

IMPACT Conference Host Application

Phase 1: High Level Requirements Checklist

The first phase of the application is to review the below checklist of high level requirements for IMPACT Conference hosts. Once you have confirmed you can accommodate the event, we will send more information. A digital copy can be found at:

<https://www.impactconference.org/about-the-conference/host-the-conference/>

Campus Name: _____

Campus Location (City & State): _____

Primary Contact Name: _____

Primary Contact Email: _____

Secondary Contact Name: _____

Secondary Contact Email: _____

Proposed Year(s)/Date(s): Proposed conference days are Thursday night through Sunday afternoon. Our preferred dates are for middle to late February. The earliest part of March could be considered as well but affects spring service trips for many campuses and professionals in the field.

Conference Year: ☐ 2025 ☐ 2026 ☐ 2027

Date Option 1: __/__/25 through __/__/25 __/__/26 through __/__/26 __/__/27 through __/__/27

Date Option 2: __/__/25 through __/__/25 __/__/26 through __/__/26 __/__/27 through __/__/27

ACCOMODATIONS

Lodging ☐ Yes ☐ No ☐ Not sure

Are there local hotels within 15 minutes of campus that could hold blocks for up to 600 people?

Local Airport ☐ Yes ☐ No ☐ Not sure

Is an airport located within 90 minutes of campus?

FACILITIES

Keynote Space ☐ Yes ☐ No

A large space (on-campus or at the hotel) that can hold a maximum of 700 people; traditionally a ballroom or auditorium.

Opportunities Fair ☐ Yes ☐ No

A large space to host at least 40 exhibiting tables and at least 150 people at a time.

Dining Area(s) ☐ Yes ☐ No

An area where food can be distributed to and eaten by a maximum of 700 attendees?

3-5 Large Meeting Spaces ☐ Yes ☐ No

Spaces that can hold 40-75 people for various activities.

Administrators Reception Area ☐ Yes ☐ No

Reception space where bar service and appetizers can accommodate at least 75 people.

20-25 Classroom/Workshop Spaces ☐ Yes ☐ No

Total classrooms of 15-30 capacity. Each must be able to accommodate a maximum of 700 people at all times.

Service Partners ☐ Yes ☐ No

A service partner that could provide opportunities for a community service event.

Meal Provider ☐ Yes ☐ No

On-campus provider of meals or an authorized vendor that can cater on the campus.

Conference Inclusion Standards

Gender-inclusive restrooms ☐ Yes ☐ Willing to Accommodate ☐ No

Teleprompter/Closed Captioning ☐ Yes ☐ Willing to Accommodate ☐ No

Wheelchair/mobility assistance accessible ☐ Yes ☐ Willing to Accommodate ☐ No

Spiritual/Prayer Room ☐ Yes ☐ Willing to Accommodate ☐ No

If no to any conference inclusion standards, please explain: _____

Next Steps

Thank you for taking the time to fill out this form. Once completed, please give this to a member of the IMPACT Board of Directors in person at the conference or email it to

boardchair@impactconference.org. We will be in contact shortly about next steps.