

IMPACT Conference Host Application

Phase 2: Detailed Application and Proposal Packet

Thank you for your interest in hosting the IMPACT Conference! Phase 2 of the host campus application process is a combination of providing supplemental materials, completing forms, and filling out checklists. If you have any questions during the process, please reach out to the [IMPACT Conference Board Chairs](#) for assistance. We may reach out once your Phase 2 application is submitted for clarification or additional information.

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Key Contact Information:

Does your campus have an Events / Conference Office? ☐ Yes ☐ No

Lead contact name: _____

Lead contact title: _____

Lead contact office/department: _____

Lead contact email address: _____

Lead contact phone number: _____

Secondary contact name: _____

Secondary contact title: _____

Secondary contact office/department: _____

Secondary contact email address: _____

Secondary contact phone number: _____

Complete as applicable below

Additional contact name: _____

Additional contact title: _____

Additional contact office/department: _____

Additional contact email address: _____

Additional contact phone number: _____

Additional contact name: _____

Additional contact title: _____

Additional contact office/department: _____

Additional contact email address: _____

Additional contact phone number: _____

Additional contact name: _____

Additional contact title: _____

Additional contact office/department: _____

Additional contact email address: _____

Additional contact phone number: _____

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

Conference Places and Spaces Checklist

Please check boxes where applicable. Add details as necessary. Submit supplemental materials as relevant (i.e. link to website for pricing, room layout, campus map, etc).

Activity	Capacity		Name of Building/Space Options	Accessibility Notes	Pricing	More Notes
Keynotes and Panels	<input type="checkbox"/>	450+ people				
Opportunities Fair	<input type="checkbox"/>	30 tables, 150 people				
3-5 large meeting spaces	<input type="checkbox"/>	40-75 people				
Admin Reception	<input type="checkbox"/>	75 people + food/bar service + A/V services (can occur off-campus)				
15-20 workshop spaces	<input type="checkbox"/>	15-30 people per room				

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- ☐ Wifi is available in all conference spaces. Notes: _____

- ☐ Technology is available in most/all spaces listed above. Notes: _____

- ☐ Technology support is available for keynotes and panel, workshop, and large meeting spaces during all conference times. Notes: _____

- ☐ Free printing is available for the Planning Committee (largely, nametags and last-minute handouts for spaces or workshop presenters). Notes: _____

Campus Dining and Meal Service

We may not utilize all meals, and will formalize this with dining closer to the conference, pending conference schedule. Meals should be planned for 450 people.

	Options (i.e. grab-n-go, seated, swipe at dining hall, etc)	Price Range per Person	Location
Thursday afternoon snack			
Friday lunch			
Saturday lunch			
Saturday dinner			
Sponsorship reception (75 people) Friday evening			

- ☐ Campus dining or catering can accommodate a variety of dietary needs (i.e. vegan with protein options, gluten-free, dairy-free, etc). Notes: _____
- _____
- _____

Proposed Budget

Meals provided by campus dining services			
	Days	Meal per person cost breakdowns	Total cost
Meals	Thursday, Friday, Saturday		
Sponsorship Reception	Friday		
Total			
Facility Costs			
	Days	# of Rooms	Total cost
Classrooms	Friday, Saturday	20 rooms - includes AV + 3 meeting rooms for Board and planning committee (Tue - Saturday)	
Keynote Space	Thursday - Saturday	Includes AV, stage set-up, chairs, and 2 screens	
Total			
Misc. Costs (e.g., Printing services, Parking, Off-Campus Transportation, etc.) **Add more Rows, as needed**			
Item	Description	Individual Cost	Total cost
Total			

Transportation and Lodging

Transportation

Airport Name	Airport Abbreviation	Distance from Campus	Number of Terminals	Accessible by Public Transit (y/n)	Rental Car Companies At Airport (y/n)

☐ Uber/Lyft/taxi services are available on/near campus and near the community. Notes: _____

☐ Public transportation is available on/near campus and near the community. Notes: _____

☐ Parking is available on campus for attendees. List cost and parking lot options: _____

Lodging/Hotels

If you have hotel recommendations or partnerships you'd like us to honor, please list below. Completing the table is not required.

