

Association of Environmental Engineering and Science Professors (AEESP) Request for Proposals for the 2019 AEESP Research and Education Conference

Deadline: 5:00 pm EST, February 2, 2018

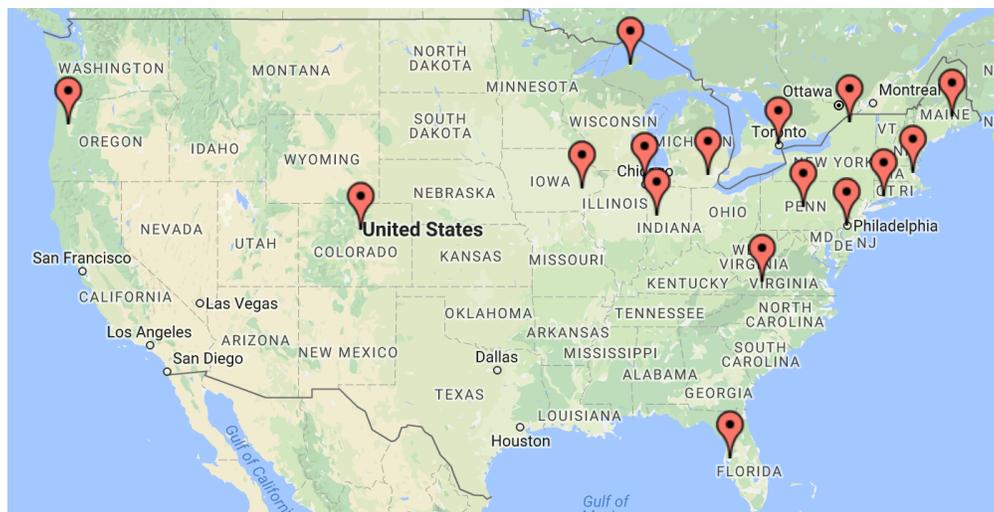
Introduction

The AEESP Research and Education Conference is the flagship event for members to exchange information on novel research and educational activities, as well as develop professional competencies. It serves as a venue for the exchange of information among academics and practitioners, particularly relating to the advancement of innovative research, pedagogy, and the preparation of students for professional practice in environmental engineering and science. AEESP Conferences are held biennially on odd-numbered years, and are balanced with respect to content on research and education.

Proposals are now being accepted from universities to host the AEESP Research and Education Conference during summer 2019. We invite institutions of all sizes to apply, and favor geographic diversity relative to recent prior locations. Proposals that promote interaction among faculty as well as attendance by senior PhD students and postdocs seeking academic positions are encouraged. The ability to accommodate similar or increased attendance relative to recent conferences is not a requirement for hosting the conference; conference formats of all sizes will be considered equally.

Past AEESP Conference Locations (contact person):

Harvard University, 1960 Northwestern University, 1967 Drexel University, 1973 Purdue University, 1980 Michigan Technological University, 1986 Oregon State University, 1991	University of Maine, 1996 Penn State University, 1999 University of Toronto, 2003 Clarkson University, 2005 Virginia Tech, 2007 University of Iowa, 2009
University of South Florida, 2011 (Maya Trotz: matrotz@usf.edu ; Jeff Cunningham: cunning@usf.edu) Colorado School of Mines, 2013 (Linda Figueroa: lfiguero@mines.edu) Yale University, 2015 (Jaehong Kim: jaehong.kim@yale.edu) Univ. of Michigan, 2017 (Nancy Love: nglove@umich.edu ; Christian Lastoskie: cmlasto@umich.edu)	



Procedure

Responders to this RFP should do so with the intent to host the conference in 2019. Responses should include a projected budget, as detailed below, and narrative responses to enable the 2019 Conference Site Selection Committee to evaluate the attributes detailed in the next section. The responses should be prepared as a single pdf file and submitted to the Committee Chair (Junko Munakata Marr, junko@mines.edu).

The proposals must be submitted no later than **5 pm ET on February 2, 2018**. The Conference Committee will make a recommendation to the AEESP Board by March 1, 2018. The AEESP Board will notify proposers on the site selection in April 2018.

