



Annual Conference Hosting Application

Institution Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Primary Contact Person: _____

Phone: _____

Email: _____

Today's Date _____ Year Requested to Host the ADME Conference _____

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

Can ADME use the institution's meeting rooms for a plenary session and worship (seating 75) and 4 workshop rooms (seating 15-20) without charge?

Comments: _____ YES NO

Do the meeting rooms have current audio/visual and internet technology? YES NO

Can the Institution's audio department record plenary sessions? YES NO

Is there a charge? YES NO If so, include amount: \$ _____

Describe the availability of on-campus parking _____

Do you have authority to sign hosting contracts on behalf of your institution? YES NO

If not, how are hosting contracts arranged? _____

Nearest Major Airport(s): _____ Distance from Institution _____

Airport shuttles / taxis / public transportation to the Institution _____

Note availability of on-campus housing (number of rooms available) _____

Nearest conference type hotel(s)

Hotel 1: _____ Address: _____

Cost per night (including tax & parking): \$ _____ Distance from Institution _____

Is there free airport shuttle to hotel? YES NO

Hotel 2: _____ Address: _____

Cost per night (including tax & parking): \$ _____ Distance from Institution _____

Is there free airport shuttle to hotel? YES NO

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 and location of rooms for workshops _____

Technology available _____

Location for plenary sessions _____

Technology available _____

Location for morning worship _____

Technology available _____

FINANCIAL ARRANGEMENTS

Facilities charges _____

Technology charges _____

Additional charges _____

Are there 8 on-campus residential rooms available for Fall Executive Board planning meeting?

YES NO If so, include amount: \$ _____

Other factors related to your institution that should be considered: _____

ADME requests the host institution provide an administrative liaison to work with the ADME Administrative Assistant while planning the conference and during the conference.

Please submit this form and any other requested documents to the current Executive Board President or Administrative Assistant (admeassist@gmail.com).