

CONFERENCE-IN-A-BOX REQUEST FORM

Conference-in-a-Box is a turnkey event kit offered to ASEE field units who want to host their own mini-conference or professional development event. Field units can choose from a wide range of event support activities and receive access to the NEMO conference management system for paper submission and review process support, a secure registration system, logistical support, and more, making it easy to provide high-quality learning and networking opportunities.

More information, including step-by-step instructions, is available on the [Conference-in-a-Box Event Support webpage](#).

SECTION 1 – GENERAL INFORMATION

A. Name of Conference:

B. Conference Dates:

C. Conference Location:

D. Contact Name:

E. Contact Email:

SECTION 2 – CONFERENCE INFORMATION

- Will ASEE be handling hotel site selection and contract negotiation? (Be advised that if advance site inspection is required, ASEE staff travel and lodging costs will need to be reimbursed by the field unit.)

☐ Yes ☐ No If yes, please fill out the following questions:

- What is the preferred region and/or city of the conference?
-

- What are the preferred conference dates? (Ex: first week of June, third week of February, exact dates)
-

- What is the preferred sequence of days for the conference? (Ex: Monday, Tuesday, Wednesday; Friday, Saturday, Sunday etc.)
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- What concessions are important to the group?

- ☐ Discounted rooms for conference staff
- ☐ Internet for guest rooms
- ☐ Internet for meeting rooms
- ☐ Complimentary meeting rooms
- ☐ Discounts on audiovisual (AV)
- ☐ Discounts on food and beverage (F&B)
- ☐ Available guest room upgrades
- ☐ Airport transfer (if available)
- ☐ VIP arrangements (such as hospitality suites, etc.)
- ☐ Guest room rate range

SECTION 3 – PAPER SELECTION/PRESENTATION PROCESS

- Does the conference have a paper management process?

☐ Yes ☐ No

If yes, will ASEE be managing the paper process?

☐ Yes ☐ No

If yes, will the papers be published?

☐ Yes ☐ No

- Will there be posters?

☐ Yes ☐ No

If yes, will the posters be published?

☐ Yes ☐ No

- Will there be reviews of the papers/posters throughout the selection process?

☐ Yes ☐ No

If yes, how many reviews per paper phase? _____

- Will multiple ASEE Divisions be involved with the conference?

☐ Yes ☐ No

If yes, please provide the Division names and the names and emails of the chairs:

Division Name	Division Chair	Division Chair Email

- Will the conference have a call for papers?

☐ Yes ☐ No

- Will a conference author's kit be provided?

☐ Yes ☐ No

- Please provide the relevant dates for the steps below. *Leave blank any that do not apply

Milestone	Date
Abstracts Open	
Abstract Upload Deadline	
Abstract Decision Deadline	
Draft Paper Upload Deadline	
Draft Decision Deadline	
Draft Revision Upload Deadline	
Revision Decision Deadline	
Final Paper Upload Deadline	
Author/Presenter Registration Deadline	
Other	

SECTION 4 – SESSIONS

- Do you have an RFP (request for proposal) for session content? (Will you be asking attendees to submit session requests/content?)

☐ Yes ☐ No

If yes, will ASEE be managing the request for proposal process for the group?

☐ Yes ☐ No If yes, please fill out the rest of Section 4.

- What types of sessions will be included? Check all relevant boxes.

☐ Workshops ☐ Panel sessions

- Will there be concurrent sessions?

☐ Yes ☐ No

If yes, please answer the questions below.

☐ Technical sessions

☐ Other: _____

- How many concurrent sessions will there be at any given time?

- Would the group want ASEE to list all sessions online?

☐ Yes ☐ No

If yes, please provide the following details:

Session Name	Session Room	Session Date	Session Time

- Please provide the following session setup dates. Leave blank any that don't apply.

Milestone	Date
Session Requests Open	
Session Requests Close	
Session Accept/Reject Deadline	
Finalize Session Deadline	

SECTION 5 – REGISTRATION

- Will ASEE be managing the events registration process?

