



The Association for Ooctior of Ministry Education

Annual Conference Hosting Application

School Name _____

Address _____

City _____ State _____ Zip _____

Primary Contact Person _____

Phone _____ Email _____

Today's Date _____ Year requested to host the conference _____

Please answer the following questions to assist the Executive Board in determining the best possible locations for our conferences:

Can ADME use your meeting rooms for a plenary session and worship (seating 40-60 people) and 4 workshop rooms that seat 15-20 for free?

Do your meeting rooms have the latest technology (Power Point, wireless internet, sound system, recoding capability?)

Can your audio department record plenary sessions? What would be the charge?

Do you have authority to sign hosting contracts on behalf of your school? Y N

If not, how are hosting contracts arranged? _____

Nearest major airport _____ Distance away _____

Airport shuttles /taxis to the school _____

Note availability of on-campus housing (how many rooms?) _____

Nearest conference type hotel /motel and cost: Name: _____

_____ Cost per night

including tax and parking _____

Distance _____ Free airport shuttle to hotel available? Y N

Availability of campus parking _____

Arrangements for meals: Catering Campus Dining Room Nearby Restaurants

Arrangements for break refreshments _____
If on-campus catering is available, please submit a sample menu & cost sheet

Size of available rooms for workshops _____

Technology available _____

Location for plenary sessions _____

Location for morning worship _____

What Technology is available _____?

Financial Arrangements:

Facilities charges _____
Technology charges _____

Other charges _____

Other factors related to your school that should be considered _____

Are there 8 on-campus rooms available for the fall Executive Board planning meeting?

Cost per night per room? _____

ADME requests the host institution provide an administrative liaison to work with the ADME Administrative Assistant to facilitate conference preparation one day prior to the conference

Please submit this form with additional needed sheets to the current Executive Board President, Secretary, or Administrative Assistant.