

COMMITMENT TO HOST AN ACDA REGIONAL CONFERENCE

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| Region: |  |
| Year to Host: |  |
| Proposed Dates of Conference: |  |
| Institution/School: |  |
| Department Name: |  |
| Address: |  |
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|  |
| Is your institution a current member of ADCA? |  |
| Department Telephone:  | ( ) | FAX Number: | ( ) |
| Conference Coordinator: |  | Email Address: |  |
| Office Phone  | ( ) | Home or Cell Phone: | ( ) |
| Describe your performance spaces, including how many seats are in each performance space: |  |
| How many class spaces are available? Is the flooring safe for dance? Be as specific as possible. |  |
| Do you have available technical personnel or will you have to hire from outside of your institution? |  |
| Are there enough hotels/motels to accommodate conference participants within a reasonable distance from your campus? |  |
| HONORING DIVERSITY*: ACDA's expectation is that conference planning should include attention to diversity, which might be reflected in a panel of adjudicators reflecting a range of ethnic background and movement aesthetics. It may also reflect a variety of class offerings and inclusion of world dance components* |
| **TERMS OF AGREEMENT FOR HOSTING AN ACDA REGIONAL CONFERENCE**ACDA provides the following support to the Conference Coordinator:* ACDA Conference Hosting Guide that includes detailed timelines; ACDA conference policies; sample cover letters and other necessary information; suggestions for successful planning; checklists, etc.
* Use of online registration system that collects all registration information and provides excellent reporting functionality. Review of websites. Technical support as needed.
* Website template including online registration forms. Customization of registration forms as needed.
* Mailing labels or electronic mailing list and email lists of colleges and universities.
* Extensive consultation and review of schedules and other documents by ACDA Executive Director and your Regional Director from ACDA Board of Directors. Former hosts are often willing to offer help as well.

Budgetary and Financial Agreement between Host Institution and ACDA:* ACDA extends the host school’s institutional membership for an additional year at no cost.
* Two fees paid directly to the host institution generate income for conferences: registration (recommended $125; maximum $135 unless exception received) and adjudication ($150/dance).
* Up to $2000 seed money is available to the host institution from ACDA for start-up costs. This money is to be returned to ACDA after the conference.
* The host institution may raise additional income through grants and in-kind contributions, sale of merchandise, corporate sponsorship and advertising. All grants, payments and donations received to support conference activities are considered conference income.
* Host institution keeps all adjudication fees.
* Host institution keeps registration fees minus 15% to be returned to the ACDA national office. The 15% covers the National Assessment Fee (10%) and use of the online registration system (5%).
* Host institution keeps all profits up to $5000. The host institution keeps 80% of all profits over $5000; 20% of profits over $5000 is assessed for the National Festival Fund and sent to ACDA national office.
* The host institution is responsible for covering all costs of holding the conference on its campus, including liability/event insurance.
* Capital improvements may be funded by conference profits but are not considered a conference expense.
* The host institution will submit to ACDA a final informational and budget report for review within the deadlines stated in the ACDA Conference Hosting Guide.

**COMMITMENT TO HOST:**We, the undersigned as representatives of our institution, agree to host an ACDA regional conference in the year indicated above. By committing to host a regional conference, the host institution agrees to follow ACDA policies, to utilize the ACDA designated online registration system, and to meet stated deadlines and the host institution responsibilities as outlined in Terms of Agreement for Hosting an ACDA Regional Conference above. |
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| Conference Coordinator | Date |  | Chair/Program Director | Date |
| Dean | Date |  |

Accepted by ACDA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Executive Director Date