Hotel Name	Hotel Address	Distance from Campus	Shuttle to/from Airport (y/n)	Average Price

☐ AirBnbs or other alternative lodging is available in the area. Notes: _____

Accessibility and Sustainability Checklist

Tier 1: Must Haves

- ☐ Wheelchair accessible buildings (ramps, lifts, or similar available)
- ☐ Wheelchair accessible rooms (no “stair-only” access, no sudden slopes, no protruding and unmovable objects, etc)
- ☐ Elevator and/or ramp available to access **all** conference spaces
- ☐ Captioning options available through a live captioning service (not through Zoom)
 - ☐ Virtual
 - ☐ In-person
- ☐ ADA compliant restrooms near every conference space
- ☐ Interpreter services available upon request (with request process shared in advance)
- ☐ Food allergen options and ingredient lists readily available (for all campus dining)
- ☐ Accessible parking
- ☐ Push access for all building doors in conference building spaces
- ☐ Quality microphones for clear sound when speaking, with various microphone style options available to match speaker needs (handheld, lapel, etc)
- ☐ Chairs without armrests available in all conference spaces
- ☐ Outdoor spaces must be accessible and smooth for wheelchair, scooter, and walker users, and must not risk injury (mud, uneven and unpaved ground, etc are not permissible)
- ☐ All desks/tables should either be wheelchair accessible or adjustable to accommodate all attendees
- ☐ **In the event that something is needed day of/during the conference, a team member will be on site to troubleshoot and assist as needed**

Tier 2: Preferred, Not Required

- ☐ Lactation space
- ☐ Meditation or prayer space
- ☐ Gender inclusive restrooms
- ☐ Clear directional signage for all conference spaces
- ☐ Service animal relief space available
- ☐ Golf car, scooter, or other mobility aid equipment available upon request
- ☐ Water fountains/refill stations in conference buildings
- ☐ Recycling available in conference buildings
- ☐ Composting available in conference buildings
- ☐ Smoke-free buildings

Service-Learning/Community-Based Engagement

In whatever format feels most relevant, please share:

- ☐ Information on host campus and service/service-learning office.
- ☐ Listing of potential service-related partners on campus and in the community.
- ☐ How you envision students from your campus engaging in the conference. This can include as part of our planning committee, key partners in planning events, applying to workshops, or other ideas.

Supplemental Materials to Provide:

Proposals for hosting the IMPACT Conference should consist of a document that includes the following information:

- ☐ An explanation of why your campus would like to host the IMPACT Conference and how it aligns with our Mission, Vision, and Values. You can learn more about our Mission, Vision, and Values [on our website here](#). In your written explanation, please touch on the below three items:
 1. IMPACT wants to partner with institutions that are working against white supremacy and other systems of oppression. Tell us your story, giving us examples of how both your office and the institution as a whole are committed to this work.
 2. Tell us about your campus culture. How does it allow your students to thrive and make an impact?
 3. Tell us more about the community your campus is in. How does its culture affect the work of your students? Who are key community organizations and leaders you partner with? (optional: Would they be interested in supporting your efforts to bring a successful IMPACT Conference to your region?)
- ☐ Letter(s) of support from campus and/or community and a letter from a Vice Chancellor or Vice President or higher level administrator officially agreeing for campus to serve as a host site for IMPACT.
- ☐ Confirmation that the IMPACT Planning Committee and Board of Directors can come to campus for a planning retreat during a weekend in the Fall (typically a Thursday-Sunday in September or October). We would need access to two rooms that can hold 10-25 people as well as access to campus WiFi and the opportunity to meet with key partners (dining, service-learning center staff, etc).
- ☐ A brief explanation of your campus's emergency/evacuation policies and procedures for events and how our planning committee can access this information if the need occurs during the conference. Linking to campus or event emergency protocols will suffice. Consider IMPACT access to emergency alert notification systems, etc.