



Proposal Form for Hosting the 2024 HEI Presidents Conference

Thank you for your interest in hosting the 2024 HEI Presidents Conference. By January 12, 2024, **please fill out and submit to me the proposal form for hosting the conference (below) with the requested information and an explanation about how each line addresses the bullet points listed below it.** The HEI team will evaluate your proposal according to the following criteria:

1. **Proposed Conference Location (City, State):** _____

- A conference location that is attractive and would pique the interest of attendees
- Ease for attendees to get to the conference location

2. **Proposed Conference Venue(s):** _____

- A conference venue that fosters interaction and that would accommodate approximately 70 attendees (should include two breakout rooms that can accommodate 40 attendees each)
- Conference venue must include all needed technology for speakers and presentations (podiums, mics/speakers, monitors, computers, etc.)

3. **Proposed Technology Support Team:** _____

- Dedicated technology staff available for entire conference

4. **Proposed Conference Hotel(s):** _____

- A conference hotel with enough rooms to accommodate up to 70 attendees (If hotel offers a discount for the conference, bonus points will be applied.)

5. **Proposed Pre-/Post-Conference Tours:** _____

- Options for pre- and post-conference tours

6. Proposed Opening Night Reception Location and Details (food, beverages, entertainment...)

- Provision of an opening night reception/social event

7. What Host Institution(s) will provide:

- Level of commitment of host institution and any other local colleges/universities
- Provision of a local conference planning committee (3-5 members) to work with HEI staff in planning and conducting conference
- Bonus points for a) securing at least one local sponsor for the conference and b) registering at least 5 presidents from the state or region (must be acknowledged in proposal)

Please email this completed form to Mary Darden by January 12, 2024, at: maryd@heitoday.org. Once again, thank you for your interest in hosting next year's event. If you have any questions regarding the proposal, please contact me.

Many thanks and best regards,
Mary



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