



ASEE CONFERENCE-IN-A-BOX FORM

SECTION 1 – GENERAL INFORMATION

- 1A. Name of Conference: _____
- 1B. Contact Name: _____
- 1C. Contact Email: _____
- 1D. Date (of when form is completed): _____
- 1E. Is your meeting already Established?
☐ Yes ☐ No *if yes answer below
- 1Ea. Dates of Conference: _____
- 1Eb. Location of Conference: _____

SECTION 2 – CONFERENCE INFORMATION

- 2A. Will ASEE be handling hotel site selection and contract negotiation. Be advised if a site inspection is required, the cost of travel will need to be reimbursed.
☐ Yes ☐ No *if yes, please fill out the following
- 2B. What is the preferred region and/or city of the conference? _____
- 2C. What are the preferred dates of the conference? *Ex: first week of June, Third week of February.*

- 2D. What is the preferred pattern of days is the conference?
Ex: Monday, Tuesday Wednesday; Friday, Saturday, Sunday etc.

- 2E. What concessions are important to the group?
- | | |
|--|---|
| ☐ Staff discount rooms | ☐ Available sleeping room upgrades |
| ☐ Internet for sleeping rooms | ☐ Airport transfer *if available |
| ☐ Internet for meeting rooms | ☐ VIP arrangements |
| ☐ Complimentary meeting room rental | *such as hospitality suites etc. |
| ☐ Discounts on AV | ☐ Room rate range |
| ☐ Discounts on F&B | _____ |

SECTION 3 – PAPER PROCESS

3A. Does the conference have a paper process?
☐ Yes ☐ No *if yes then please answer the below

3B. Will ASEE be managing the paper process?
☐ Yes ☐ No *if yes please answer the below

3Ba. Will the papers be published?
☐ Yes ☐ No

3C. Will there be posters?
☐ Yes ☐ No *if yes please answer the below

3Ca. Will the posters get published?
☐ Yes ☐ No

3D. Will there be reviews of the papers throughout the paper process?
☐ Yes ☐ No *if yes answer the below

3Da. How many reviews per paper phase? _____

3E. Will the conference have multiple tracks?
☐ Yes ☐ No *if yes please answer the below

3Ea. Please provide the name of the track, track chair's name, track chairs email?

Track Name	Track Chair	Track Chair Email

3F. Will the conference have a call for papers?
☐ Yes ☐ No

3G. Will an authors kit be provided?
☐ Yes ☐ No

3H. Please provide the relevant dates for the below deadlines.
 *you do not need to fill out all dates, only the ones that are relevant to the meeting

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

SECTION 4 – SESSIONS

4A. Do you have an RFP (request for proposal) for session content? *i.e. will you be asking attendees to submit session requests/content?

☐ Yes ☐ No *if yes please answer below

4Aa. Will ASEE be managing the process for the group?

☐ Yes ☐ No *if yes please fill out the rest of section 4

4B. What types of sessions will be? (check off the relevant boxes)

☐ Workshops

☐ Technical sessions

☐ Panel sessions

☐ Other _____

4B. Will there be Concurrent Sessions?

☐ Yes ☐ No *if yes, please answer the follow

4Ba. How many concurrent sessions will there be at any given time? _____

4C. Would the group want ASEE to list the sessions online?

☐ Yes ☐ No *if yes then ASEE will need the following information

4Ca. Please provide the following information so that ASEE can list the conference sessions online.

Names of Sessions	Session Room	Session Date	Session Time

4Cb. Please Provide the following session setup dates *please only fill out the dates relevant to the meeting:

Session Requests Open	
Session Requests Closed	
Session Accept/Reject Deadline	
Finalize Session Deadline	

SECTION 5 – REGISTRATION

5A. Will ASEE be managing the events registration process

☐ Yes ☐ No *if yes please provide the following information

5B. Please provide the various Registration types, fees as well as open and close dates for when a particular registration is available.

Names of Sessions	Registration Fee	Open Date	Close Date
Ex. Early Bird Registration	Ex: \$150	Ex 5/15/2027	Ex 6/15/2027

SECTION 6 – PRE-CONFERENCE LOGISTICS

6A. Will ASEE create a schedule for the group?

