



# ASEE CONFERENCE-IN-A-BOX FORM

## SECTION 1 – GENERAL INFORMATION \*ALL FIELDS ARE REQUIRED

- 1A. Name of Conference: \_\_\_\_\_
- 1B. Contact Name: \_\_\_\_\_
- 1C. Contact Email: \_\_\_\_\_
- 1D. Date (of when form is completed): \_\_\_\_\_
- 1E. Is your meeting already Established?  
 Yes  No \*if yes answer below
- 1Ea. Dates of Conference: \_\_\_\_\_
- 1Eb. Location of Conference: \_\_\_\_\_

## SECTION 2 – CONFERENCE INFORMATION

- 2A. Will ASEE be handling hotel site selection and contract negotiation. Be advised if a site inspection is required, the cost of travel will need to be reimbursed.  
 Yes  No \*if yes, please fill out the following
- 2B. What is the preferred region and/or city of the conference? \_\_\_\_\_
- 2C. What are the preferred dates of the conference? *Ex: first week of June, Third week of February.*  
 \_\_\_\_\_
- 2D. What is the preferred pattern of days is the conference?  
*Ex: Monday, Tuesday Wednesday; Friday, Saturday, Sunday etc.*  
 \_\_\_\_\_
- 2E. What concessions are important to the group?
- |  |   |
|--|---|
| <input type="checkbox"/> Staff discount rooms              | <input type="checkbox"/> Available sleeping room upgrades |
| <input type="checkbox"/> Internet for sleeping rooms       | <input type="checkbox"/> Airport transfer *if available   |
| <input type="checkbox"/> Internet for meeting rooms        | <input type="checkbox"/> VIP arrangements                 |
| <input type="checkbox"/> Complimentary meeting room rental | *such as hospitality suites etc.                          |
| <input type="checkbox"/> Discounts on AV                   | <input type="checkbox"/> Room rate range                  |
| <input type="checkbox"/> Discounts on F&B                  | _____   |

**SECTION 3 – PAPER PROCESS**

**3A.** Does the conference have a paper process?  
 Yes  No \*if yes then please answer the below

**3B.** Will ASEE be managing the paper process?  
 Yes  No \*if yes please answer the below

**3Ba.** Will the papers be published?  
 Yes  No

**3C.** Will there be posters?  
 Yes  No \*if yes please answer the below

**3Ca.** Will the posters get published?  
 Yes  No

**3D.** Will there be reviews of the papers throughout the paper process?  
 Yes  No \*if yes answer the below

**3Da.** How many reviews per paper phase? \_\_\_\_\_

**3E.** Will the conference have multiple tracks?  
 Yes  No \*if yes please answer the below

**3Ea.** Please provide the name of the track, track chair’s name, track chairs email?

Track Name	Track Chair	Track Chair Email

**3F.** Will the conference have a call for papers?  
 Yes  No

**3G.** Will an authors kit be provided?  
 Yes  No

**3H.** Please provide the relevant dates for the below deadlines.  
 \*you do not need to fill out all dates, only the ones that are relevant to the meeting

<b>Abstracts Open</b>	
<b>Abstract Upload Deadline</b>	
<b>Abstract Decision Deadline</b>	
<b>Draft Upload Deadline</b>	
<b>Draft Decision Deadline</b>	
<b>Draft Revision Upload Deadline</b>	
<b>Revision Decision Deadline</b>	
<b>Final Paper Upload Deadline</b>	
<b>Author/Presenter Registration Deadline</b>	
<b>Other</b>	

## SECTION 4 – SESSIONS

**4A.** Do you have an RFP (request for proposal) for session content? \*i.e. will you be asking attendees to submit session requests/content?

