First-Year Engineering Experiences Conference

Conference Host Proposal

# For which year(s) would you like to be considered? (check all that apply)

☐ 2019 ☐ 2020 ☐ 2021

# Contact:

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Email: |  |
| Phone: |  |

# Host Institution:

|  |  |
| --- | --- |
| Name: |  |
| Location: |  |
| Size: |  |
| Characteristics (e.g., Private/Public, Rural/Urban, Total number of students: |  |

# First-Year Engineering:

|  |  |
| --- | --- |
| Number of first-year engineering students annually: |  |
| Number of engineering faculty teaching first-year engineering students: |  |
| Number and names of Required First-Year Engineering Courses: |  |
| Structure of first-year engineering: (e.g., college based, independent “first-year” department, based in traditional departments, common, required) |  |

# Potential Meeting Locations/Venues (in order of preference):

|  |  |
| --- | --- |
| Facility | Brief Description of space and distance to your campus |
|  |  |
|  |  |
|  |  |
|  |  |

# Would you be willing to host the conference in a nearby locale (up to 50 miles from your campus) if it meant a substantial reduction in the conference budget and the cost for conference attendees?

☐ Yes

☐ No

# Options for Hotel accommodations and pricing:

|  |  |  |
| --- | --- | --- |
| Site | Per night cost | Distance to meeting sites/distance to your campus |
|  |  |  |
|  |  |  |
|  |  |  |

# Available public transportation (including location of/distance to nearest airport, modes of transportation available to get to and from airport and to get to meeting site from hotels (and around town)):

|  |
| --- |
|  |

# Proposed Dates:

|  |
| --- |
|  |

# Provide a description of the potential conference highlights and unique opportunities that your site provides.

|  |
| --- |
|  |

# General Chair:

|  |  |
| --- | --- |
| Name: |  |
| Phone and email: |  |
| Brief Bio (~100 words) |  |

# Letter of Support: Attach a letter in support of hosting the FYEE conference from an appropriate administrative unit with fiscal authority (i.e., program head, department head, dean).

# Preliminary Budget Estimate: Attach a preliminary budget estimate. Please contact Patti Greenawalt ([p.greenawalt@asee.org](mailto:p.greenawalt@asee.org), 202-331-3522) for a preliminary budget template and budget guidance.

# Submit the completed form, the letter of support, and the preliminary budget estimate as a single PDF file to [FYEE\_Host\_Proposal\_Submission](https://virginiatech.qualtrics.com/jfe/form/SV_6SEyaOJLlpJqkf3).