



## 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. For more information on what is involved email [admeassist@gmail.com](mailto:admeassist@gmail.com).

*Please submit this form and any other requested documents to the current Executive Board President, Secretary, or Administrative Assistant ([admeassist@gmail.com](mailto:admeassist@gmail.com)).*