



## CALL FOR PROPOSAL TO HOST THE NASPAA ADMISSIONS PROFESSIONALS MEETING 2026

NASPAA's Admissions Professionals Meeting is a one-day annual gathering for member schools to discuss issues and trends pertaining to admissions, such as recruitment and financial aid. NASPAA presents the findings from its annual membership survey on admissions and enrollments. Staff and faculty leading admissions efforts in their programs are welcome!

**This Call for Proposal is for Host Sites for the 2026 NASPAA Admissions Professionals Meeting. NASPAA Member schools within the Washington Metropolitan area<sup>1</sup> are eligible to apply.**

### WHY HOST

- **Showcase your admissions and recruitment strengths:** Highlight your institution's approaches to recruitment, financial aid, enrollment strategy, and student outreach.
- **Help shape conversations on admissions and enrollment:** Contribute to discussions informed by NASPAA's annual admissions and enrollment survey and emerging trends across member schools.
- **Create meaningful connections across the NASPAA community:** Build relationships with admissions professionals, program directors, and peers.
- **Gain visibility and lasting value:** Position your institution as a thought leader while creating shareable content, insights, and connections that support future efforts.

### CRITERION TO APPLY

1. **NASPAA Institutional Members** in good standing are eligible to host NASPAA events.
2. **Availability:** The NASPAA Admissions Professionals Meeting takes place the day before the Public Policy & International Affairs Program (PPIA) annual conference- typically within the first two weeks of July. This is a one-day meeting, accompanied by an optional reception.
3. **Costs:** NASPAA and the host school share meeting costs, including catering, speaker fees, and space rentals. Proposals that can offer one main meeting room for about 30-60

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<sup>1</sup> **Washington metropolitan area** (also referred to as the **National Capital Region, Greater Washington**, or locally as the **DMV**, short for District of Columbia, Maryland, and Virginia) refers to the region encompassing the District of Columbia, and surrounding suburbs in Maryland, and Virginia

guests and 3-4 breakout rooms with hybrid capability are preferred. Full meeting budgets will vary by institution. We suggest speaking with senior leadership about what your school can contribute both in direct funds and in-kind (space, swag, staffing, etc.)

4. **Location:** The meeting site should be within or around **the Washington Metropolitan area.** *The Washington metropolitan area (also referred to as the National Capital Region, Greater Washington, or locally as the DMV, short for District of Columbia, Maryland, and Virginia) refers to the region encompassing the District of Columbia and surrounding suburbs in Maryland and Virginia.*
5. Proposals involving more than one member institution are welcome.

## HOST(S) RESPONSIBILITIES

The host(s) and planning committee play a vital role in the success of the meeting. While some coordination is led by NASPAA, the host is intimately tied to logistic coordination:

1. Designate a planning lead to work with the conference planning committee.
  - a. Committee members donate between 5-10 hours a month of volunteer time.
  - b. Serve on a designated meeting logistics subcommittee and participate in conference planning calls as needed.
2. Assist in marketing the meeting to colleagues at peer schools.
3. Volunteer as needed to facilitate sessions during the meeting.
4. Help recruit potential panelists and presenters.
5. Provide adequate support to the NASPAA Events Manager to identify hotels for attendees and potential reception locations.

## NASPAA RESPONSIBILITIES

1. Provide dedicated guidance and support throughout the planning process, including participation in committee meetings to ensure alignment and smooth coordination.
2. Steward the overall NASPAA meeting budget, offering oversight and support to keep planning on track.
3. Manage online registration and lead meeting communications, including email and social media outreach to the broader NASPAA community.

## PROPOSAL GUIDELINES

NASPAA members interested in hosting should submit a proposal [using this form](#). The proposal must be submitted by the applicant's NASPAA Member Representative. The proposal should include:

1. An overview of the applying member school(s), including information about the intended planning representatives and programs offered.

2. How the applicant's institution plans to carry out the host responsibilities listed in the **HOST(S) RESPONSIBILITIES** section above.
3. A list of available hotels, current weekday prices, and support facilities such as restaurants, recreational opportunities, etc. The proposal does not need to include formal bids from hotels. NASPAA will work with a booking agent to secure rates with the hotel once the location has been selected.

#### **SITE SELECTION TIMELINE**

January 22, 2026	NASPAA announces call for proposals to all member schools
January- March, 2026	Open question/answer period. All questions to be directed to <a href="mailto:events@naspaa.org">events@naspaa.org</a> .
March 13, 2026	Deadline to submit a proposal by 11:59 pm EST. Proposals should be submitted by a NASPAA Member Representative <a href="#">using this form</a> , including a single PDF.
March 20, 2026	NASPAA announces the site selected.

#### **PAST HOSTS**

2019 - The George Washington University, Trachtenberg School of Public Policy and Public Administration.

2020 - Virtually hosted by the University of Maryland, School of Public Policy

2021 - Virtual

2022 - American University, School of Public Affairs

2023 - University of Maryland, School of Public Policy

2024 - Georgetown University

2025 - George Mason University, Schar School of Policy and Government