Conference Format

Proposers are at liberty to propose any schedule that maintains a conference length of at least two full days of sessions with additional time for workshops. The Annual Business Meeting of AEESP will take place during the conference. The AEESP Board typically meets immediately after the conference for at least a day and a half. The AEESP Foundation Board typically meets just prior to or during the conference for up to one half day. The proposal should include provisions for these meetings.

The conference will include the following activities:

- Organized oral sessions on topical areas that may include invited speakers. Some of these will focus upon specific topics proposed by the host organizer, and may involve speakers from outside the AEESP community as appropriate. Equal opportunity to present findings or ideas on research, education and policy of broad interest to the membership is strongly encouraged.
- Keynote speakers and/or special activities for lunchtime and/or evening receptions
- Evening receptions and award ceremony
- Organized panel sessions focusing on forefront issues in both education and research in environmental engineering and science
- Contributed poster sessions containing papers of interest to segments of the membership presenting a balance of research and educational activities of members
- Exhibitor space including participating publishers, consultants, and public sector
- Networking breaks (time and space to facilitate, for example, mentoring of junior faculty, interactions between students and faculty, faculty to faculty collaboration)
- Workshops on issues of interest to segments of the membership (e.g., CAREER proposal preparation, teaching effectiveness, accreditation, tenure preparation, academic job search, novel forefront research techniques, preparation for the environmental PE, leadership development, career planning)

Regardless of format, platform speakers are expected to be of the highest quality.

The conference organizers must conduct an assessment of the success of the conference both in terms of quality of experience and in terms of finances; results of the assessment must be shared with the Conference Site Selection Committee and the AEESP Board within ninety (90) days of the conclusion of the conference, and be available to potential hosts of subsequent conferences.

Attributes for Selection

The narrative portion of the proposal should provide details on the content of the conference so that the committee can evaluate the strength of the proposal's commitment to both education and research, its relevance of the conference theme to environmental engineering and science education and research, and the competency, commitment, and depth of the local planning team.

Proposals will be evaluated on the basis of the weighted categories of conference structure and planning (40%), logistics (30%), budget (20%) and outreach (10%). Specific factors that may be considered in each category when developing proposals are included below (in no particular order of priority within these categories):

- **Conference structure and planning (40%)**
 - Conference size and distribution of attendees; What is your vision for the conference size? What is your preferred number of and distribution between faculty, postdocs, PhD, MS and undergraduate students, and practitioners? How will you achieve this?
 - Overall conference structure (such as session topics defined by conference organizers, proposed by attendees, or organically formed after abstracts received)
 - Method of selecting plenary speakers
 - Review process for submitted abstracts and delegation into oral vs. poster sessions; how balance between education and research presentations/posters will be achieved
 - Opportunities that enable distinct time and space for interactions of:
 - faculty to faculty
 - students to faculty
 - students to students
 - Presentation judging and awards process
 - Workshop organization
 - Conference management by faculty and operational support network
 - Strength of conference leadership (given the time and logistical commitment, leadership by more senior faculty is encouraged)
 - Mechanisms of internal communication with conference attendees
 - Level of institutional support (financial, facilities, administrative, and other)
- **Logistics (30%)**
 - Adequacy of conference venue (meeting rooms, space for posters, etc.) and venues for evening receptions and activities (tie to conference size)
 - Array of housing choices with affordable choices for student attendees (including university dormitories, lodges, motels and hotels at reasonable fees and distances from the venue. Group discounts are also usually available from some hotels). The conference organizers should be willing to assist the conference attendees in housing choice selection.
 - Accessibility of conference and lodging to major airport(s), typical cost of airfare, and other modes of public transit
 - Amenities for people with disabilities
 - Availability of tourism activities and family-friendly services (e.g., childcare, housing with kitchenettes, onsite child-friendly recreational amenities)
 - Use of sustainable practices at the conference with an effort to minimize the “carbon footprint” of the conference itself (e.g. walkability of venues for conference, housing

