

Association for International Agricultural and Extension Education Conference Site Planning and Selection Criteria

The Association (AIAEE) has developed the following criteria to serve as a guide for potential hosts in planning and submitting proposals to AIAEE for future conferences. These criteria will help potential hosts assess the merit of their proposal to host an AIAEE conference. Specific criteria also make the selection process evident and transparent to all AIAEE members. AIAEE's leadership may modify these criteria to improve its utility in the decision making process.

Any group wishing to host an AIAEE Conference must prepare a proposal with site information in each of the categories listed below. The association policy calls for annual meetings to be held in the United States for two years, followed by a non-USA host site every 3rd year.

Those interested in hosting an AIAEE Conference should send all requested information, using the format suggested below, to **Gary Wingenbach**, President-elect <g-wingenbach@tamu.edu>.

Potential hosts should use the five categories/criteria to describe their proposal in narrative form. AIAEE's leadership will rate the quality (1=poor, 2=fair, 3=good, 4=very good, 5=excellent) for each criterion. Category and total scores will be derived. Criteria may have different weights as they are summed into category scores.

The organization submitting a proposal must answer each of the following criteria:

1. **Partnership Considerations** (especially important for non-US conference sites)
 - 1.1 Length of institutional relationships between AIAEE members and site location,
 - 1.2 Potential for institutional relationships with similar organizations,
 - 1.3 Professional reputation and regional influence of host organization(s), and
 - 1.4 Benefits to host institutions.

Category score: _____

2. **Conference Planning**
 - 2.1 Level, depth, and breadth of commitment by host institution(s),
 - 2.2 Adequacy of hosts to plan conference,
 - 2.3 Planning costs and ease of communication, and
 - 2.4 Quality of conference facilities, AV equipment, lodging, and food.

Category score: _____

3. **Site Characteristics**
 - 3.1 Security, political stability,
 - 3.2 Field trips for AIAEE members, Graduate Students, and/or Spouses, and
 - 3.3 Climate/season during conference dates.

Category score: _____

4. **Costs**

- 4.1 Financial impact of conference planning on the AIAEE budget,
- 4.2 Travel costs for members, including graduate students (US or host country), and
- 4.3 Hotel costs, amenities, location, etc.

Category score: _____

5. **Membership Impacts**

- 5.1 Existing membership base in the country/region,
- 5.2 Potential for new members, and
- 5.3 Potential for chapter formation.

Category score: _____

Total score: _____

Comments: