



January 12, 2012

Dear NASPAA Member:

It is that time when NASPAA again seeks bids to host our annual conference. Would your school like to host a future NASPAA annual conference in your city? It's a chance to make a great contribution to NASPAA and the public affairs community, and to "put your program on the map" and showcase what's going on at your school and in your area!

We have listed the cities and the local hosts of prior conferences for your information. Right now, 2014 and 2015 are open:

Year	City	Host School(s)
2000	Richmond	VCU, VPI & SU, College of William & Mary, George Mason University, Old Dominion & University of Virginia
2001	Washington, DC	American University, George Mason University, Georgetown University, The George Washington University, Howard University, University of Maryland, College Park
2002	Los Angeles	CSU, Long Beach, CSU, Los Angeles, CSU, Dominguez Hills, CSU, San Bernardino, CSU, Northridge, CSU, Fullerton, University of Southern California, University of California, Los Angeles, and University of La Verne
2003 2004	Pittsburgh Indianapolis	University of Pittsburgh and Carnegie Mellon University Indiana University-Purdue University, Indianapolis
2005	Washington, DC	American University, University of the District of Columbia, George Mason University, Georgetown University, The George Washington University, University of Maryland, College Park, and University of Maryland, Baltimore County
2006 2007	Minneapolis Seattle	University of Minnesota University of Washington
2008	Charleston	College of Charleston, The University of South Carolina, Clemson University
2009	Arlington	American University, Bowie State University, Howard

		University, George Mason University, Georgetown University, James Madison University, Johns Hopkins University, University of the District of Columbia, University of Maryland, Baltimore County, and the University of Maryland, College Park
2010	Las Vegas	University of Nevada, Las Vegas
2011	Kansas City	University of Kansas, The University of Missouri-Columbia, and The University of Missouri, Kansas City
2012	Austin, TX	The University of Texas at Austin and Texas A&M University
2013	Washington, DC	Local Host Schools
2014	OPEN	
2015	OPEN	

We are requesting a *letter of interest* from you if you would like to host the NASPAA Annual Conference in your city. We ask that you write a two-page letter stating your interest and submit it to jlewis@naspaa.org by March 1, **2012**. We also encourage collaborative proposals from our member schools in the same location. Those schools with significant conference facilities on their campus are also invited to submit bids that include conference services and catering.

This letter of interest is not a binding commitment, but rather an expression of interest that you would like to further explore the possibility of hosting a conference. The site selection committee will compare the letters of interest with the selection criteria, and develop a short list of schools that will be considered further and invited to submit formal proposals.

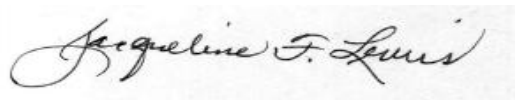
For your information, the **Criteria for the NASPAA Annual Conference** is attached. Please take a look at the sections on “Dates” and “Detailed Responsibility of the Host Program(s)” to see what the requirements are, and if you have any questions, please contact Laurel McFarland at 202.628.8965, ext. 105, or email her at mcfarland@naspaa.org or Jackie Lewis at 202.628.8965, ext. 104, or email her at jlewis@naspaa.org.

We hope that you will consider hosting NASPAA’s Annual Conference in your city, and we look forward to receiving your letter of interest to host the conference!

We thank you in advance.



Laurel McFarland
Executive Director



Jacqueline F. Lewis
Conference Coordinator

Attachment

CRITERIA FOR THE NASPAA ANNUAL CONFERENCE

Site Selection and Management

Responsibility: Overall responsibility for the functioning of NASPAA's Annual Conference on Public Service Education is vested in the executive director through the Executive Council. The executive director serves as a member of all conference committees.

Committees

Conference Program Committee: The president annually appoints a conference program chairperson to develop a program for the conference for review.

Local Arrangements Committee: The host program, in consultation with the president, appoints a local arrangements committee charged with arranging for and carrying out the responsibilities of the host program(s). This committee handles hospitality, including spouses' program; and provide transportation, administrative and logistical support, as appropriate, during the conference. Close coordination with the executive director and conference coordinator of NASPAA is essential.

Site Selection Committee: The president appoints a site selection committee biannually. The site selection committee chairperson will be appointed from among the members of the Executive Council.

Site Selection Criteria

1. Site selection for the NASPAA Annual Conference should be guided by the purposes of the conference (a) to meet the need for deans and directors to meet and confer on issues related to public service education; (b) to attract top level faculty researchers and public officials in the field to interact with faculty, deans, and directors on issues of mutual interest, and (c) to advocate for the public service.
2. In order to achieve the purposes in 1 above, the NASPAA Annual Conference will be held in Washington, D.C. every four (4) years. The Washington, D.C. conferences will be held in the year following the U.S. presidential election, beginning in 2001.
3. In the years that the conference is not held in Washington, D.C., it should be held in a variety of geographic locations, and, to the extent possible not favoring any particular geographic region and moving from region to region in successive years.
4. There should be adequate support from local member programs in the host city (see responsibilities for host program(s)).
5. The conference site should be accessible by public transportation, and conveniently served by major common carriers.
6. Hotel room rates should be reasonable, as low as possible, and other hotel requirements should be met (see hotel requirements).
7. Food and beverage costs should be reasonable.

