Creating Communities of Innovation
ASSOCIATION OF UNIVERSITY RESEARCH PARKS

REQUEST FOR HOST PROPOSALS

2018 INTERNATIONAL CONFERENCE

General Information & Background

The Association of University Research Parks (AURP) is soliciting proposals from member research parks interested in hosting the AURP 2018 International Conference.

AURP At a Glance

More than 500 research, science and tech parks are in varying stages of development worldwide, and a variety of university, governmental, not-for-profit and private organizations interested in the development and operation of research-related technology projects and programs comprise the major portion of AURP's membership. AURP's mission is "fostering innovation, commercialization and economic growth in a global economy through university, industry and government partnerships". (*www.aurp.net*).

AURP International Conference Dates

The AURP Annual Conference is held in the fall on dates that avoid major national and religious holidays as well as other industry meetings. The conference is typically scheduled over a four-day period, starting with the AURP Board meeting on Tuesday and concluding with programming and/or optional park tours on Friday. Optional workshops are typically scheduled for Wednesday with the bulk of the conference programming scheduled for Thursday and Friday.

AURP International Conference Attendees

The AURP Annual Conference historically draws 200-225 attendees including paid registrants, speakers, exhibitors and sponsors.

AURP Conference Committee Structure

The AURP Board of Directors has established the Conference Committee structure and assigned duties as indicated.

	AURP Board & Advisory Council:	**AURP Local Host Committee:**	**STAFF**
Committee Leadership and Composition:	▪ AURP Vice President ▪ Other AURP members interested in participating ▪ AURP President as ex-officio	▪ Representatives from Park Member Institution Hosting the Conference ▪ Several local Committee members who are able to assist in planning and in local sponsorship recruitment	▪ Headquarters
Committee Duties:	▪ General oversight ▪ Input on meeting theme, speakers and concurrent sessions, in collaboration with Local Host ▪ Meeting content ▪ Recruitment of National sponsorships	▪ Recruitment of speakers (often university, regional government, and business leaders) ▪ Recruitment of local sponsorships ▪ Recommendations for local unique venues ▪ Tour coordination	▪ Secure and manage site ▪ Programmatic details ▪ Budget and financial reporting ▪ Marketing/PR ▪ Registration ▪ National sponsorships

Please email AURP at VickiePalmer@AURP.net, or call AURP at (520) 529-2524, if you have any questions.

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Conference Specifics

Note: These specifications are provided for your information only. AURP staff will manage the hotel proposal solicitation process.

- Date – Late September through early December, depending upon location
- Location – a city or metropolitan area, which is also a major airline destination
- Corporate Support – Demonstrated significant support from local and state government agencies as well as private corporations, indicating ability to meet proposed budget figure of $85,000 in *local* sponsorships.
- Must offer a variety of cultural attractions, vacation destinations and special event venues
- Length – 7 days, Saturday through Saturday inclusive of staff preparation and AURP Board Meeting; Actual conference will run Wednesday through Friday
- Attendance – 200-225
- Hotels – approximately 140 rooms, peak nights (Wednesday & Thursday)
- Special Events:
  - Off-site reception should be held at a place of local interest and able to accommodate 150-200 guests with heavy appetizers and cocktails; possible entertainment
  - Optional tours of host park and/or current projects

Conference Locations

2017 Westin Huntsville, Huntsville, Alabama (Fall 2017)
2016 Skirvin Hilton, Oklahoma City, Oklahoma (Sep 27 – 30)
2015 Hyatt Regency, Buffalo, New York (Sep 29 – Oct 2)
2014 Boca Raton Beach & Tennis Club, Boca Raton, Florida (Dec 2-5)
2013 Ritz-Carlton, Philadelphia, Pennsylvania (Sep 23-27)

Proposal Submission Requirements

Proposals will be evaluated on the following criteria and must include the following information in order to be considered:

- Identification of the proposed host institution and Chairperson.
- Identification of the proposed host committee members and their affiliation with the proposed host institution.
- Description of the level of up-front financial support committed to the conference, and your ability to attract additional sponsors.
- List of suggested themes.
- Names of proposed hotels.
- Background and demographic information on the proposed host city, to include amenities and benefits such as geographical and historical attractions, cultural and sporting events and any special community events that may run concurrent with the conference.
- Description of the features and benefits of hosting the conference by your institution and in your city/region.

Submit your proposal, electronically, to VickiePalmer@AURP.net no later than Friday, August 19, 2016.

The AURP Board of Directors will review the proposals and select the host institution.
Candidates submitting proposals will be notified of the AURP Board's decision no later than October, 2016.