

Request for Proposals

Host Institution for the 2028 AEJMC Southeast Colloquium

The AEJMC Southeast Colloquium invites proposals from colleges and universities interested in **hosting the 2028 Southeast Colloquium**. The Colloquium provides a forum for faculty, graduate students, and professionals to share research, engage in scholarly discussion, and strengthen the regional AEJMC community.

Host Responsibilities

The host institution will plan and execute the conference. Responsibilities include:

- Providing appropriate meeting space for paper sessions, panels, and keynote events
- Coordinating on-site logistics, including audiovisual support and registration space
- Assisting with identification of nearby hotels and transportation options
- Management of the research competition

Proposal Contents

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

1. **Institution and Unit Information**
Name of institution, hosting unit(s), and primary contact person
2. **Proposed Location and Facilities**
Description of meeting spaces, technology support, and accessibility
3. **City and Access**
Information about travel, accommodations, and affordability
4. **Local Support and resources**
Description of the proposed institutional support. Conference generally operates on a break-even financial model
5. **Preferred Dates (if applicable)**
Indicate any preferred or unavailable dates within the typical Colloquium timeframe (Thursday-Saturday in early- to mid-March). Proposals should indicate if school would be willing to host in 2029 instead of 2028.

Selection Criteria

Proposals will be evaluated based on:

- Accessibility and affordability for attendees
- Commitment to supporting the mission and collegial culture of AEJMC Southeast Colloquium.

Submission Process

Proposals should be submitted electronically as a single PDF to **Matt Haught at mjhaught@memphis.edu** by **March 1**. The host institution will be selected at the 2026 AEJMC Southeast Colloquium business meeting.