8. The conference site city and accommodations selected should be consistent with non-discrimination laws and NASPAA values on diversity.
9. The conference site should be accessible for persons with disabilities.

Site Selection Process

1. The city to host the conference site must be selected at least 2 years in advance. It must be conveniently served by major common carriers, and provide an appropriate selection of restaurants and opportunities for recreational activities.
2. Proposals to host the conference must be presented by a NASPAA member program or preferably by a consortium of NASPAA programs. While the Convention Bureau will provide much of the documentation for the bid, the final proposal must come in a single package from the program(s) making the proposal.
3. The bid should indicate how the program(s) and city plan to carry out the responsibilities detailed in these criteria.
4. The city to host the conference is determined by NASPAA Executive Council, after the Site Selection Committee has prepared an objective summary of all bids received for the year(s) being considered and has given its recommendations as to the best site available.
5. Proposals submitted by programs desiring to host the conference should include a detailed statement on the hotel facilities available, including projected rates, as well as support facilities such as restaurants, recreational opportunities, etc. The selection of the hotel is determined by the executive director.
6. In years in which the conference is to be held in Washington, D.C., programs in other locations may propose to host the conference, including the local host reception and other host duties, according to the process above.
7. In the NASPAA business meeting at the national conference and in a written communication to the membership following each conference, there should be a formal call for proposals to host future conferences. The written communication should include at least a summary of the site selection criteria, the responsibilities of the host program, and the site selection procedures.

Dates

1. Approximately 250 sleeping rooms are required for the conference for the peak night.
2. The following is a breakdown of meeting rooms necessary:
 - a. Rooms for at least 6 concurrent sessions with seating capacity of approximately 45 theater or approximately 30-50 conference, school room style or rounds of 6-7 persons (30).
 - b. A ballroom (or other general session room) with round table seating of 300. In addition to this room, a reception area with a capacity of 200 is necessary.
3. Hotel meeting rooms must be made available to NASPAA at no charge, and NASPAA must have the right of first refusal on all such meeting rooms for the duration of the conference.

4. The complimentary room policy must be 1 room per 50 sleeping rooms picked up or the equivalent in suites.
5. At the time of selection, the hotel must indicate its current rack rates and its proposal for rates during the NASPAA conference. If rates cannot be quoted at the time of selection, the hotel may present an alternative proposal, such as deducting "X" number of dollars off rack rates existing one year prior to the date of the conference.
6. A convention center may be used for meeting space in cities not having adequate facilities in the headquarters hotel. The convention center must be within close walking distance to all hotels, and must be free of rental charges to NASPAA.

Detailed National Responsibilities

1. The executive director is responsible for coordinating the activities of all committees working on the conference, and for keeping the Executive Council fully informed on the development of the conference.
2. The executive director is accountable for all money received and spent related to the conference, with the exception of special events sponsored by the sponsoring program(s).
3. The national office will arrange for all meal functions taking place during the conference, except section and related organization meal functions, which will be the responsibility of the section or group leadership involved.
4. NASPAA will be responsible for the design and printing of all programs, forms and tickets used for the conference.
5. The executive director will send invitations to the main conference speakers, and to related organizations, international societies, etc., as appropriate.
6. The national office will be directly responsible for on-site coordination with the hotel staff.

Detailed Responsibility of the Host Program(s)

Much of the preliminary preparation for the conference, as well as the on-site work, is handled by the host program(s). While many of these functions may be provided by the Convention Bureau and host city, the host program(s) are responsible for seeing that all of these requirements are met. The national office will maintain a flexible approach to conference management to take advantage of the various strengths and skills of the host program(s). It is very important that the chairperson of the Local Arrangements Committee, the executive director, and the conference coordinator be in close liaison before and during the conference to insure its smooth operation.

1. The host program(s) will be responsible for providing hospitality activities and services such as sponsoring the spouses' tour and other special events. The host program(s) will be responsible for providing a reception on the evening the conference opens. This reception may be hosted in conjunction with other programs or government agencies and/or may have outside sponsors arranged by the host program(s). When the conference is held in a city on a recurring basis (e.g., Washington, DC), the reception may be hosted or co-hosted by another program outside the immediate geographic region. The host program(s) shall also make available to conference participants information on the host city, including restaurants, entertainment spots, historical sites, etc. Details on all of these items should be included in the program's proposal to host the conference.

2. The host program(s) will recommend speakers from the city, state, region to bring official greetings and consideration for program participation, including the Pi Alpha Alpha luncheon speaker. In all cases, decisions on speakers will be made by the Program Committee or Pi Alpha Alpha.
3. The host program(s) will provide staffing to assist NASPAA staff in the following conference functions:
 - a. Assembly of conference registration packets, if not done by the national office.
 - b. Registration – with NASPAA staff determining the hours and staffing needs for the registration area.
 - c. Conference headquarters – office equipment and skilled secretarial assistance for the duration of the conference, if needed.
4. The host program(s) will arrange for equipment for conference functions and program sessions to be donated for use during the conference at the request of the executive director.
5. If transportation is necessary, the host program(s) will facilitate this need in cooperation with the executive director.
6. The host program(s) will encourage attendance at the conference by related organizations and institutions that are not NASPAA members.

Amended by the
Executive Council
April 5, 1997