

EDF Conference Host Letter of Interest

Contact Name:

Name of institution:

City and State:

1. Preferred year to host conference:
2. Would you consider other years?
3. What are the top three closest large Metropolitan area (s) and Airports & approximate distances?
4. Can your institution host the EDF Conference on campus? Yes or no.
5. Will the hotel rooms be on or off campus?
6. Please describe proximity of meeting facility to the hotel rooms/accommodations in relation to the campus. Is there a complimentary shuttle from the hotel or will transportation have to be arranged for the EDF conference?
7. Is your dean supportive of hosting EDF? What would happen in the event of personnel change such as a new dean or you leave the COE before the conference? Please supply a letter from your dean or top administrative officer approving this application to host.
8. If selected as a host, are you willing to serve at least three years on the EDF Executive Committee?
9. List development and support staff who would be involved in organization and management the EDF Conference? Please note that the conference requires marketing and technology in addition to event planning and logistics.
10. Please describe the benefits of having the EDF Conference at your institution.

Please be sure to include the following information:

*geographic appeal of your location

* transportation resources available for getting to your institution.

*resources does your institution have in terms of meeting space and hotel accommodations, and offsite event venues. Would be using COE or SOE facilities and have a chance to tour SOE or COE at your institution?

*What speaker resources might your institution have to offer for keynotes and other sessions? (for example: corporate execs, high level donors, relevant academic or development experts, faculty who can present relevant topics)

*What would your institution hope to achieve by hosting EDF?

Expectations of EDF Conference Host:

Host will provide all personnel necessary to host conference with no financial compensation (only exception is student workers hourly rate if the budget allows for this expense)

Host will maintain EDF conference website.

Development Officer at Host Site will serve at least one term on EDF Board.

Upcoming Host site will submit a budget to EDF board at the annual planning meeting for approval.

Host will plan budget to include a minimum of seed money to be left over to sent to the next host site.

This amount cannot be less than the seed money unless approved by the EDF Board.

Host site pays conference rate for attending the conference except for events staff that are overseeing events and for one or two conference hosts.

Host site will work with EDF Board to reach out to other SOE and COE (200 listed in Association of Colleges and School of Engineering) to increase attendance at conference. Target audience to include Development officers, Communications Specialists, Dean/Chairs/Program Directors, and Corporate Relations.

Host to work closely with the EDF Executive Committee

Please submit interest form to:

June Losurdo, Cornell University jml235@cornell.edu 607.254.1643