☐ Yes ☐ No

6B. Will ASEE negotiate Food and Beverage prices and menus?

☐ Yes ☐ No *if yes please answer below

6Ba. What is the budget for the F&B for the event? \$_____

6C. Will ASEE negotiate the necessary Audio Visual per room for the event?

☐ Yes ☐ No *if yes please answer the below

6Ca. What is the budget for the AV for the event? \$_____

6D. Will ASEE be negotiating with third party vendors on behalf of the event?

☐ Yes ☐ No

List of anticipated third party vendors

Vendor Type	Service Anticipated

SECTION 7 – SPONSORS/ EXHIBITORS

7A. Will the event have sponsors and/ or exhibitors?

☐ Yes ☐ No *if yes please answer below

7Aa. Will ASEE be managing sponsor/exhibitor logistics. Ex: registration, coordinating of displays etc.

☐ Yes ☐ No

7B. Will ASEE to help raise sponsorship for the event? *be advised that ASEE will receive a 15% commission on all gross sponsorship revenue. ASEE will coordinate sponsorship efforts with the events organizing committee.

☐ Yes ☐ No

SECTION 8 – ON-SITE SUPPLIES

8A. Will ASEE be coordinating on-site supplies?

☐ Yes ☐ No *if yes please answer below

8Aa. Please select the materials that ASEE will be providing?

☐ Registration Materials

☐ Sponsor Signs

☐ Badges

☐ Directional Signs

☐ Badge Holders

☐ Handouts

☐ Lanyards

☐ Printed Programs

☐ Registration Bags

☐ Room Signs

☐ Other _____

SECTION 9 – ON-SITE LOGISTICS

9A. Will ASEE be managing the events onsite logistics?

☐ Yes ☐ No *if yes please answer the below

9Aa. Will ASEE staff be running the registration desk?

☐ Yes ☐ No

9Ab. Will ASEE be providing staffing for session support?

☐ Yes ☐ No

CONFERENCE IN A BOX PRICE LIST:

- Site selection & contract negotiation - \$1500 minimum *price may vary depending on what is needed.
- Online registration services and support - \$2000
- Paper management (for posters, and papers) is \$25 per published or presented poster and/or paper
- Staffing of on-site registration and logistics: \$3,500.00 flat fee *plus cost of airfare, hotel, and per diem per person
- Registration Supplies: \$500 plus the Cost of supplies. i.e. badge holders, lanyards, printing programs etc. and the Cost to ship and/or distribute supplies
- Printed materials (signs, programs, etc.) — \$500 fee if services for layout and design of graphics/printed materials are provided — Cost to produce and ship materials
- Coordinating sponsor and exhibitor registration, displays & fulfillment — 15% commission fee

Conference in-a - Box Payment Process:

1. Conference fees will be confirmed with organizer once the form has been completed and received
2. Invoices for conference fees are processed at the conclusion of the conference and sent to the organizer for confirmation.
3. Conference Organizers have the following three options for payments:

Please check one*

Pay with the proceeds from the conference.

- i. The BASS Report Summary Page for this conference/field unit will show line items for revenue and separate line items for expenses.
- ii. Expenses will be deducted from the Revenue
- iii. The net value of proceeds will be noted and will remain in the

BASS Account

- iv. Detail transactions will be noted on a separate tab from the overall summary page

Pay with the Field Unit's BASS Available Balance.

- i. Providing that Conference in-a Box was not used for registration revenue, or other types of revenue.
- ii. The same procedure will apply above, with the revenue line item for the conference noted as \$0.00
- iii. There must be a positive balance in the current BASS to select this option

Apply the conference in a box fee to the Field Unit's "Unavailable Balance"

- i. If the BASS account has an unavailable balance that is more than the total fee, organizers can apply the fee to the unavailable balance.
- ii. 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: _____

Date: _____

Field Unit Chair: *

I acknowledge and confirm the above Terms and Conditions*

Name: _____

Signature: _____

Email: _____

Date: _____