**NACEP Regional Conference Endorsement Request**

Thank you for your interest and effort to host a regional conference on concurrent enrollment. We have found that state and regional conferences are effective ways to build local support for quality concurrent enrollment and to further extend NACEP's reach The Board's Program Development Committee is responsible for approving all requests for NACEP to endorse a regional conference. Endorsement by NACEP allows us to provide marketing support, allows for the use of NACEP's logo, arranging for NACEP speakers, connections to national speakers, and advice to the conference planning team. Member institutions will be responsible for the conference planning, securing a venue, financial responsibility, and covering the costs of any NACEP speakers.

*Please send the completed form and any supporting documents as email attachments to Kimberly Mobley at kmobley@nacep.org.*

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| Member Host Institution(s): |    |

Event Date(s):   Venue:   City:   State:

Anticipated Size:   Target Audience:

Primary Contact:   Title:

Primary Email:   Phone:

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| Committee Members: | Name Organization Email       |

1. Briefly describe the format of the conference and any planned topics, sessions, and speakers.

1. Describe how you anticipate NACEP to be represented and what support you need from NACEP.

1. List the anticipated major costs and the potential funding sources (e.g. charging attendees; state or institutional contributions; sponsors).

1. Who will be responsible for conference management (e.g. marketing, registration, catering, A/V, on-site staffing, etc).

1. Please provide any additional background information that will help us to evaluate your request (e.g. recent developments in concurrent enrollment in your state/region, other events happening in conjunction with this, needs or timeliness of this conference, etc.).