APSE National Conference Host Chapter Application

State Chapter:

Primary Contact Name:
Phone Number:  Email Address:

Secondary Contact Name:
Phone Number:  Email Address:

Has your chapter hosted an in-state and/or regional event in the past?

☐ Yes  ☐ No

If yes, please describe:

NOTE: Letters of recommendation from event vendors and attendees are recommended.

The conference has attendance of between 500 and 700 people – do you have a city in your state that you would recommend that would have the potential to host this large of a gathering?

Recommended City:

Is there an airport located in/near this city?

Please describe availability of accessible ground transportation from the airport to the hotel?

Is there a specific venue (hotel, conference center) in this city that you recommend or have experience with (if so, please describe)?
Do you have a specific year that your chapter would want to host the national APSE Conference?

☐ Yes    ☐ No

If yes, what year?

A requirement of a host chapter is the willingness to commit to procuring State and Local Sponsors for the national conference. Do you agree to this, and to develop/submit an action plan for sponsorship development to National APSE?

☐ Yes    ☐ No

Please provide an estimate of the sponsorship dollars you believe can be raised by the Chapter:

An additional ask of a host chapter is the willingness to identify social activities that conference attendees may enjoy close to conference site. Do you agree to develop/submit recommendations to National APSE?

☐ Yes    ☐ No

Attached to this application is the standard template of the Memorandum of Agreement between National APSE and the host chapter. Please review and indicate your chapter’s agreement to the terms.

☐ We agree    ☐ We request changes (please describe briefly below)