- and activities, reduced paper use for program & proceedings, reuse of banners, use of recycled paper for printed materials, limited use of disposable utensils at events, carbon offsets)
- Consideration given to allocating time and space for AEESP Board, AEESP Foundation Board, and AEESP Committee meetings to be held during or before/after the technical portion of the conference
 - In selecting the conference dates, proposers should strive to avoid conflicts with events that are attended by many AEESP members (e.g., ASEE Annual Conference (June 16-19, 2019, Tampa FL), International Water Association (IWA) World Water Congress, AWWA specialty and annual conference, Gordon Conferences (e.g. Environmental Nanotechnology), WEF specialty and annual conferences, AAAR conferences, IWA events, AWMA Annual Conference, American Chemical Society, American Society for Microbiology, EWRI Conference, North American Membrane Society Conference, ASM Biofilm Conference). Also consider that some schools on the quarter system finish the school year in mid-June. Additionally, AEESP makes its own annual Awards for Excellence within the discipline. Nominations for these awards are typically due on March 15, and the awards committee usually selects these awardees by June. Proposers should keep this schedule in mind when choosing dates for their proposed conference so that award winners can be notified and awards can be presented at the event. In the past, proposers have received funding from NSF for a CAREER Workshop at the AEESP Conference. In selecting a date for the conference, proposers should be aware of the NSF CAREER proposal deadline (check nsf.gov) and develop their NSF CAREER workshop grant to predate that proposal deadline. Within these constraints, each proposer should suggest dates that would work at their venue.
- **Budget (20%)**
 - Estimated registration fee (tied to budget, which is discussed below)
 - Potential contributions from external sponsors¹ (tied to budget discussed below)
 - Plans to encourage participation of senior PhD students and postdocs
 - **Outreach (10%)**
 - Innovative approaches to involvement of postdocs, students, student organizations (e.g., pre-conference workshops, essay contests, photo competitions, poster awards...)
 - Innovative approaches to engage new AEESP members, first time conference attendees, sustaining members (companies and organizations that pay a membership fee and often provide support for special events), fellows, and lifetime members (PhDs before 1975)
 - Overall marketing plan, including use of free media, paid media, social media and AEESP database

¹ In the past, AEESP has received funding for its conferences from the National Science Foundation. The Board will work with the selected organizers in submitting proposals for support from these agencies. Examples of previous NSF proposals will be provided to potential hosts. However, it is ultimately the responsibility of the host to write and submit the NSF proposals.

- Connections with *Environmental Engineering Science*, the official journal of AEESP
- Development of a functional and user-friendly conference website
- Linkage to other events (other conferences) that might be of interest to attendees
- Strategy for outreach to local, regional, national, and international communities of practice that might attend and/or provide sponsorship
- Engagement with international groups
- Engagement with funding agencies and other public sectors

The proposers should suggest particular themes that would be appropriate for their venue. It is not the intention that the conference exclusively focuses on these themes; however the themes can provide a particular “flavor” to the conference and/or selected sessions. Conference themes should show a balance between research and education sessions, and each theme should cover a wide range of specific topics so that more quality papers will have an opportunity to be reviewed.

The 2019 Conference Planning Committee will develop the ultimate program with input from the AEESP Board.

Note that Technology Transition Corporation (TTC, www.ttcorp.com), which is AEESP’s management company, also provides conference organization services for professional societies. TTC managed registration, membership verification and fee collection for the 2017 AEESP Conference, and could provide these and other logistical services in support of the 2019 host institution. Please contact Brian Schorr, AEESP Executive Administrator, at bschorr@aeesp.org for more information.

Specific Budget Elements

The budget projection should be prepared using the following outline. Two example scenarios regarding attendance should be used as indicated below; note that proposers need not plan solely for these scenarios, but budget information should be provided for evaluation purposes. The registration fee needed to produce a breakeven budget under either scenario should be indicated.

Scenario I: 200 student attendees, 50 post-doctoral scholar attendees, 250 faculty attendees, 50 accompanying guests (consume all meals)

Scenario II: 350 student attendees, 50 post-doctoral scholar attendees, 300 faculty attendees, 50 accompanying guests (consume all meals)

	Scenario I	Scenario II
Revenue		
Registration Fees (total)		
Early Registration Fee (by category, including complimentary (<i>Work with AEESP board early to determine these categories, especially those that are discounted or complimentary (e.g. lifetime)</i>))		
Regular Registration Fee (by category (student, post-doc, faculty, professional practice, including complimentary))		
Sponsorships:		
External		
Internal (Host)		

Grant from NSF/EPA or other:

Total Revenue

Expenses

Personnel costs:

Admin. Assistant, Conference Planner

Other staff costs (graphic artist, web site, helpers, benefits)

Supplies, Printing, Marketing

Transportation (tours and misc.)

