



APA Mississippi-Alabama Joint Fall Conference 2020 Host Proposal

Thank you for your interest in hosting the 2020 APA Mississippi-Alabama Joint Fall Conference. Several pieces of basic information are required to propose a conference. You must identify the key personnel who will be organizing the conference, potential dates available in October 2020, and provide background on information on conference facilities and resources available.

Mississippi Host Community: _____

Potential Dates: _____

Conference Chair (Co-Chair): _____

Possible Conference Venue(s): _____

Available Lodging: _____

In addition to the information required above, please provide a brief (no more than 1 page) narrative describing your proposal and why your community would be the best host community for the 2020 APA Mississippi-Alabama Fall Conference.

Your proposal must be able to provide:

- Dates should be in October (if possible), with preference given to the second week.
- Three conference days (Half-Day Wednesday, Thursday, and Half-Day Friday).
- The conference venue should have, or be located within close proximity to, adequate and appropriate hotel facilities.
- Activities and points of interest in the community.
- A large lecture hall for the keynote address (100-150 attendees).
- Ideas for interesting, and engaging keynote presenters.
- Room for two-four sessions to run concurrently.
- The potential for several mobile workshops of various planning related interests.
- Adequate space for vendor displays and breaks/refreshments between sessions (it is preferable for these to be close together or even combined)
- A large dining facility for the conference awards luncheon.
- Space for conference registration and check-in.
- Opportunities for local sponsorship.

Please send your completed proposal by email to: Ben Requet, AICP at bjrequet@oxfordms.net