Conference Host Application and Selection Criteria

The Association for International Agricultural and Extension Education (AIAEE) accepts bids from potential hosts of future AIAEE conferences. **Only organizations with current dues-paying AIAEE members are allowed to submit a Conference Host Application.** Any organization wishing to host an AIAEE Conference must prepare a proposal with site information for each of the categories listed below. The AIAEE policy calls for annual meetings to be held in the United States for two years, followed by a non-USA host site every third year.

The AIAEE developed the following criteria to serve as a guide for potential hosts in planning and submitting proposals to AIAEE for future conferences. These criteria may 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.

Those interested in hosting an AIAEE Conference should send all requested information (use the format below) to the Conference Planning Committee Chair (see the Leadership Team page). The Committee will make a recommendation for future conference venues to the AIAEE, which will vote to accept/reject recommendations. Proposals to host conferences must be received one month before the Annual AIAEE Conference to be considered during the Conference Planning Committee’s annual meeting (held in conjunction with the annual conference).

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: ________
   Comments:
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: _______
   Comments: _______

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: _______
   Comments: _______

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: _______
   Comments: _______

5. **Membership Impacts:**
   5.1 Existing membership based in the country/region;
   5.2 Potential for new members; and
   5.3 Potential for chapter formation.

   Category score: _______
   Comments: _______

**Total score:** _______
Comments: _______