



**CONFERENCE SITE APPLICATION**

**Host Site Proposed Year:**

*Institutional members in good standing are eligible to submit applications.*

**A. AAAM Membership Information**

**1. Institution and AAAM Member Number:**

**2. Name of Primary Contact:**

**3. Title**

**/Position:**

**Address:**

**City**

**State**

**Zip**

**Email Address**

**Telephone**

**Fax**

**4. Name of Alternate**

**Contact: Title/Position:**

**Address:**

**City**

**State**

**Zip**

**E-mail Address**

**Telephone**

**Fax**

**B. Authorization**

I am authorized to represent my institution in the Site Application

process. Name / Title:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### C. Cultural and Business Amenities

1. Submit a letter of support that includes the following:
  - a. Briefly summarize your community assets, cultural and business opportunities.
  - b. State the year your community can host the AAAM conference.
  - c. Identify key persons who will assist in the conference planning process.
  - d. Identify other special events, celebrations, sporting activity or other meetings that may coincide with the AAAM conference.
  - e. Describe other partners that will aid your organization in providing financial and in-kind support for the conference.
  - f. Describe any challenges or situations that may prevent the planning and implementation process of the conference.
  - g. Describe other special events your organization sponsors and the population it attracts.
  
2. Please provide descriptions of three (3) possible host hotels, and their general contact information, along with a contact at the local convention & visitors' bureau:

#### HOTELS

#### CONVENTION & VISITORS' BUREAU

#### CONTACT

### D. Financial Commitment

The Host Committee will be responsible for all expenses incurred for:

- Pre-conference workshop(s),
- Evening receptions,
- Post-conference (Saturday) tour(s).
- Transportation costs to and from conference events, including evening receptions and Saturday tour(s). (Tours are to be self-funded).

**A \$15,000 host site fee is required. This fee is non-refundable and must be received within 60 days of notification of selection as the host site.**

Host Committee Authorized Representative:

*Please initial here to acknowledge acceptance of this policy: \_\_\_\_\_*

The Host committee must present a budget of expenditures to the AAAM conference committee no later than six months before the conference date for approval by AAAM board of directors.

## **E. Community Assets**

Institutions/organizations should allow adequate time to gather information on its networking system in order to gain major support from their community.

1. How will the conference benefit your community?
2. How will the community benefit from the conference?
3. List local political, business and government organizations that will support the conference.

### **ORGANIZATION**

### **CONTACT**

4. AAAM is committed to mentorship and introducing the field to younger generations. We continue to work with Historically Black Colleges and Universities (HBCUs), however, we do understand that not all demographic areas have an HBCU in their State or locality. List any HBCUs and colleges/universities in your community that will support the conference:
5. List any faith-based organizations in your community that will support the conference:
6. List any fraternities, sororities or social groups that will support the conference:
7. List any cultural organization, historical society, library, science center, zoo, botanical garden, etc. that may participate in the conference:

### **ORGANIZATION**

### **CONTACT**

8. List leading African American artists, historians and educators in your community.

**NAME**

**DISCIPLINE**

9. List your primary community partners:

**ORGANIZATION**

**CONTACT**

10. List charter buses, shuttles, taxis and other transportation assets.

11. List other hotels, motels and lodging accommodations that are available in close proximity to the host hotel.

12. What types of restaurants and indigenous food services are featured in your community?

13. List other community assets such as retail shops, artists markets, cultural districts, scenic destinations, malls, parks and historic sites, etc.

## **F. Challenges**

This section will help institutions/organizations determine the level of difficulty in planning, organizing, coordinating and achieving AAAM's conference objectives.

1. Will a staff manager or another individual provide special event planning assistance?

Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many?

2. Will your organization provide an individual(s) to assist with the conference on a daily basis?

Yes \_\_\_\_\_ No \_\_\_\_\_. If so, how many and indicate timeframe.

3. How will your organization receive community support for the conference?

4. Are there any threats or opposition to hosting the conference in your community?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please describe.

## **G. Preliminary Visit**

The AAAM Conference Site Assessment Committee, working with representatives of the proposed Host Committee and the Host City Convention & Visitors Bureau, will conduct a preliminary site visit to ensure that the conference objectives can be achieved in partnership with your institution/organization. The following items should be considered when planning a site visit:

1. Travel and lodging expenses for AAAM Conference Site Committee members (not to exceed three) shall be borne by the host site.
2. An AAAM orientation with host site members and other primary partners.
3. A proposed budget and funding strategy.
4. Transportation to and from proposed host hotels and all other conference venues.
5. Host site assets and challenges.

**H. Marketing Potentials**

List media sources that will support a marketing and public relations strategy for the conference:

**MEDIA**

**CONTACT**

**I. Transportation and Location**

Please list names and location of transportation hubs (airport, train station, etc.)

**NAME**

**LOCATION**

**J. Evaluation**

A post-conference evaluation will be conducted to determine the following:

1. How did the local organization benefit from the conference?
2. Did the local organization meet AAAM expectations?
3. Did the conference attract new AAAM members?
4. What did the staff and volunteers learn?
5. Were financial obligations met?
6. What should have been different, given the opportunity?

\* \* \* \* \*

**DEADLINES:**

**-January 15, 2020 for 2022      -January 15, 2021 for 2023**

**-January 15, 2022 for 2024      -January 15, 2023 for 2025**

**A hard copy of the completed application can be sent to:**

**AAAM  
 c/o Conference Host Selection Committee  
 PO Box 23698  
 Washington, DC 20026**

**An electronic version of the completed application can be forwarded (as an e mail attachment) to: [info@blackmuseums.org](mailto:info@blackmuseums.org)**