☐ Yes ☐ No

If yes, please provide the various registration types and fees, as well as open and close dates for when particular registrations are available.

Registration Type	Registration Fee	Open Date	Close Date

SECTION 6 – PRE-CONFERENCE LOGISTICS

- Will ASEE create a logistics schedule for the group?

☐ Yes ☐ No

- Will ASEE negotiate food and beverage (F&B) prices and menus?

☐ Yes ☐ No

If yes, what is the F&B budget for the event? \$ _____

- Will ASEE negotiate the necessary audiovisual (AV) for each room?

☐ Yes ☐ No

If yes, what is the AV budget for the event? \$ _____

- Will ASEE negotiate with third-party vendors on behalf of the event?

☐ Yes ☐ No

If yes, please complete list of anticipated third-party vendors:

Vendor Type	Service Anticipated

SECTION 7 – SPONSORS/EXHIBITORS

- Will the event have sponsors and/or exhibitors?

☐ Yes ☐ No

If yes, will ASEE manage sponsor/exhibitor logistics? Ex: registration, coordinating of displays, etc.

☐ Yes ☐ No

If yes, will ASEE help raise sponsorship for the event? (If so, ASEE will require a 15% commission on all sponsorship gross revenue. ASEE will coordinate all such sponsorship efforts with the event's organizing committee.)

☐ Yes ☐ No

SECTION 8 – ON-SITE SUPPLIES

- Will ASEE coordinate on-site supplies

☐ Yes ☐ No

If yes, please select the materials that ASEE will provide:

- ☐ Registration materials
- ☐ Badges
- ☐ Badge holders
- ☐ Lanyards
- ☐ Registration bags
- ☐ Room signs
- ☐ Sponsor signs
- ☐ Directional signs
- ☐ Handouts
- ☐ Printed programs
- ☐ Other: _____

CONFERENCE-IN-A-BOX PRICE LIST

- Online registration services, paper management, and ASEE HQ staff support — **\$2,000**
- Site selection and contract negotiation, as needed — **\$1,500** minimum (Price may vary depending on needs. Travel costs will be added separately.)
- Registration supplies — **\$500** plus 1) the cost of supplies, such as badge holders, lanyards, printing of programs, etc., and 2) the cost to ship and/or distribute supplies
- Other printed materials — **\$500** fee if layout and graphic design services are provided, plus cost to produce and ship materials
- Coordinating sponsor and exhibitor registration, displays, and fulfillment — **15%** commission fee

CONFERENCE-IN-A-BOX PAYMENT PROCESS

- Conference fees will be confirmed with organizer once the form has been completed and received.
- Invoices for conference fees are processed at the conclusion of the conference and sent to the organizer for confirmation.
- Conference organizers have the following three options for payment: Please check one*

☐ **Pay with the proceeds from the conference**

- The BASS report summary page for this conference/field unit will show separate line items for revenue and expenses.
- Expenses will be deducted from the revenue.
- The net value of proceeds will be noted and will remain in the BASS account.
- Transaction details will be noted on a separate tab from the overall summary page.

☐ **Pay with the field unit's available BASS balance**

- Option offered provided that Conference in-a Box was not used to collect registrations
- The same procedure will apply above, with the revenue line item for the conference noted as \$0.00.
- There must be a positive balance in the BASS account to select this option.

☐ **Apply the Conference-in-a-Box fee to the field unit's *unavailable balance***

- If the BASS account has an unavailable balance that is more than the total fee, organizers can have the fee deducted from the unavailable balance owed by ASEE.
- The same invoice process, etc. above will apply.

Please note: field unit chairs will need to sign this form/approve all options.

Conference Organizer:

I acknowledge and confirm the above Terms and Conditions.

Name: _____

Signature: _____

Email: _____

Date: _____

Field Unit Chair:

I acknowledge and confirm the above Terms and Conditions.

Name: _____

Signature: _____

Email: _____

Date: _____