

You are invited to submit a proposal to host PCACAC's 2020 Summer Institute.

WHY HOST?

This event is one of the premiere professional development opportunities offered by PCACAC. Providing high quality professional development, networking opportunities, training, and leadership growth for members and non-members alike is important to us. Using a personalized setting, the Summer Institute is uniquely designed for new and mid-level college admission and counseling professionals who assist students in the transition from high school to college. Partnering with you brings over 100 of those individuals to your campus and furthers our mission to support and advance college admission professionals like yourself as you guide your institution, students, and families in an ethical manner.

PROPOSED SCHEDULE FOR 2020

- **Sunday, July 11, 18 or 25:** Evening arrival for some participants and faculty; overnight.
- **Monday, July 12, 19 or 26:** Morning arrival for most participants; overnight.
- **Tuesday, July 13, 20 or 27:** Afternoon departure for most attendees; overnight stay for college tour participants.
- **Wednesday, July 14, 21 or 28:** Departure for college tour participants.

A copy of the 2018 Summer Institute program is included at the end of this document. Scheduling may vary from year to year.

ATTENDANCE

The maximum number of attendees including faculty is approximately 120, most of whom will need housing. We intentionally restrict the number of attendees in order to encourage a more personalized setting.

SESSIONS

We will likely hold two general sessions – one on Monday and one on Tuesday. A room large enough to accommodate 120 attendees for each general session is needed.

Two breakout sessions will be held on each day. Each breakout session includes three or four individual sessions, with 30-40 attendees in each.

AUDIO VISUAL

Session rooms should have A/V accessibility (projector, screen and laptop connectivity) and Wi-Fi availability.

LODGING

Attendees may stay for up to three nights as noted in the schedule. PCACAC is seeking a site that offers each attendee either a single room with an attached bathroom or a single room with a shared bathroom between two rooms. Single, apartment-style rooms in a clean, up-to-date residence facility are preferred.

MEALS

The Summer Institute generally includes the following on-campus meals:

- one (1) faculty dinner
- two (2) breakfasts
- two (2) lunches
- two (2) refreshment breaks
- one (1) cocktail reception
- one (1) dinner

SPONSORSHIP

The host institution typically underwrites:

- Sunday night's faculty dinner for 20-25 faculty, host institution and PCACAC staff.
- Refreshment breaks (held between breakout sessions).
- Monday evening's reception and attendee dinner.
- A/V, meeting space, parking, and tote bags or other swag.

SITE COORDINATION

A representative from the host institution is needed as 'site coordinator' and liaison between the host institution and PCACAC staff. This individual must be available in the weeks prior to the SI to assist with final details (lodging, meals, registration, meeting space, A/V, etc.) and on-site for the duration of the event.

FACULTY

At least one representative from the host institution will be on the faculty as a presenter at the Summer Institute. The Keynote Speaker is usually from the host institution (often a noted faculty member, sometimes the President of the institution) and speaks on topics of interest to counseling and admission officers. The Keynote Speaker is determined in consultation with PCACAC Summer Institute Chairs.

CONTRACT

Once a proposal is accepted, PCACAC engages in a detailed contract with the host institution to ensure all Summer Institute-related expenses are clarified and agreed upon in advance by both parties. Subsequent changes to the original contract are agreed upon in writing.

PROPOSAL GUIDELINES

Please submit your proposal by June 22, 2018 to Rhonda Douthit, PCACAC Executive Assistant and Site Chair, info@pcacac.org. Please feel free to call Rhonda at 434-989-7557 should you have questions along the way.

There is not a specific format for presenting your institution's information. Thus, you may choose how to present the details outlined in this Call for Proposal. If you would like a template for your proposal, please email Rhonda.

Please include the following in your proposal:

- The date or dates in July you are able to accommodate.
- Features of your community/institution that would be an asset to the Summer Institute.
- Itemization of the approximate per person costs for overnight lodging, meals, linens as well as any other related costs (facilities, A/V, etc.) that PCACAC will be covering.
- Itemize what costs or other perks your institution is willing to sponsor. Please refer to the Sponsorship section at the top of this page for examples.

Proposals received will be reviewed by our Summer Institute Committee. If submitting for 2019, our goal is to announce the location at this year's Institute, July 9-10. We will notify you of our selection no later than June 29, 2018.

We look forward to receiving your proposal to host!