

# IMPACT Conference Host Application

## Phase 1: High Level Requirements Checklist

Thank you for your interest in hosting the IMPACT Conference! The first phase of the application is to open the conversation and discuss high-level logistics for IMPACT Conference hosts. After we review Phase 1 of your application, we will contact you before moving on to Phase 2. More information can be found at: <https://www.impactconference.org/about-the-conference/host-the-conference>.

### CONTACT INFORMATION

Campus Name: \_\_\_\_\_

Campus Location (City & State): \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_

Primary Contact Email: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Secondary Contact Email: \_\_\_\_\_

### DATES

**Proposed Year(s)/Date(s):** Proposed conference days are typically 2-3 days, from Thursday night through Saturday evening. 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

### VALUE ALIGNMENT

Reflecting on [IMPACT's mission, vision, and values](#), do you anticipate any concerns given the political landscape of your state?  Yes  No  More information:

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### ACCOMMODATIONS

**Lodging**  Yes  No  Not sure

Are there local hotels within 15 minutes of campus that could hold blocks for up to 450 people?

**Local Airport**  Yes  No  Not sure

Is a medium/large airport located within 30-45 minutes of campus?

### FACILITIES

**Keynote Space**  Yes  No

A large space (on-campus or at the hotel) that can hold a maximum of 450 people; traditionally a ballroom or auditorium.

**Opportunities Fair**  Yes  No

A large space to host at least 30 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 450 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 60 people.

**15-20 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

Service partners 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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Describe recycling, composting, or other sustainability practices on your campus: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 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](mailto:boardchair@impactconference.org). We will be in contact shortly about next steps.