

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 (check all willing to consider): ☐ 2027 ☐ 2028 ☐ 2029

Date Option 1: ____/____/27 through ____/____/27 ____/____/28 through ____/____/28 ____/____/29 through ____/____/29

Date Option 2: ____/____/27 through ____/____/27 ____/____/28 through ____/____/28 ____/____/29 through ____/____/29

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:

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

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 450 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. We will be in contact shortly about next steps.