2023 Career Professionals Conference
Hosting School Criteria

NASPAA is seeking a member school to host the 2023 Career Professionals Conference. As the host school, your team has the opportunity to curate a dynamic agenda, convene career professionals from across the world, and move the conversation forward on issues that career professionals are facing. What will your impact in the world of Career Professionals be? Here is your chance to reach others in the field from around the world!

Career Professionals Conference Background and Objectives:

The NASPAA Career Professionals Conference began in 1999. As the event has evolved over the years, the heart of the conference remains collaboration amongst thought leaders across the network. By the end of the 2023 Career Conference attendees will be able to:

- Implement at least one new best practice within their work to strengthen career services available to students and alumni
- Strengthen the network and synergy of career development professionals across the NASPAA community at all stages of the career life cycle
- Confidently demonstrate the importance of careers within the public service sector in the US and abroad
- Reflect on the intersections between known resources, needs of their campus community/staff, and trending best practices to continuously improve programs and services

Application and Review Process:

- Completed applications due: March 1, 2023
- Members of the career conference planning committee will review all completed applications and will provide recommendations to NASPAA to assist with the selection of the 2023 conference location
- Applicants will be notified of their status by March 31, 2023
- The selected school will be asked to sign a MOU with NASPAA

Proposals can be submitted as a formal document. In your application, please address the following criteria:

1. **School/Facilities:** What makes your school the best host for the 2023 conference? What meeting spaces are available (either on or off campus)? Are you willing to donate staff time and campus resources in-kind? What resources are available that make buildings and spaces accessible? What connections do you have with local professionals and/or alumni who can serve as speakers or panelists? Does your school have a COVID-19 safety policy? If so, please share details of the process and how it will impact registration and check in for the conference.
2. **Location and Unique Appeal:** Where is your campus located and what makes it unique? How easy is it for attendees to travel to your city? What options are there locally for dining and entertainment? What are the local lodging options and average room rates? For each lodging option, please specify how close the lodging accommodations are to the conference site and if they are walkable. Be mindful of weekly events (live music, socials, etc.) held at the hotels as well.
3. **Staffing:** Who will serve as the conference chair and what support staff is available (including student volunteers)? Do they have event/conference planning experience (not required)? The conference chair is expected to spend 10 hours a month on planning activities with additional time required in the weeks leading up to the conference. The conference chair will convene the conference planning committee and will be the primary manager of the overall conference agenda. The conference planning committee will be selected by NASPAA staff.

4. **Diversity, Equity, Inclusion, and Accessibility (DEIA):** What does diversity, equity, inclusion, and accessibility look like in practice at your school? How will you ensure DEIA is reflected within the 2023 Career Professionals Conference?
5. **Meeting Dates:** Traditionally this meeting is held in early December from Wednesday evening through Friday afternoon, though other dates will be considered. Please identify your proposed dates in 2022.

The host school will receive publicity and exposure to the greater NASPAA community as the school will be identified in all promotional materials.

Contact Ja'Nell Henry at henry@naspaa.org with any questions and to submit proposals.