

**CONSORTIUM OF COLLEGE AND UNIVERSITY MEDIA CENTERS
CONFERENCE HOST PROPOSAL**

1. Host(s) Contact Information

Host #1

Institution: _____

Institutional Representative: _____

Telephone #: _____

E-mail: _____

Host #2 (If applicable)

Institution: _____

Institutional Representative: _____

Telephone #: _____

E-mail: _____

2. Proposed dates for meeting

Preferred Dates: _____

Option 2: _____

3. Proposed site information

Preferred Hotel/Meeting facility name: _____

Address: _____

City/State: _____

Distance from institution: _____

Estimated cost of meeting rooms: _____

Wireless available in meeting rooms: _____ **Cost:** _____

Estimate cost of sleeping rooms: _____

Wireless available in sleeping rooms: _____ **Cost:** _____

Option 2:

Hotel/Meeting facility name: _____

Address: _____

City/State: _____

Distance from institution: _____

Estimated cost of meeting rooms: _____

Wireless available in meeting rooms: _____ **Cost:** _____

Estimate cost of sleeping rooms: _____

Wireless available in sleeping rooms: _____ **Cost:** _____

Option 3:

Hotel/Meeting facility name: _____

Address: _____

City/State: _____

Distance from institution: _____

Estimated cost of meeting rooms: _____

Wireless available in meeting rooms: _____ **Cost:** _____

Estimate cost of sleeping rooms: _____

Wireless available in sleeping rooms: _____ **Cost:** _____

4. Transportation

Major airport: _____

Distance from airport to hotel: _____

Method of transportation from airport to hotel: _____

Estimated transportation cost: _____

Additional Airport Nearby (if applicable)

Major airport: _____

Distance from airport to hotel: _____

Method of transportation from airport to hotel: _____

Estimated transportation cost: _____

5. Special Event/Outing

Do you plan to have a special “night-out” or social event?

No _____ Yes _____ If yes, potential cost: _____

If yes, describe options: _____

6. Local interest and recreational facilities

Swimming _____ Golf _____ Shopping _____ other attractions _____

List other attractions nearby _____

(we encourage you to email brochures and other marketing materials to ccumc@ccumc.org for consideration)

7. Technical Support

A full range of presentation equipment is available on site or locally? No _____ Yes _____

CCUMC Basic Needs: Data Projector (Installed/Portable), Projection Screen, Audio Sound System, Microphones (Wireless and Wired), Document Camera

Comments: _____

We, the Host Institution, have reviewed the memorandum and are willing to sign if selected for hosting duties by the CCUMC group.

Signature _____

Date _____