Facilities and audio-visual services

Hospitality less guest meal fees:

Breaks, Breakfasts, Lunch

Welcome Function

Luncheon

Banquet

Meetings

Total Expenses

Net Projected Surplus (Loss)

AEESP expects the conference to run on a “breakeven” basis. Accordingly, proposers should assume that any financial gains (or losses) are the responsibility of the host organization.

Data on attendance numbers and revenues are included below. Proposers are encouraged to contact the prior conference host committees for their full proposal, information about expenses, overall organizational procedure, etc.

Data from previous AEESP conferences; note that sustaining the trend in increasing attendance is not required

	2011 Tampa	2013 Colorado	2015 Yale	2017 Michigan
Total Attendees	426	463	621	736
Student Attendees	168	190	268	391
Faculty Attendees	212	224	314	301
Other Attendees	46	49	39	44
Students Registered Early	95	140	185	276
Faculty Registered Early	127	175	168	181
Others Registered Early	30	17	13	14
Student registration (early, regular)	\$80, 125	\$125, 225	\$150, 250	\$150, \$190
Faculty registration (early, regular)	\$350, 425	\$400, 575	\$425, 600	\$425, \$600
Non AEESP member registration (early, regular)	\$600	\$500, 700	\$525, 700	\$525, 700
Total number of early registrants	252	315	353	471
Funding from Registration	\$95,600	\$83,355	\$224,100	\$210,935
Funding from Corporate Sponsorship	\$14,850	\$9,750	\$9,000	\$52,700
Funding from University Sponsorship	\$20,000	\$26,000	\$5,000	\$7,000
Funding from Grants	\$ 44,350	\$50,000	\$50,000	\$49,999

	SPONSORSHIP LEVEL			
	CONFERENCE \$7500	EVENT \$5000	SESSION \$2500	STUDENT \$1000
TABLE SPACE	✓	✓	✓	✓
1 FULL REGISTRATION	✓	✓	✓	✓
PLENARY SPEAKER INTRO	✓			
SESSION SPEAKER INTRO			✓	
LOGO ON BANNERS	✓	✓		
LOGO ON WEBSITE	✓	✓		
LOGO ON PROGRAM	✓			
LOGO ON SPONSOR LISTINGS	✓			
TOP TIER		✓		
2ND TIER			✓	
3RD TIER				✓
4TH TIER				

The AEESP Board does not wish to exclude participation of any faculty, students, or practitioners by assigning sponsorship of the Research and Education Conference to one sole sponsor. The Board is very supportive of any firm or set of firms who wish to "take the lead" in sponsoring any given conference by establishing matching funds or other mechanisms that not only guarantee their own substantial involvement, but also foster participation and contributions by others. The Board favors formal recognition of the level of support of various sponsors by different levels of support. An example of sponsorship levels and entitlements is shown at left.

2019 Conference Site Selection Committee

Junko Munakata Marr	Colorado School of Mines, Chair
Andrea Achilli	University of Arizona
Jeff Cunningham	University of South Florida
Kimberly Jones	Howard University
Mohiuddin Khan	Washington State University and Los Alamos National Laboratory
Jaehong Kim	Yale University
Christian Lastoskie	University of Michigan
Greg LeFevre	University of Iowa
Jonathan (Josh) Sharp	Colorado School of Mines
Heather Shipley	University of Texas, San Antonio
Karl Linden	University of Colorado, Boulder, AEESP Board Liaison

Summary Feedback from 2017 Conference

- Growth in conference size has diminished faculty-faculty interactions; numerous suggestions to restrict number of students and increase interactions
- Student enthusiasm should be fostered but perhaps focus on academic or professional research career track senior students and postdocs
- Education side needs renewed emphasis—balance has shifted recently to more research sessions
- Conference venues in closer proximity preferred (no more long bus trips)