

# Are You Prepared to Coordinate and Host a Country School Association of America Annual Conference in Your Area?



Thank you for your interest in planning and holding a CSAA annual conference in your area. CSAA is gratified that you are willing to undertake such a worthy project as evidenced by 18 highly successful national conferences to date. This questionnaire will help you determine if you have the available resources to host a conference.

We welcome your initial proposal following the questions below:

\*Please note that the CSAA has traditionally alternated annual conferences between the East and the Midwest, but Western and Southern conferences will be completely welcome.

The 2019 CSAA Conference will be held in Frederick, Maryland at the Claggett Center. The 2020 CSAA Conference will be held in Golden, Colorado at the Colorado School of Mines.

## **Program Coordinators:**

1. Are you, as a CSAA member, an individual or member of a group that can serve as operating manager who will develop a theme, organize promotion, call for presenters, undertake program development, and plan all daily activities for a 3-day national conference? YES NO (Please detail in your proposal)

## **Venue and Facilities:**

2. Can you ensure a venue (a host organization, university, museum, etc.) that will offer sufficient meeting space, presentation rooms with A/V equipment, dining facilities or catering, and cost-effective lodging (dorms or local hotels)? YES NO (Please detail in your proposal)

## **Schoolhouse Tour:**

3. Do you have a number of restored/preserved historical schoolhouses in your area that would host conference participants during an all-day coach tour (lunch stop included) of those country schools.? YES NO (Please detail in your proposal)

## **Keynote Speakers:**

4. Can you provide keynote speakers for two opening-day sessions and plan evening activities after dinner? YES NO (Please detail in your proposal)

### **Volunteer Personnel:**

5. Can you mobilize volunteers to help with the tasks of logistics including: daily registration, information services, set up and breakdown, delivery of materials, etc. YES NO (Please detail in your proposal)

### **Preparing a Budget:**

6. Can you provide all projected costs and prepare a preliminary breakdown of conference venue expenses to determine registration fees (includes presentation rooms/halls, tech support, keynote speaker fees, meals and snacks, printing, conference bags, dorm rates, museum entry fees, one-day bus/coach rental, and entertainment? YES NO (Please detail in your proposal)

### **Communications and Publications:**

7. Are you prepared to create all digital communication and print materials for the conference including: promotion of the conference and venue, advertisement, registration forms, program booklets, travel information, and information on area attractions? (CSAA will offer full support and provide examples of communications, promotion, and forms from past conferences to serve as templates.) YES NO (Please detail in your proposal)

### **Coordinating with CSAA Board:**

8. Are you willing to work with a CSAA director who will serve as support for your Conference Chair? YES NO (Please detail in your proposal)

## **Submitting Your Proposal**

If you answered **YES** to the questions above, we encourage you to submit your preliminary proposal addressing how your organization and your site would best serve the above requirements for a successful CSAA annual conference.

**Please submit your proposal in the form of a detailed essay including specifics, while addressing each question in order.**

### **Email your completed proposal to:**

[Veronica.ent@stvincent.edu](mailto:Veronica.ent@stvincent.edu) Veronica Ent, CSAA President  
[Rklewis45@gmail.com](mailto:Rklewis45@gmail.com) Richard and Catharin Lewis, Directors  
[jprouty2@gmail.com](mailto:jprouty2@gmail.com) Dale and Joan Prouty, Directors

If you feel you have the sustained interest and the qualifications, you may wish to access our detailed **CSAA Annual Conference Planning Guide** to view the many tasks involved in running a conference. Conference chairs generally have a two-year window for planning, so completion of tasks will unfold gradually.

### **Downloadable Conference Planning Guide Link:**

<http://www.countryschoolassociation.org/host-a-conference.html> \*

\*CSAA is currently in the process of updating this conference guide and will post the updated version upon completion at [www.countryschoolassociation.org](http://www.countryschoolassociation.org)