



**American
Association
For Employment
In Education**

Conference Site Proposal

Presented by

Name: _____

Association: _____

Today's Date: _____

AAEE Conference Sites:

2009: San Antonio, TX

2008: Denver, CO

2007: Savannah, GA

2006: Minneapolis, MN

2005: Boston, MA

2004: Salt Lake City, UT

2003: San Diego, CA

2002: Indianapolis

2001: Hershey, PA

2000: Chicago, IL

1999: Fort Worth, TX

1998: Orlando, FL

1997: Seattle, WA

1996: Memphis, TN

1995: Kansas City, MO

1994: Boston, MA

1993: Tuscon, AZ

1992: Chicago, IL

1991: Ft. Lauderdale, FL

1990: Denver, CO

1989: Cleveland, OH

1988: Norfolk, VA

1987: San Diego, CA

1986: Houston, TX

1987: San Diego, CA

1986: Houston, TX

1985: Minneapolis, MN

1984: San Francisco, CA

1983: Columbus, OH

1982: Hartford, CT

1981: Lancaster, PA

1980: Detroit, MI

The earliest conference dates back to 1934

INTRODUCTION

Thank you for your interest in submitting a conference site proposal for the annual AAEE conference. AAEE's mission is to be the major provider of information and resources to assist schools, colleges and universities in the employment of educators. The vision of AAEE is staffing excellence for the world of education, with the major goal of being the premier source for information and resources for quality staffing.

The annual conference is part of the new strategic plan to increase involvement and commitment to AAEE's mission and vision. While completing this conference site proposal, please keep in mind the mission, vision and major goal of AAEE. Be sure to include benefits of the site location (airport, hotels and costs, restaurants, local arrangements, and weather, to name a few), conference theme ideas, proposed conference schedule, and potential sponsors.

Please complete the form to the best of your ability and knowledge. If you have any questions, please feel free to contact Doug Peden, AAEE President, at dpeden@d49.org or 719.495.1103 or the AAEE Executive Office at info@aaee.org or 614.485.1111.

RESPONSIBILITIES FOR HOSTING AN AAEE CONFERENCE

This conference demands significant involvement by you and your conference committee. Ultimate success is highly dependent on everyone's effort. To help achieve a smooth and successful implementation, it will be your responsibility to:

1. Assemble a conference planning committee, including members from the local region.
Positions to keep in mind when creating this committee are:
 - Job Fair
 - Marketing/Publicity
 - Key Note Speakers
 - Program – breakout sessions
 - Evaluation
 - Sponsors and Exhibitors
 - Volunteers
 - Food and Beverage (with AAEE consultant)
 - Program booklet/notebook
 - Grand Opening Reception
 - Sustainability
2. Plan a budget and stay within the budget guidelines
3. Market the conference through the web site, save the date cards, emails, etc.
4. Follow the conference action plan (appendix A) and add to it to fit your conference
5. Work on conference theme
6. Work with AAEE's hotel consultant to select hotel for conference site
7. Set conference schedule: breakout sessions, key note speakers, lunches
8. Cooperate with AAEE Executive Board and Office. AAEE's President-Elect is always set as the conference co-chair

AAEE CONFERENCE PROPOSAL FORM

Contact Information:

Your Name: _____

Your Institution / School System: _____

Address/City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Co-Hosting Association, if applicable: _____

Conference Site and Facilities Information:

Proposed City and State: _____

Proposed Hotel(s): _____

Proposed Dates: _____

Hotel Costs (guest room rates, meeting space, Internet) if known: _____

Local Information / Benefits of this Site (airport, weather, things to do):

Proposed Conference Information:

Theme Ideas: _____

Keynote Speaker Ideas: _____

Proposed Budget / Costs: _____

Your Signature (electronic): _____

AAEE Conference Action Plan & Schedule (insert year here)

Action Item #	Action Item Description	Assigned To	Due Date	Status	Resolution/Comments
11-0	NOVEMBER 2009				
11-1	Select conference planning committee	Co-Chair			
11-2	Work on conference theme				
12-0	DECEMBER 2009				
12-1	Continue development of conference theme				
12-2	Work on conference logo				
12-3	Confirm hotel arrangements				
1-0	JANUARY 2010				
1-1	Finalize conference theme				
1-2	Finalize conference logo				
1-3	Set conference planning meeting				
1-4	Start key note speaker selection process				
1-5	Send out program proposals for break-out sessions				
1-6	Set conference schedule				
1-7					
2-0	FEBRUARY 2010				
2-1	Send out Save the Date cards – mail and listserv				
2-2	Set up program proposal selection committee				
2-3	Confirm key note speakers				
2-4	Set up sponsorship / exhibitor information				
2-5					
2-6					
3-0	MARCH 2010				
3-1	Deadline for program proposals				
3-2	Create conference registration form, pdf and online				

3-3	Create conference brochures				
3-4	Create Conference web site on AAEE web site				
4-0	APRIL 2010				
4-1	Print conference brochures				
4-2	Confirm program proposal selection and communicate to presenters				
4-3					
4-4					
4-5					
4-6					
5-0	MAY 2010				
5-1	Open conference registration				
5-2	Send out conference registration information - brochures				
5-3					
5-4					
5-5					
5-6					
5-7					
6-0	JUNE 2010				
6-1	Email conference attendees their confirmation immediately				
6-2					
6-3					
6-4					
6-5					
6-6					
6-7					
7-0	JULY 2010				
7-1	Send out conference registration reminder by listserv				
7-2	Conference planning meeting at conference site				

7-3	Email conference attendees their confirmation immediately				
7-4					
7-5					
7-6					
8-0	AUGUST 2010				
8-1	Email conference attendees their confirmation immediately				
8-2					
8-3					
8-4					
8-5					
8-6					
9-0	SEPTEMBER 2010				
9-1	Start reviewing hotel menu selections				
9-2	Order give aways				
9-3	Send email to members asking for volunteers				
9-4	Email conference attendees their confirmation immediately				
9-5					
9-6					
10-0	OCTOBER 2010				
10-1	Confirm food				
10-2	Start printing conference program sections for notebook				
10-3	Email conference attendees their confirmation immediately				
10-4	Email conference attendees info about conference – dress attire, door prizes, registration info, etc				
10-5					
10-6					
10-7					
10-8					
10-9					

10-10					
11-0	NOVEMBER 2010				
11-1	Ship items to hotel				
11-2	Meet with hotel staff to review set-up and needs				
11-3	Set up conference office				
11-4	Set up conference registration area				
11-5	Send last minute reminder to conference attendees				
11-6					
11-7					
11-8					
11-9					
11-10					
11-11					