



Proposal to Host the International ACAC Annual Conference

The International Association for College Admission Counseling (International ACAC) is calling for proposals to host our annual summer conference and pre-conference programming. A tradition spanning more than 30 years, this conference brings together international secondary school counselors, post-secondary representatives, and other professionals assisting students with the transition to higher education for industry-leading professional development and first-rate networking.

We invite you to submit your proposal for this unique opportunity to highlight your campus while hosting one of the most impactful events in the International Admissions Counseling community.

International ACAC Membership



International ACAC membership consists of over 3,600 professionals from more than 130 countries worldwide who are dedicated to serving students as they make choices about pursuing post-secondary education. Our organization brings together secondary school counselors, independent counselors, college admission and financial aid officers, enrollment managers, and organizations to facilitate global interaction among counselors and institutions in support of secondary students transitioning to higher education while promoting professional standards that foster ethical and social responsibility.

Annual Conference Attendees



Hosting International ACAC is an excellent strategy to increase your international profile and enrollment by highlighting what makes your campus and community unique. Previous hosts have reported that having over 600 secondary school counselors on their campus has had an immediate impact on their application pool. Some have seen increases in international applications of up to 45%, and all have seen increases in diversity and quality.

Those interested in joining the list of leading institutions that have hosted International ACAC are asked to submit completed proposals by 5:00 p.m. (Eastern Time) Friday, September 1, 2024, to be considered for the 2026 Annual Conference. Proposals should be sent by email to Erin Garcia, International ACAC Executive Director, at egarcia@internationalacac.org.

Conference Structure

Conference Schedule Overview	
Friday	Executive Board Members Arrive
Saturday	Executive Board Meeting
Sunday	Registration Opens
	Executive Board Meeting
Monday	Registration Open
	Executive Board Meeting (morning)
	Pre-Conference Institute
	Program Receptions
Tuesday	Registration Open
	Golf Tournament (morning)
	Pre-Conference Institute (morning)
	Affinity Group Meetings
	Lunch Meetings for Committee Members
	Past Presidents Lunch
	Exhibit Hall Opens
	First Timers' Session
	Opening Ceremony & Reception
Wednesday	3K & 5K Walk/Run
	Conference Sessions (full day)
	Exhibit Hall Open
	Raffle Open
	Conference Chats
	Counselor Fair
	Evening Hospitality Events
Thursday	Yoga

	Conference Sessions (full day)
	Exhibit Hall Open
	Raffle Open
	Conference Chats
	Global University Fair & U.S. University Fair
	Closing Reception

Needs and Requirements

Capacity Overview

- 1400+ attendees for Main Conference
- 250 Pre-Conference Institute attendees
- 25 Executive Board Meeting attendees
- 20 Past President attendees
- 600+ On-Campus housing
- 25-35 Golf Tournament participants
- 200-300 3k/5k Walk/Run participants
- 30+/- Yoga participants

Facilities

Below is an overview of the types of spaces needed. Please note that any outdoor events will need an alternate option in case of inclement weather.

On-Campus

- Conference Space for Sessions:
 - 12 classroom spaces for Education Sessions that can accommodate approximately 100 attendees; AV equipment for presentations.
- Opening Ceremony
 - Auditorium/theater-style seating for 1000+ attendees; stage for presenters; AV equipment for presentations.
- Fairs
 - Space for at least 300 tables for each of the three fairs; two institutions per/one table.
- Membership Meeting
 - Auditorium/theater-style seating for 500+ attendees.
- Lunch Group Meeting Spaces
 - 12+ spaces to accommodate 25+ people; AV equipment for presentations preferred.
- Exhibit Hall
 - Space for 45-50 tables with two chairs each; all will need access to power/electricity.

- Registration/Check-In
 - Open space where tables can be arranged around the edges to allow a flow of people checking-in and picking up materials.
- Lunch-Time Presentations (Conference Chats)
 - Tables with seating and a stage/dias with AV equipment for presentations.
- Raffle Item Display Room
 - Separate space for 10-12 tables; must be able to lock/secure when closed.
- Networking Breaks
 - Central location(s) for refreshments and conversations.
- Dining Facilities
 - Lunch distribution area for picking up lunches and drinks,
 - Seating area(s) for lunches,
 - On-campus facilities for meals not provided by conference.

On or Off-Campus

- Closing Reception
 - Large enough to accommodate almost full attendee participation; fun and engaging location to celebrate the conclusion of conference activities.

Special Activities

- Wednesday Evening Dodgeball
 - Large recreational area for dodgeball tournament; dodgeballs and scoreboard.
- Wednesday Evening Hospitality
 - Locations for small group activities such as trivia, dancing, Drag Queen Bingo, etc.
 - Food service
- Golf Tournament
 - Local golf course options that can support 25-35 participants; club rental availability.
- 3k & 5k Run/Walk
 - Ideally, an on-campus or close-to-campus route.
- Yoga
 - Space for 35-45 participants; yoga mats or appropriate flooring.

