

An Invitation for *Your* State to Submit a Proposal to Serve as the Host of the 2012 NASCSP Annual (Fall) Training Conference

Who is invited to submit a proposal?

Every NASCSP member state is encouraged to submit a proposal to host the 2012 NASCSP Annual (Fall) Training Conference. Because the conference is comprised of a WAP and a CSBG track, both the WAP and CSBG Directors should jointly agree to host.

How is a state selected to host the conference?

During the membership luncheon at the 2011 NASCSP Mid-Winter Training Conference, which will be held in Bethesda, MD the first week of March, members (states) who have already submitted their proposals to serve as the host of the NASCSP Fall Training Conference, will each make a brief presentation. After all presentations have been made, NASCSP members will vote to select the 2012 Fall conference site.

What are the state's responsibilities in hosting the conference?

States are encouraged to take some ownership of the event to give it a "local flavor".

Typically the state will:

- ✓ Identify and invite speaker(s) from your area for the welcome, the plenary, and the Friday morning motivational session.
- ✓ Help to select a theme and secure entertainment for the reception. Host the reception, if possible (cost is approximately \$4,500).
- ✓ Help to prepare a conference bag for each attendee, securing the bags and gathering items, such as novelties and literature, to give to the attendees.
- ✓ Help to encourage conference registration from local agencies.

NOTE: hosting the conference does not entitle the state to free or reduced fee registrations.

What should the states NOT do?

Please do not contact any hotel to discuss meeting space, prices, etc. NASCSP contracts with Gove Group, Inc. to do this. Gove Group, Inc. will, AT NO CHARGE to you or to NASCSP, review the space needs of the conference, ask for your suggestions, and survey the hotels in your area to determine appropriate space and availability. Gove will also give you good information that you may include in your proposal to the NASCSP membership.

How do the states prepare a proposal?

- ✓ Get the approval of your state to serve as the host. Both the CSBG and the WAP Directors should jointly agree to support the conference.
- ✓ Contact Cindy Homol at chomol@gove.org and tell her that you are interested in submitting a proposal to host the conference. She will secure a potential meeting space and help you with the venue details that you'll need to prepare your presentation.
- ✓ Prepare a 3-5 minute presentation for the February conference lunch. Sell your locale!

When should the states begin?

It is never too early to begin. If you have an interest, contact Cindy Homol at chomol@gove.org or by phone at 412-431-5087. We strongly encourage you to begin this process early (by early summer the year before the vote is held) so that we can identify the best locations and negotiate the best rates. The deadline for submitting your proposal is September 30, 2010.