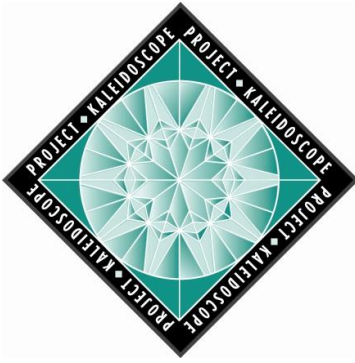


OH-PKAL Conference Host Application 2020



The Ohio Project Kaleidoscope Regional Network (OH-PKAL) invites applications to host the OH-PKAL 2020 conference on their campus. This conference brings together the regional community of practice to promote and enhance learner-centered STEM education through sharing of evidence-based best practices. Application materials should be submitted via email to the chair of the OH-PKAL Governing Board – Paul Wendel (pwendel@otterbein.edu) by March 30, 2018. All applications should include the following information:

1. Institution
2. Address
3. Contact Person
4. Telephone
5. Email Address
6. The one-day conference will be in mid-May, usually a Saturday. Please indicate any available dates and preferences.
7. The conference host should expect as many as 400 participants. A venue should be available for the keynote address (and the closing) that can accommodate all participants. Please describe the facilities available for the keynote address.
8. Part of the conference will comprise parallel sessions. Please describe your capacity to host all participants with as few as 4 and as many as 8 parallel sessions in relatively close proximity, keeping in mind that some sessions could include up to 100 participants, and that rooms will require a computer projector, screen, podium, and for large rooms, a microphone.
9. Please describe your capacity to host a poster session, with space and equipment (e.g., easels) for up to 40 posters, allowing room for participants to move comfortably among posters.
10. Would facility fees be waived? If not, please estimate the facility fees.
11. Are all of the meeting spaces on campus that would be used for this conference ADA compliant?
12. Please describe the capacity to host a breakfast/coffee reception and a lunch. The lunch should include seating for all of the conference participants.
13. Please describe the residence hall space and/or available hotel space in close proximity.
14. Please include a map indicating the locations of all venues and parking. Describe the parking availability and any fees for parking.
15. Please describe availability of administrative assistance and/or student assistance prior to and on the day of the conference.
16. What makes your campus/conference site uniquely qualified to host this conference?
17. Letter(s) of support from campus administrators are welcome.

Thanks for your interest in OH-PKAL.