IACBE
Regional Conference Planning Form
Please submit to events@iacbe.org by 6/30/23

Regional Assembly:

Date(s) of conference: Time(s) of conference:

Conference Theme (Optional):

Primary Conference Planning Committee Name/Email:

Secondary Conference planning Committee Name/Email (if applicable):

Requested Workshop(s) (Optional):
*Subject to staff availability

Conference Registration Fee: Date registration will open:

What does the fee cover (breaks, dinner, etc.)?

Is there an optional additional fee for workshop/excursion/etc? Yes   No   If yes, provide details:

Venue of Regional Assembly Conference: Institution Please   Hotel   Other

provide the following information regarding the conference site:

Name of host venue:

Address:

City/State/Zip/Country (if applicable):

Building Name/Room Number:

Name of On-site Contact Person:

On-Site Contact Email:

On- Site Contact Phone Number (with country code if outside the U.S.):

Cost of Room Rental:

Cost of AV Support Package (projector, screen, power cords, clicker):

Total Meal Costs (breaks, lunch, etc.):

Have you secured a group hotel rate for your guests?   Yes   No

If so, provide details/link:

What does the rate include? (breakfast, Wi-Fi, etc.):

Hotel Contract Required? No   Yes   If yes, please forward a copy to IACBE.

Do you have a secondary lodging option for your attendees? If yes, please list:

Conference program information:

Is the region soliciting proposals for presentations? If yes, provide details:

Is the region hosting any special sessions or events (ie. Shark tank, student case competition, etc)? If yes provide details:

Are there any optional items being offered? (networking dinner/local business tour/etc) If yes, provide details/costs:

Is the conference including a guest speaker? If yes, provide details/costs: *Please send speaker bio to IACBE for your registration website.

Will the conference have sponsors? If yes, provide details/sponsorship rates:

 Please provide contact information for each sponsor:

Please add any additional information that may be relevant to setting up your registration site: