CALL FOR PROPOSAL TO HOST THE
NASPAA CAREER PROFESSIONALS CONFERENCE 2026

NASPAA's annual Career Professionals Conference (CPC) is designed to provide information about career paths for students in public administration, public policy programs, and nonprofit programs, allowing for networking among staff and faculty leading career development efforts at NASPAA member schools, and learn about programs and best practices offered by NASPAA colleagues around the United States.

This Request for Proposal is for Host Sites for the 2026 NASPAA Career Professionals Conference. NASPAA Member schools within the United States are eligible to apply.

WHY HOST
- **Showcase your institution's strengths:** Highlight your unique research, community partnerships, cultural assets, and institutional context to a national audience.
- **Elevate faculty and staff leadership:** Share best practices, present innovative ideas, and build collaborations across the NASPAA community.
- **Strengthen partnerships and career pipelines:** Deepen relationships with peer institutions, government agencies, employers, and nonprofits while supporting student and alumni career outcomes.
- **Create a lasting impact (and enjoy the process):** Design the conference you'd want to attend and generate reusable content, including recordings, testimonials, and stories, for future recruitment and outreach purposes.

CRITERION TO APPLY
1. NASPAA Institutional Members in good standing are eligible to host NASPAA events.
2. **Availability**: The NASPAA Career Professionals Conference takes place between the first two weeks of December.
   a. The event is held from Wednesday through Friday. Wednesday is a travel day, with an optional welcome reception; Thursday and Friday are dedicated to conference sessions.
3. **Costs**: NASPAA has a $1,000 budget; costs above this are considered an in-kind host contribution.
   a. Seeking co-sponsorship from outside companies and organizations can help offset the costs. Past sponsors include MAXIMUS, CareerShift, DevEx, and CDTA.

4. **Location**: The conference site should be easily accessible via public transportation and served by major airline carriers, with the primary airport ideally within a 30-minute drive of the hotel or campus. Campuses located farther from the airport may still be considered. Preference will be given to campuses that can provide one primary meeting room accommodating approximately 30–60 participants, as well as three to four breakout rooms. Hybrid meeting capabilities are preferred.
5. Proposals involving more than one NASPAA member institution are welcome.

HOST(S) RESPONSIBILITIES

The host(s) and planning committee play a vital role in the success of the conference. While some coordination is handled by NASPAA, the host is intimately tied to the community, is familiar with local activities, and can make suggestions unique to its context. The selected host(s) are expected to:

1. Designate a conference planning lead to work with the conference planning committee.
   a. Committee members donate 8-15 hours of volunteer time per month.
   b. Serve on a designated conference logistics subcommittee and participate in conference calls as needed.
2. Assist in marketing the conference to colleagues at peer schools
3. Volunteer as needed to facilitate conference sessions during the conference
4. Help recruit potential conference panelists and presenters
5. Provide adequate support in the host city to ensure the site is accessible, affordable, and offers several local activities, specifically:
   a. The conference site should be accessible by public transportation, conveniently served by major airline carriers.
   b. The city should offer local activities.
   c. Hotel room rates and food and beverage costs should be reasonable compared to local/regional prices.
   d. The conference site should be accessible to persons with disabilities.

NASPAA RESPONSIBILITIES

1. Provide dedicated guidance and support throughout the planning process, including participation in committee meetings to ensure alignment and smooth coordination.
2. Manage online registration and lead conference 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 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 plan to carry out the host responsibilities listed in the **HOST(S) RESPONSIBILITIES** section above.
3. A list of available hotels, current weekday prices, 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 city has been selected.
4. Information on potential conflicts for availability (hotels and host support) during the month of December (ie, finals/ homecoming weekend).

SITE SELECTION TIMELINE

February 9, 2026	NASPAA announces call for proposals to all member schools
February- March, 2026	Open question/answer period. All questions to be directed to events@naspaa.org.
April 10, 2026	Deadline to submit a proposal by 11:59 pm EST. Proposals should be submitted by a NASPAA Member Representative using this form, including a single PDF.
April 22, 2026	NASPAA announces the site selected.

PAST HOSTS

2015 - University of Albany, Rockefeller College of Public Affairs and Policy

2016 - University of Virginia, Frank Batten School of Leadership and Public Policy

2017 - University of Nebraska Omaha, College of Public Affairs & Community Service

2018 - New York University, Robert F. Wagner Graduate School of Public Service

2019 - UC San Diego, School of Global Policy and Strategy

2020 - Virtual

2021 - Virtual

2022 - Baruch College, Marxe School of Public and International Affairs

2023 - North Carolina Central University

2024 - Virtual

2025 - Virtual