



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)