



Ohio PKAL Annual Conference Host Application – 2022

The Ohio Project Kaleidoscope regional network (OH-PKAL) invites applications to host the OH-PKAL 2022 conference on their campus. This conference brings together the regional community of colleges and universities in Ohio and neighboring states in order to promote and enhance student-centered STEM education through sharing of evidence-based best practices.

Application materials should be submitted via email to Valerie Haywood, OH-PKAL Chair (vxh20@case.edu) by **March 9, 2020**. All applications should include the following information:

1. Institution Name
2. Address of Institution
3. Contact Person
4. Telephone and email address for Contact Person
5. The one-day conference will be in early to mid-May, typically on a Saturday. Please indicate any available dates and preferences.
6. 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.
7. The conference will include parallel sessions in multiple rooms. 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.
8. 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.
9. Please describe your capacity to host potential conference sponsors (e.g. display tables available in location to maximize exposure to conference attendees).
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.

Thank you for your interest in OH-PKAL! For more information on OH-PKAL and our annual conference, please visit: <https://www.aacu.org/pkal/regional/ohio>