A blue letters on a black background

Description automatically generated

**2025 Regional Assembly Conference Planning Form**

**Instructions**

Please work with your officer and planner teams to complete this form. Submit the completed form to [events@iacbe.org](mailto:events@iacbe.org) by **Tuesday, July 1, 2025** to ensure the conference registration site is available by **August 1, 2025**.

**Region Number (1–12)**

Insert

**Region Name**

Insert

**Conference Date(s)**

Insert

**Start and End Time for Each Day of the Conference**

Insert

**Conference Format (In-person, Hybrid, or Virtual)**

Insert

**Location (City, State)**

Insert

**Country**

Insert

**Venue: Institution Name**

Insert

**Room Name/Number**

Insert

**Venue Address**

Insert

**Conference Theme**

Insert

**Conference Registration Fee (USD per attendee)** *Fee should be set to break even or allow for a surplus. We cannot approve any registration fee that projects a loss on the budget.*

Insert

**Meals and Beverage Details** *Our members prefer to have water available throughout the event, beverage options such as coffee, tea, and sodas available for most of the conference duration, and meals provided during the time the group is together.*

Date Meals Provided Beverage Options

**What is the expected total cost for meals (USD) for your event?**

Insert

**Does the registration fee include anything additional such as an excursion?** *For example: visit to a local company, tourist attraction, etc.*

Insert

**Are you offering any optional excursions or meals outside the venue that require an additional fee?** *This option is preferred over the option directly above as it allows the region to set a more affordable registration fee and gives attendees the chance to opt in.*

Insert

**Will you need to pay for AV support (e.g., projector, screen, power cords)? If yes, what is the cost?**

Insert

**Registration Deadline** *Recommended: two weeks before event*

Insert

**Cancellation Deadline (for full refund eligibility)** *Date should be prior to all deadlines with vendors for venue/catering to ensure no loss of funds.*

Insert

**Would you like to offer an optional** [**accreditation workshop**](C://Users/VanessaStLaurent/Downloads/Regional-Assembly-Conference-Training-Workshop-Options%20(2).pdf)**?**

Insert

**Recommended lodging** *Include the group room block rate if applicable, link, and amenities included in the nightly rate. Please also share a copy of the hotel contract with* [*events@iacbe.org*](mailto:events@iacbe.org)*.*

Insert

**Recommended airport/travel information**

Insert

**Are you soliciting proposals for presentations? If yes, share the primary contact.** *Submissions should be due before the date you list above for cancellations to receive a refund. Please share a copy of your Call for Proposals with* [*events@iacbe.org*](mailto:events@iacbe.org) *as soon as is it available.*

Insert

**Is the region hosting any special sessions (e.g., Shark Tank, student competitions)? If yes, share the primary contact.**

Insert

**Any additional features (guest speaker, networking dinner, tours) that should be included in the event description?**

Insert

**Are you planning to seek conference sponsors?**

Insert

**Primary contact for drafting the conference agenda**

Insert

**Complimentary Registrations (up to 3 names)** *Each region is permitted up to three complimentary conference registrations. Typically, the host institution of each Regional Assembly Conference receives two complimentary conference registrations and the individual responsible for planning the conference receives one. Please share the names of up to three individuals for the three complimentary registrations.*

Insert

**Is there anything else you would like to share with us about your event that is relevant to setting up your registration site?**

Insert