

Host Institution for the 2027 AEJMC Midwinter Conference

Request for Proposals (RFP)

The Association for Education in Journalism and Mass Communication (AEJMC) invites proposals from colleges and universities in the **Midwest, West, and Northwest regions** to serve as the host institution for the **2027 AEJMC Midwinter Conference**. The Midwinter Conference provides an engaging forum for faculty, graduate students, and professionals to present research, participate in scholarly dialogue, and foster a strong sense of community within AEJMC.

Conference Profile

The AEJMC Midwinter Conference typically hosts approximately **100–150 attendees**, including faculty, graduate students, and professionals. The program generally includes paper and panel sessions over a two-day period (Friday–Saturday), typically scheduled in late February to early March.

Host Responsibilities

The selected host institution will serve as the primary organizer of the conference and will work in coordination with AEJMC leadership and participating groups. Responsibilities include:

Conference Planning & Logistics

- Providing appropriate meeting space for paper sessions, panel discussions, and keynote events
- Coordinating on-site logistics, including audiovisual and IT support, registration space, name badges, program materials, and food and beverage arrangements
- Providing on-site staffing or student volunteers to support registration and session management.
- Assisting with the identification and coordination of nearby hotel accommodations and transportation options
- Supporting accessibility efforts (e.g., ADA-compliant facilities, inclusive space planning)

Research Competition & Program Management

- Managing the research competition, including:
 - Liaising with Midwinter chairs for each participating group
 - Drafting and distributing the call for abstracts and panel proposals
 - Coordinating group participation and associated fees
 - Developing the conference program
 - Working with groups to secure moderators and discussants

Registration & Administration

- Establishing and managing a conference registration system, with the option to utilize an AEJMC Central Office-provided registration platform
- Serving as the primary on-site liaison for AEJMC and participating groups

Budget & Institutional Support

The Midwinter Conference typically operates on a **break-even financial model**.

Proposals should clearly outline:

- Anticipated institutional support (financial or in-kind), such as waived room fees, staffing, or catering support
- Any available cost-saving measures for meeting space, technology, or services
- Awareness of typical conference expenses (e.g., audiovisual, catering, printing, staffing)

Proposal Contents

Proposals should be **no more than two (2) pages** and include:

1. Institution and Unit Information

- Name of institution and hosting unit(s)
- Primary contact person (name, title, email, phone)

2. Proposed Location and Facilities

- Description of meeting spaces (number, size, and configuration)
- Available technology and audiovisual support
- Accessibility of facilities (ADA compliance and additional accessibility considerations)

3. City and Access

- Travel accessibility (airport proximity, transportation options)
- Nearby accommodations and estimated costs
- General affordability for attendees

4. Local Support and Resources

- Description of institutional commitment and support
- Availability of staff or student volunteers
- Any partnerships or local resources that would enhance the conference experience

5. Budget Considerations

- Summary of anticipated institutional contributions or cost offsets
- Any relevant financial considerations or constraints

6. Preferred Dates (if applicable)

- Indicate preferred or unavailable dates within the typical conference timeframe
- Indicate willingness to host in **2028** if not selected for 2027

Selection Criteria

Proposals will be evaluated based on:

- Accessibility and affordability for attendees
- Quality, suitability, and flexibility of facilities
- Strength of institutional support and resources
- Alignment with the mission and collegial culture of the AEJMC Midwinter Conference
- Geographic considerations and rotation balance

Submission Process

Proposals should be submitted electronically as a **single PDF** to:

Amanda Caldwell

Executive Director, AEJMC

amanda@aejmc.org

Submission Deadline: May 8, 2026

Questions about this RFP are welcome and may be directed to Amanda Caldwell at the email address above.