



# NATIONAL ASSOCIATION OF GRADUATE-PROFESSIONAL STUDENTS

Want to host a NAGPS National Conference and become part of NAGPS history? Submit a bid to be the host institution for the 35th Annual National Conference! The NAGPS National Conference gathers graduate and professional students from across the country for the sharing of leadership techniques, best practices, advocacy goals, and successful programs and initiatives.

During the conference, the NAGPS membership decides on the Association's legislative and advocacy platforms, and elections are held to determine who will serve on the National Board of Directors. By hosting the conference, your institution will be the site where graduate and professional student representatives from institutions across the United States gather to decide the direction of graduate student advocacy efforts into 2022.

The 2021 National Conference will celebrate the 35th year of NAGPS being the voice for graduate and professional students on a national level. The conference ends off with a gala celebrating another successful year and highlighting the achievements of member institutions.

Host responsibilities (public health restrictions permitting) might include: liaising with NAGPS on conference planning and execution; reserving venue spaces; coordinating food orders; securing a hotel room block contract to be approved by the Board of Directors; preparing a budget; planning any accessibility needs; and working with the NAGPS Board of Directors on promotion, soliciting abstract submissions, and preparing the conference agenda. Promotion, content, registration, and agenda items are determined by the Board with consultation of the Conference Director and host institution conference committee.

The amount of networking, leadership development, and good times brought by NAGPS events serve as a great experience for attendees, and well as the host institution. Please fill out the form below and email it to [dec@nagps.org](mailto:dec@nagps.org) to submit a bid to host the 35th annual conference. If you have any questions feel free to contact the NAGPS Director of Employment Concerns, Alex, at [dec@nagps.org](mailto:dec@nagps.org).



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**1. Example Bids:**

- a. [Sample Bid 1](#)
- b. [Sample Bid 2](#)

**2. Name of Graduate/Professional Student Organization**

**3. Name(s) of Applicant(s)**

**4. Name and Contact Information for the Director of the National Conference**

- a. This person must be a member of the candidate organization. The person listed can be used during the application process and changed by the host institution. NAGPS strongly encourages candidate organizations to appoint a person who can commit to the entire organizing and execution of the conference.
- b. Please include a phone number and an email address.

**5. Organization's Approval to host the National Conference**

- a. Approval process, vote, email confirmation will be accepted as proof

**6. Graduate/Professional Student Organization Website or Social Media Links**

**7. Proposed Dates**

- a. Per the NAGPS Bylaws, the National Conference must be held between October 15th and December 1st.

**8. Proposed Agenda**

- a. Please include a tentative schedule with your proposed programming. [Here](#) is the agenda for the 2020 National Conference as a reference. Please note time should be allotted for membership meetings, as well as regional meetings.

**9. Proposed Virtual Accommodations**

- a. Typically, we have not had a virtual component for conferences in the past, but due to the nature of global pandemics, travel restrictions imposed by universities, and our desire to improve the accessibility of our National Conference, we believe the primary format should be virtual.



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- b. Please specify details regarding meeting format, and any other relevant details.
- c. Virtual events have unique problems that are typically not experienced in in-person events. For example, less engagement; “Zoom fatigue;” as well as a lack of networking opportunities. Please include in your proposal a plan for mitigating these challenges.

## **10. Proposed In-Person Accommodations**

- a. We strongly encourage that your proposal include an in-person component, however, we are aware there may be restrictions that may prevent your organization from doing so. We would also like the opportunity to host our National Conference to be available for smaller institutions who may not have the budget for an in-person event.
- b. If included, please provide details for meeting locations (e.g. capacity, location, etc); hotel locations and costs; etc.

## **11. Proposed Conference Budget**

- a. Please consider travel costs, transportation, lodging, food, registration fees, and any accessibility-related costs for the virtual component.

## **12. Host Contribution & Required Financial Assistance from NAGPS**

- a. Financial contribution from your GSO to NAGPS. We recommend seeking campus sponsorship and bulk ticket orders to help finance the event
- b. The required host contribution is \$5,000 and is paid by the host institution to NAGPS directly. This does not include any other funds that the host institution may opt to spend on the conference--e.g. Food costs, hotel blocks, speaker honorariums, et cetera.

## **13. Candidate Overview**

- a. Please write a short abstract (500-word max) on:
  - i. Why your organization would like to host the National Conference
  - ii. Why your organization and university should be chosen to host the National Conference, and