



Association of Arts Administration Educators

Association of Arts Administration Educators Annual Conference Proposal

Environment/Rationale for This Conference Location:

For more information please see website:

Location

Download a Visitors Guide for more information about our location:

Facilities

(3) conference rooms available: _____ seats

1-2 plenary rooms available: _____ seats

- technology and AV support staff available during the event
- Signage for parking and location
- Custodial needs (trash cans, restrooms, etc.)
- Extra tables, podium and chairs
- General security

Accommodations – Recommended Hotels, conference center, on-campus rooms, etc.

Catering

Personnel and/or Financial Support

- confer with AAAE staff and leadership to identify and contact desired potential speakers and help secure their participation.
- identify world-class arts events that conference participants will be able to attend and negotiate free or discounted tickets if possible

The AAAE member program will contribute up to \$_____ to help defray the costs of special speakers or events in conjunction with the conference.

Staff support before, during, and after the conference will be provided by

Number of Student volunteers available as needed _____

Transportation

Airport:

Taxi and Shuttle Service:

Public Transportation Service to/from/around conference location: