



# 2019 NACURH Annual Conference

## Bid Information

Conference bids for the 2019 NACURH Annual Conference will be presented to the NACURH Boards at this year's Annual Conference at Arizona State University – Tempe Friday, May 25, 2018.

All inquiries about the bidding process for the 2019 Annual Conference should be directed to Christina Aichele, NACURH Conference Resource Consultant (CRC), via email at [crc@nacurh.org](mailto:crc@nacurh.org). The CRC also is able to send copies of past bids and wrap-up reports upon request.

Schools are encouraged to read through the [NACURH Policy Book](#) (Conference section) for bid requirements and NACURH conference policies.

### 2019 NACURH Annual Conference Timeline

- 🏆 **Beginning Monday, September 25, 2017:** Information and applications will be made available to member schools through the NACURH website and regional listservs.
- 🏆 **By Sunday, October 1, 2017:** 2019 Annual Conference marketing begins.
- 🏆 **Friday, December 1, 2017 at 11:59 p.m. EASTERN (10:59 p.m. Central/9:59 p.m. Mountain/8:59 p.m. Pacific/5:59 p.m. Hawaii):** Letters of intent; NACURH 2019 applications; and, pre-bids in PDF format (optional), are due to [crc@nacurh.org](mailto:crc@nacurh.org).

\*Note: Pre-bids are not mandatory to submit final bids to host the conference. The purpose of a pre-bid is to provide the Boards with a rough draft from which to provide feedback in preparation for a final bid.

- 🏆 **By Tuesday, December 5, 2017:** Confirmation emails sent to schools by CRC.
- 🏆 **Tuesday, January 2-Sunday, January 7, 2018:** NACURH Boards will meet at the Semi-Annual Business Meeting and review pre-bids.

- 👤 **By Wednesday, January 31, 2018:** Schools that submitted pre-bids will receive feedback from the CRC.
- 👤 **Before Sunday, April 15, 2018:** Schools should contact the CRC to receive a copy of the Host School Acknowledgement Form to include in their final bid.

\*Recommended at least two weeks in advance of this date (**Sunday, April 1, 2018**).

- 👤 **Sunday, April 15, 2018:** To successfully be considered to host the 2019 NACURH Annual Conference, the following must be submitted:
  - 👤 Original, signed copy of the Host School Acknowledgement Form mailed to the CRC (address provided upon request of form).
- 👤 **Monday, April 16, 2018:** Confirmation emails will be sent to institutions that submitted Host School Acknowledgement Forms by CRC.
- 👤 **Tuesday, May 1, 2018 at 11:59 p.m. EASTERN (10:59 p.m. Central/9:59 p.m. Mountain/8:59 p.m. Arizona and Pacific/5:59 p.m. Hawaii):** Bids must be submitted online in PDF format to the following link:

<http://www.nacurh.org/submit/>

- 👤 **By Saturday, May 5, 2018:** Confirmation emails sent to schools by CRC after verification that bids meet NACURH policy requirements.
- 👤 **Wednesday, May 9, 2018 (Tentative):** CRC will contact bid teams regarding final presentation specifics: practice time, room size, technology needs, and presentation time.
- 👤 **Friday, May 25, 2018:** Present bid at 2018 Annual Conference at Arizona State University – Tempe.
- 👤 **By Tuesday, July 31, 2018:** Feedback given to all bid teams.

*Note: Please do not contact the 2018 NACURH Annual Conference office/staff regarding the bidding process. All inquiries about the bidding process for the 2019 NACURH Annual Conference should be directed to Christina Aichele, NACURH Conference Resource Consultant (CRC), via email at [crc@nacurh.org](mailto:crc@nacurh.org).*

Please complete the following for your bid to be considered.

Date:

---

School Name:

---

Region:

---

Conference Theme:

---

Proposed Conference Dates:

---

Actual Conference Dates (to be completed by CRC):

---

Bid Chair(s) Name(s):

---

Bid Chair(s) Email Address(es):

---

Bid Chair(s) Phone Number(s) (cell or other primary number):

---

Bid Advisor Name:

---

Bid Advisor Email Address:

---

Bid Advisor Phone Number:

---

## Conference Resource Consultant Contact Information

Christina Aichele  
NACURH CRC  
Email: [crc@nacurh.org](mailto:crc@nacurh.org)