

Dear Colleague:

The National Association of Branch Campus Administrators (NABCA) promotes the interests of branch campus administrators and explores the opportunities and issues that affect their campuses and institutions.

NABCA is committed to creating a forum for professional development, information sharing and dissemination, and the study of the management, teaching, and learning conditions on all higher education branch or regional campuses. NABCA especially encourages the active participation of all those interested in branch campus administrative issues from public and private institutions, and two and four year colleges and universities.

As a volunteer organization, NABCA relies upon the resources and participation of its members to develop and produce position papers and to disseminate best practice guides and other publications.

As a participant in previous conferences, you are invited to express your interest in hosting a future conference in your state. The Conference host, as part of the Conference Committee, and in collaboration with the Executive Committee, is responsible for successful onsite planning of event logistics, which includes but is not limited to:

- Conference location and venue – hotel and/or convention center or equivalent
- Event logistics – dates, times, arrangements, social gatherings, special events
- Event materials – program, attendee list, nametags, signage, etc.
- Event registration – online registration, accepting credit card and purchase order/check payments
- On-site services coordination – ensuring the needs of attendees are met

If you are interested in serving as host to one of our upcoming conferences, please complete the attached proposal form and submit to Dr. joyce gillie gossom (e-mail joycegg57@cox.net).

Sincerely,

NABCA Executive Committee

<http://www.nabca.net>

<http://www.facebook.com/nabca>

**National Association of Branch Campus Administrators
Conference Proposal Form**

1. Contact information:

Name:

Institution:

E-mail address:

Phone number:

2. Year proposed conference will be held: 2013 2014 2015

3. Proposed location of conference (City, State):

4. Explain why you think this site is a good location for the annual NABCA conference. Comment on possible lodging and meeting facilities, local amenities, climate, and attractions for spouses and families.

5. Identify potential host hotels for the conference (briefly describe hotel meeting & reception space and estimated guest room costs). Include web addresses for hotels, if available.

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