Yes  No \*if yes please answer below

**4Aa.** Will ASEE be managing the process for the group?

Yes  No \*if yes please fill out the rest of section 4

**4B.** What types of sessions will be? (check off the relevant boxes)

Workshops

Technical sessions

Panel sessions

Other \_\_\_\_\_

**4B.** Will there be Concurrent Sessions?

Yes  No \*if yes, please answer the follow

**4Ba.** How many concurrent sessions will there be at any given time? \_\_\_\_\_

**4C.** Would the group want ASEE to list the sessions online?

Yes  No \*if yes then ASEE will need the following information

**4Ca.** Please provide the following information so that ASEE can list the conference sessions online.

Names of Sessions	Session Room	Session Date	Session Time

**4Cb.** Please Provide the following session setup dates \*please only fill out the dates relevant to the meeting:

<b>Session Requests Open</b>	
<b>Session Requests Closed</b>	
<b>Session Accept/Reject Deadline</b>	
<b>Finalize Session Deadline</b>	

## SECTION 5 – REGISTRATION

**5A.** Will ASEE be managing the events registration process

Yes  No \*if yes please provide the following information

**5B.** Please provide the various Registration types, fees as well as open and close dates for when a particular registration is available.

Names of Sessions	Registration Fee	Open Date	Close Date
<i>Ex. Early Bird Registration</i>	<i>Ex: \$150</i>	<i>Ex May 15, 2017</i>	<i>Ex June 15, 2017</i>

## SECTION 6 – PRE-CONFERENCE LOGISTICS

- 6A. Will ASEE create a schedule for the group?  
 Yes    No
- 6B. Will ASEE negotiate Food and Beverage prices and menus?  
 Yes    No   \*if yes please answer below
- 6Ba. What is the budget for the F&B for the event? \$\_\_\_\_\_
- 6C. Will ASEE negotiate the necessary Audio Visual per room for the event?  
 Yes    No   \*if yes please answer the below
- 6Ca. What is the budget for the AV for the event? \$\_\_\_\_\_
- 6D. Will ASEE be negotiating with third party vendors on behalf of the event?  
 Yes    No

List of anticipated third party vendors

Vendor Type	Service Anticipated

## SECTION 7 – SPONSORS/ EXHIBITORS

- 7A. Will the event have sponsors and/ or exhibitors?  
 Yes    No   \*if yes please answer below
- 7Aa. Will ASEE be managing sponsor/exhibitor logistics. *Ex: registration, coordinating of displays etc.*  
 Yes    No
- 7B. Will ASEE to help raise sponsorship for the event? \*be advised that ASEE will receive a 15% commission on all gross sponsorship revenue. ASEE will coordinate sponsorship efforts with the events organizing committee.  
 Yes    No

## SECTION 8 – ON-SITE SUPPLIES

- 8A. Will ASEE be coordinating on-site supplies?  
 Yes    No   \*if yes please answer below
- 8Aa. Please select the materials that ASEE will be providing?
 

<input type="checkbox"/> Registration Materials	<input type="checkbox"/> Sponsor Signs
<input type="checkbox"/> Badges	<input type="checkbox"/> Directional Signs
<input type="checkbox"/> Badge Holders	<input type="checkbox"/> Handouts
<input type="checkbox"/> Lanyards	<input type="checkbox"/> Printed Programs
<input type="checkbox"/> Registration Bags	<input type="checkbox"/> Other _____
<input type="checkbox"/> Room Signs	

## SECTION 9 – ON-SITE LOGISTICS

**9A.** Will ASEE be managing the events onsite logistics?  
 Yes  No \*if yes please answer the below

**9Aa.** Will ASEE staff be running the registration desk?  
 Yes  No

**9Ab.** Will ASEE be providing staffing for session support?  
 Yes  No

The following items are provided complimentary providing that ASEE negotiates the facility contracts and receives a commission for that contract from the hotel. \*Be advised that this commission does not affect the price that attendees would pay

- Site selection & contract negotiation
- On line registration services and support
- Pre-conference logistics

In the event that ASEE does not negotiate the contract and receive a commission there is a \$1500 fee PER ITEM:

- Site selection & contract negotiation
- On line registration services & support
- Pre-conference logistics:

The following Items have an additional cost:

- Paper management (for posters, and papers) is \$25 per published or presented poster and/or paper
- Staffing of on-site registration and logistics: \$1,500.00 flat fee \*plus cost of airfare, hotel, and per diem per person
- Registration Supplies:
  - Cost of supplies. i.e. badge holders, lanyards, printing programs etc.
  - Cost to ship and/or distribute supplies
- Printed materials
- Signs, programs, etc.
  - \$1500 fee if services for layout and design of graphics/printed materials is provided
  - Cost to produce and ship materials
- Coordinating sponsor and exhibitor registration, displays & fulfillment
  - \$1500 fee