
Dinner
Entertainment

Day 3: Morning
Educational sessions continue
All-conference gathering/keynote

Day 3: Afternoon
Conference Expo with vendors
Lunch
Educational sessions continue
Evening reception, banquet, and awards
Entertainment

Day 4: Morning
Educational sessions conclude
All-conference gathering/keynote
Brunch
Preview of next year's conference

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. Applicable volunteers will review materials to make the selection. Each region will operate on a slightly different timeline to secure

2025 host sites, so rely on direct communication with the region to understand any applicable deadlines or milestones for selection.

Bid Timeline: Each region will operate on a slightly different timeline to secure 2025 host sites, so rely on direct communication with your region to understand any applicable deadlines or milestones for selection.
- 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.

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