



Conference Host Proposal Form

Please download, complete, and submit this document via e-mail to info@stpconference.org by April 1st, along with any supporting materials.

Host Overview

Institution Name:

Mailing Address:

Primary Contact/STP&A Member:

E-mail:

Secondary Contact:

E-mail:

University/Program/Host Website:

Conference Year

In which calendar year(s) are you interested in hosting a STP&A conference?

List the planned conference dates (month and days) for the years for which you are applying.
Please note that the conference typically takes place from a Thursday-Saturday in October if hosted in North America, and Thursday-Saturday in mid-December if hosted outside of North America.

Local Area Information

What is/are the nearest airport(s)?

How far is it from campus?

Are there commercial transportation services available at the airport?

Please provide a brief description of the proposed location and the surrounding city or area that may be of interest to attendees.

Event Planning

Potential keynote speakers. Please note any prospective local keynote/plenary speakers:

Pre-conference/evening arts/cultural events. Please note any recommendations you may have for this component, and/or relationships with local organizations that might be of interest.

Photography. Please provide photographs and other marketing collateral representing the proposed university and location for use in promoting the event among STP&A membership.

Volunteers. As a host institution, securing up to six student assistants for the event will be required. Is this possible?

Transportation. Appropriate transportation or transportation information (public transit, shuttles, etc.) between conference hotel and conference venue, if different. Please indicate your proposed method of transport and potential cost:

Meeting Space. A commitment to host a STP&A board and scientific committee meetings before or after STP&A conference. The board meeting takes place in-person and requires one boardroom that accommodates up to 20 people.

COSTS AND SPONSORSHIP COMMITMENT

Please indicate any costs associated with holding the conference at your site. Note that in order to keep registration rates affordable for all, STP&A seeks low- to no- cost sites for the main portion of the conference.

Please note whether your institution intends to subsidize any of these costs through sponsorship or in-kind donation:

Expenses	Projected Cost	Notes
Facilities		
Faculty Rental		
Table/Chair Rental		
Projectors/Screens		
Computer Rental		
Parking Expenses		
Shuttle Services		
Other		
Catering		If possible, please indicate cost estimates for catered events.
Opening Reception		
Breakfasts (2)		
Lunches (2)		
Dinner		

Costs of promotional materials, conference program, name tags, printing, awards, etc. will be calculated by STP&A. Additional information may be requested by the host institution to make estimates.

Tax Obligations. For host institutions outside of the United States, are there any Value-Added Taxes (VAT) required on purchases or activities?

Registration Fee. STP&A, Inc. will collect all registration fees from attendees. Is this acceptable to the host institution? Will this result in any additional taxes or fees?

Payments. For host institutions outside of the United States, will STP&A, Inc. be able to make payments directly to vendors via credit card issued from a US banking institution?

Host Institution Contribution. Please indicate any cash amount that your institution will contribute to help defray the costs of speakers or events in conjunction with the conference:

Rate of conference fees and revenue projections will be set by STP&A.

Thank You!

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