



NONPROFIT ACADEMIC CENTERS COUNCIL

## REQUEST FOR PROPOSAL

### 2025 Member Meeting and Biennial Conference Host Institution

#### Three Day Conference in 2025

Purpose of RFP: The Nonprofit Academic Centers Council (NACC) seeks proposals from among its member institutions to serve as Host for the 1-day member/ board meeting and 2-day biennial conference, to be held in July 2025. Other dates can be considered. The meeting and conference would take place over three days, with the following suggested format: The first day is the member meeting or board retreat and (smaller, more informal) member reception, and the subsequent two days are the conference, with a (larger) reception on the evening of the first day. The dates are flexible, but traditionally, NACC's Biennial Conference dates are 3 days attached to the weekends in the second week of July 2025, i.e., Monday-Wednesday 7-9 July 2025 or Wednesday-Friday 9-11 July 2025.

Purpose of Biennial Conference: The 2025 conference will be the 15th anniversary of NACC's conferences, which are traditionally held biennially. Past academic hosts have provided substantial resources in the form of conference venues and catering, funding, and organizational effort. We salute these past host universities: Arizona State University, University of San Diego, DePaul University, Texas A&M University, Indiana University – Purdue University Indianapolis, the Bayes School of Business, part of City, University of London, and Auburn University. Conferences do not need to be hosted by one university/program.

The Biennial Conference attracts sponsorships from NACC university members, local host institution philanthropy, and other sources; all of which sustain the operations of the organization. Consequently, the Biennial conference provides a signal to the global academic peer communities of the vitality of NACC and its programs.

Theme for the 2025 Biennial Conference: We encourage interested host institutions to suggest themes for the conference. NACC will assist with having a host/conference committee help develop the theme as needed.

Selected papers may be published in a special issue of our key partner Sagamore Publisher's *Journal of Nonprofit Education and Leadership*.

Eligibility: Respondents to the RFP must be NACC members at the time of the submission materials. Institutions that are in the process of applying for NACC membership may be part of joint applications with current members.



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Required Conditions: A dedicated coordinating staff member must be assigned to connect with NACC to plan, arrange, and facilitate conference logistics on site. The host institution(s) may recommend suggested hotels, but accommodations are arranged by the conference participants themselves. Reception space must be provided by the host institution for up to 125 attendees. On-site dining or catering services must also be available. Meeting space must be sufficient for two (non-concurrent) plenary sessions with seating for approximately 80 - 100 attendees, plus five break-out presentation spaces for concurrent topical panels. Presentation hardware, adaptable software programs such as Microsoft PowerPoint, and internet access must be provided, including technical support.

Preferred Conditions: The ideal host institution will be accessible readily by air transport and near a population center of sufficient size to accommodate the group. In addition to in-kind physical services, host institutions are asked to provide sponsorship (for example; covering the costs meals, breaks, or receptions), or to facilitate fundraising from external sources. NACC will also solicit sponsorships from other NACC members, as it has in the past to cover other necessary costs.

Cover Letter and Budget: In a signed cover letter, describe the facilities that will be provided by your institution. Complete a budget indicating the amount of direct and indirect contributions your institution will invest in the Biennial Conference.

Letter of Support from Institutional Executive Officer: Provide a letter confirming support for this proposal signed by the chief executive officer (i.e. president, provost, dean or department head).

Additional information: You are welcome to submit any additional information you think will be useful in helping us in our deliberations.

Due Date: Complete responses to this RFP in PDF format are due no later than Monday, April 5, 2024. The PDF document should include the signed cover letter, budget, and institutional letter of support (plus any additional materials). Email to Nicole Collier, NACC Executive Director: [nicole.e.collier@tamu.edu](mailto:nicole.e.collier@tamu.edu).