Pre-Conference Institute

- Large meeting space for all 250 attendees; round tables or auditorium-style seating.
- Three breakout rooms accommodating 75+ attendees.
- Dining space for provided lunch and dinner reception.
- Space for networking breaks.

Executive Board Meetings

- On or off-campus meeting location for the Board all day Saturday and Sunday, half-day on Monday; refreshments and meals either catered or easily delivered.

Other Spaces

- Lactation Room(s)
 - Clean, private spaces for lactating mothers (not restrooms).



- Quiet Space
 - Designated quiet space for mindfulness, meditation, prayer, etc.
- Accessible Restrooms
 - Availability of gender-neutral (or single-person) restrooms, and accessible for those with physical disabilities.

Housing

On-Campus

- 700+ beds available; single-person sleeping space with shared bathrooms preferred.
- Breakfast provided; catered or accessible through on-campus dining facilities (included in housing costs)
- Linens provided for all rooms.
- Toiletries available.

Off-Campus

- Nearby hotels where rooms can be blocked for those making off-campus housing arrangements.

Other Arrangements

- Transportation
 - This will vary based on the logistics at the location but may include transportation to/from designated hotels, to/from the off-campus closing ceremony, golf carts for International ACAC staff around campus, and on-campus transportation between locations depending on distance.
- Printing
 - Signage: many signs will be needed to assist attendees in navigating campus and identifying key locations.
 - Programs: approximately 900 printed programs are requested each year (requests are made during registration)
- Communications
 - Website: The host will provide a conference website with the necessary information that complements and links to the International ACAC webpages.
 - Conference App: International ACAC contracts with an app provider, and the host will designate staff to assist with building content.
 - The conference logo is designed by the host institution in collaboration with International ACAC.
- Staffing and Volunteers
 - Host campus staff and volunteers from the host campus or colleagues from nearby campuses will be needed at various points during the conference.
- Safety and Emergency Response
 - Collaboration with on-campus safety and emergency response personnel is critical as injuries, illnesses, and safety concerns may occur.



Proposal Components

Proposal Document

Please complete the proposal template provided or include the same information in a similar format.

Budget

Conference expenses are largely covered by International ACAC through the conference registration fees. We do ask that the host institution contribute in funds or in kind for a portion of the expenses (equivalent to \$250,000 or more recommended).

Please provide an overview of the anticipated expenses in the proposal. A full budget template is also attached to assist in calculations. The budget template will be used to plan the actual budget.

Additional Materials

Pictures are very helpful for the Executive Board to envision the conference on your campus. If possible, please include photos of the proposed conference spaces, the local area, and anything else of note.

School brochures or other documents may already exist with pictures and information about the area. You are welcome to include them if they would help the Executive Board better understand your campus and location.

Submission and Selection Process

Submitting the Proposal

Proposals can be emailed to the Executive Director, Erin Garcia, at egarcia@internationalacac.org. Proposals for 2026 must be received by 5 pm Eastern Time on September 1, 2024.

Proposals for later conference years may be submitted at any time, though no later than September 1, two years prior to the conference.

Selection Process

The Executive Board will receive all eligible proposals in early September. During the Executive Board Meetings prior to the NACAC Conference, the Executive Board will discuss and select a conference host for the conference two years beyond. Proposals not selected may be offered the opportunity to host the following year (three years beyond).

The selected host(s) will receive a phone call that week to notify them of their selection. The selected host will be announced at the General Membership Meeting at NACAC (Thursday evening) and if possible, we enjoy having representatives from the selected campus to be present (in person or virtually) for the announcement.

Past Conference Hosts

Past hosts are often happy to share their experiences with future hosts. If you would like to contact previous hosts, please email Executive Director Erin Garcia at egarcia@internationalACAC for contact information.

1994 – George Washington University
1995 – Loyola University Chicago
1996 – University of Central Florida
1997 – College of Notre Dame
1998 – Dartmouth College
1999 – Duke University
2000 – Villanova University
2001 – Clark University
2002 – Cornell University
2003 – Brown University
2004 – University of Toronto
2005 – Washington University, St. Louis
2006 – Texas Christian University
2007 – University of British Columbia
2008 – Michigan State University
2009 – Chapman University
2010 – Northeastern University
2011 – University of Calgary
2012 – University of Denver
2013 – Marist College
2014 – University of South Florida, Eckerd College, University of Tampa
2015 – University of Oregon
2016 – Rutgers, The State University of New Jersey
2017 – Case Western Reserve University
2018 – Tulane University, Loyola University New Orleans
2019 – Western University, London, Ontario
2020 - Virtual due to the COVID-19 Pandemic
2021 - Virtual due to the COVID-19 Pandemic
2022 - University of New Mexico
2023 - Florida International University
2024 - Western University, London, Ontario
2025 - Northeastern University, Boston