



2023 Annual Conference

Bid Information

Conference bids for the 2023 NACURH Annual Conference will be presented to the NACURH Boards at this year's Annual Conference, hosted by Southern Oregon University, in June 2022.

All inquiries about the bidding process for the 2023 NACURH Annual Conference should be directed to Jen Kacere, NACURH Conference Resource Consultant (CRC), via email at crc@nacurh.org. The CRC also is able to send copies of past bids and wrap-up reports upon request.

Schools are encouraged to read the [NACURH Policy Book](#) (Title 10: Conferences and Events) for bid requirements and NACURH conference policies.

2023 NACURH Annual Conference Timeline

- Beginning Friday, October 1, 2021: Information and applications will be made available to member schools through the NACURH website and regional listservs. 2023 NACURH Annual Conference marketing begins.
- Wednesday, December 1, 2021 at 11:59 pm EASTERN (10:59 pm Central/9:59 pm Mountain and Arizona/8:59 pm Pacific/7:59 pm Alaska/6:59 pm Hawaii): Letters of intent; NACURH 2023 applications; and, pre-bids in PDF format (optional), are due to crc@nacurh.org.

*Note: Pre-bids are not mandatory to submit final bids to host the conference. The purpose of a pre-bid is to provide the Boards with a rough draft from which to provide feedback in preparation for a final bid.

- By Sunday, December 5, 2021: Confirmation emails sent to schools by CRC.
- Dates TBD for NACURH Semi-Annual Business Meeting (January 2022): NACURH Boards will meet at the Semi-Annual Business Meeting and review pre-bids.
- By Monday, January 31, 2022: Schools that submitted pre-bids will receive feedback from the CRC.

- Before Friday, April 15, 2022: Schools should contact the CRC to receive a copy of the Host School Acknowledgement Form to include in their final bid.

*Recommended at least two weeks in advance of this date (Friday, April 1, 2022).

- Friday, April 15, 2022: To successfully be considered to host the 2023 NACURH Annual Conference, the following must be submitted:
 - Original, signed copy of the Host School Acknowledgement Form mailed to the CRC (address provided upon request of form).
- Saturday, April 16, 2022: Confirmation emails will be sent to institutions that submitted Host School Acknowledgement Forms by CRC.
- Sunday, May 15, 2022 at 11:59 pm EASTERN (10:59 pm Central/9:59 pm Mountain/8:59 pm Pacific and Arizona/7:59 pm Alaska/5:59 pm Hawaii): Bids must be submitted online in PDF format to the following link:

<http://www.nacurh.org/submit/>

- By Friday, May 20, 2022: Confirmation emails sent to schools by CRC after verification that bids meet NACURH policy requirements.
- Wednesday, May 25, 2022 (Anticipated): CRC will contact bid teams regarding final presentation specifics: practice time, Zoom code(s), and presentation time.
- June 2022: Present bid at 2022 NACURH Annual Conference.
- By Sunday, July 31, 2022: Feedback given to all bid teams.

Note: Please do not contact the 2022 NACURH Annual Conference Staff regarding the bidding process. All inquiries about the bidding process for the 2023 NACURH Annual Conference should be directed to Jen Kacere, NACURH Conference Resource Consultant (CRC), via email at crc@nacurh.org.

Please complete the following for your bid to be considered.

Date:

School Name:

Region:

Conference Theme:

Proposed Conference Dates:

Actual Conference Dates (to be completed by CRC):

Bid Chair Name:

Bid Chair Email Address:

Bid Chair Phone Number (cell or other primary number):

Bid Advisor Name:

Bid Advisor Email Address:

Bid Advisor Phone Number:

Conference Resource Consultant Contact Information

Jen Kacere
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