



COMMITMENT TO HOST AN ACDA REGIONAL CONFERENCE

Region:			
Year to Host:		Proposed Dates of Event:	
Institution/School:			
Department Name:			
Address:			
Is your institution a current member of ACDA?			
Department Telephone:	()	FAX Number:	()
Event 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:			
Estimate the number of participants your conference could accommodate. Attach more details if necessary:			
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?			
<p>DIVERSITY, EQUITY, AND INCLUSION (DEI): <i>ACDA is committed to inclusion and access in every aspect of its programming. ACDA's expectation is that conference planning will include attention to diversity and will respect the intersection of varied differences and identities, including, but not limited to, racial identities, ethnicity, religion, gender and gender identities, national origin, cognitive and physical ability, age, sexual orientation, culture, and aesthetics. Conference Coordinators should consider actively centering cultures, forms and voices that are historically marginalized. In doing so, the Association seeks to build a culture of belonging with programming that respects, engages and recognizes all voices in our organization and community while creating welcoming experiences that honor varying perspectives and lived experiences. Conference programming, class offerings, contracted adjudicators, and services must reflect this commitment.</i></p>			

SUSTAINABLE EVENTS: *ACDA is committed to reducing the environmental impact of regional conferences. All Conference Coordinators will investigate seriously the extent to which implementing ACDA recommendations as described in the Conference Hosting Guide is possible on their campuses.*

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. This document could be used as reference for the event.
- 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.
- 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.
- Invoice for all assessments and related fees following submission and approval of Final Budget.

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 \$140; maximum \$150 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 100% of collected adjudication fees.
- Host Institution keeps registration fees minus 20% to be returned to the ACDA national office. The 20% covers the National Assessment Fee and use of the online registration system.
- The Host Institution will collect a \$10.00 Processing Fee on behalf of ACDA, to be invoiced by and sent to the ACDA National Office.
- The Host Institution is responsible for covering all costs of holding the conference on its campus, including liability/event insurance.
- The Host and the ACDA Executive Director will establish a refund policy in the event that the conference must be cancelled due to *force majeure* as defined by the Host Institution or ACDA. The refund policy will be publicized prior to the opening of registration.
- If a host cancels a conference for any reason other than *force majeure*, the Host Institution will work with the National Office to refund registrants and will not profit from fees paid.
- 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 financial report for review within the deadlines stated in the ACDA Conference Hosting Guide.
- The host institution will receive an invoice from the ACDA National Office for the National Assessment Fee, Processing Fee, and other agreed upon charges (if any) and remit payment within 30 days of receipt of invoice.

COMMITMENT TO HOST:

We, the undersigned as representatives of our institution, agree to host an ACDA regional event in the year indicated above. By committing to host a regional event, the host institution agrees to:

- fulfill the host institution responsibilities as outlined in Terms of Agreement for Hosting an ACDA Regional Event above
- host the event unless *force majeure* requires cancellation
- work with ACDA and Host Institution to establish a refund policy for event cancellations due to *force majeure* no later than mid-September
- provide Covid-19 protocols for host institution no later than early September and immediate updates if protocols change.
- post the following on event website: cancellation policy, Covid-19 protocols, information about accessibility and accommodations on your campus, a link to sexual harassment and other code of conduct policies of the host institution
- follow ACDA policies as stated in the Conference Hosting Guide and on the ACDA website, as applicable
- support ACDA's Core Values of Service, Education, Inclusion, Respect and Equity
- submit planning documents within stated deadlines (proposed budget, preliminary planning information, facilities worksheet)
- utilize the ACDA designated website template and online registration system as provided by the National Office.
- use templates as provided by ACDA for schedules
- follow the timeline and meet deadlines stated in the Conference Hosting Guide, as applicable
- confer with the ACDA Regional Director and the ACDA National Office as specified in the Conference Hosting Guide

REQUIRED SIGNATURES:

Event Coordinator:

_____ (print name) _____ (signature) _____ (date)

Chair/Program Director:

_____ (print name) _____ (signature) _____ (date)

Dean or other representative from institution administration. Please specify title:

_____ (title) _____ (print name) _____ (signature) _____ (date)

Accepted by ACDA:

Executive Director _____ (print name) _____ (signature) _____ (date)
(title)

In order to prepare effectively for an event, it is important that the Event Coordinator and host institution have the appropriate personnel and support mechanisms in place. To assure that the event runs smoothly and efficiently, the host should identify who is responsible for the management of the appropriate facets of the event. Planning details and guidelines are included in the Conference Hosting Guide for reference. At this point in your planning, please share who will be responsible for the following:

What	Who (provide name if known)
Management of event website	
Management of online registration	
Email communication with participants	
Management of space (reserving spaces, assuring appropriate set up, etc.)	
Scheduling of classes	
Provision of food services (if any)	
Hotel reservations and communication	
Managing AV requests and needs	
Technology support	
Stewarding the venues and managing volunteers (class monitors etc.)	
Receptions (if applicable)	