

AUPHA Undergraduate Workshop Request for Proposals

Date:	07/20/2018
Re:	2019 AUPHA Undergraduate Workshop Host Program Request for Proposals
Point of Contact:	Jason Walker, Manager of Meetings and Services 1730 M Street NW, Suite 407 Washington, DC, 20036 (202) 763-7283 x 123 jwalker@aupha.org
Proposed Meeting Dates:	Friday - Sunday in September or October (Excluding September 27-29)
Space Requirements:	<p>Meeting space should be located on the host program's campus. Space required includes the following:</p> <ul style="list-style-type: none">1 - Meeting room that accommodates 25-30 individuals in a hollow square set up for all day on Friday (AUPHA Board Meeting)1 - Meeting room that accommodates 75 - 100 individuals in reception format for Friday evening3 - Event rooms/classrooms that accommodates 30-45 individuals in theater setup for Friday - Sunday1 - Registration area with 2-3 tables near meeting rooms for Friday - Sunday1 - Small secure room/office for AUPHA staff and supplies for Friday - Sunday1 - General sessions ballroom that accommodates 75-100 individuals in 8 person rounds setup for Saturday - Sunday <p>Room Requirements</p> <ul style="list-style-type: none">• General sessions ballroom must have laptop/computer, LCD projector, screen, podium, and microphone• Event rooms/classrooms must have laptop/computer, LCD projector, and screen• Wifi availability throughout the meeting spaces• Local shipment facility with the ability to send and receive 15-20 boxes of supplies
Hotel Requirements:	<ul style="list-style-type: none">• Hotel room block for approximately the following number of individuals: 20 Thursday, 50 Friday, 50 Saturday• Hotel room rate that does not exceed \$150• Hotel location should be within easy walking distance to meeting space on campus <p>***If the meeting space is more than a few blocks away, shuttle(s) must be provided by the host. The hotel cannot be more than 1.5 miles away from the meeting space***</p>
Host Program Requirements:	<ul style="list-style-type: none">• Provide reception/meeting space specifics and hotel options at time of final selection• Assist with planning Welcome Reception (Sponsored by host program on Friday evening)• Assist AUPHA with meeting development (theme, keynote speakers, sponsors, and sessions review)• Assist with any other necessary logistics execution as needed <p>***Host program staff who will attend the Workshop must register fully to show support of the meeting***</p>
Payment:	AUPHA will establish direct billing for group served food & beverage, AV, and all other group-specific and assigned charges (with the exception of the Welcome Reception)

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Host Program History:

2011 - University of Alabama at Birmingham, Birmingham, AL
2013 - Loyola University Chicago, Chicago, IL
2015 - Metropolitan State University of Denver, Denver, CO
2017 - University of Central Florida, Orlando, FL