

**Request for Proposals
to host the Eighteenth Annual
ASM Conference for Undergraduate Educators**

Location: East Coast University/College near a Metropolitan Area **Date:** June 2-5, 2011

Meeting Description:

Approximately 325 faculty members who teach undergraduate microbiology and biology meet for 4 days every year to explore issues in biology education. Activities include plenary sessions, small group discussions, working sessions, poster sessions, exhibits, and evening receptions. The conference begins Thursday evening with a mixer and ends in the afternoon on Sunday. Participants at recent conferences have identified core curricula for introductory undergraduate microbiology, produced resource materials, and shared best practices and biggest challenges in teaching microbiology. For details regarding past conferences visit <http://www.asmcue.org>.

Facilities Required:

1. Lodging should include moderately priced accommodations such as dormitory rooms or a nearby hotel. Many registrants will choose to share accommodations. About 180 dormitory rooms are needed for check-in on Thursday and checkout on Sunday. Several rooms may be needed for Wednesday and Sunday evenings. For those who choose not to stay in campus housing, a nearby hotel should be suggested with enough rooms for 100 attendees.

2. Meeting facilities on campus are required for Thursday, beginning at 4 pm through Sunday, ending at 12 pm. These include:

- a. Auditorium with multimedia capability for 325 participants
- b. Cafeteria or dining space for 325
- c. 10-12 classrooms for 40-100
- d. Large open space and poster boards for poster sessions (80 presentations)
- e. Area for exhibit session, preferably near poster presentations
- f. 1 to 3 laboratory rooms for 25-35
- g. 1 to 3 computer labs for 25-35
- h. Tables and chairs for registration and exhibit program (15 tables, 6-8 feet; 30-40 chairs)

3. Catering services for moderately priced meals and provisions for refreshment breaks.

Transportation needs: The site should be easily accessible to a major metropolitan area that services economy-priced airlines. Sites who require some travel from a major airport should also submit suggestions regarding discounted institutional or commercial shuttle service.

Planning Committee Responsibilities: The Local Arrangement Chair confirms the suitability of facilities and makes all preliminary on-site arrangements with the assistance of ASM Staff. The Chair coordinates on-site logistical requirements, including multimedia and technology services, security, shipping and receiving, and copying. The Conference Planning Committee plans the program and communicates with the conference speakers. An ASM staff member handles publicity, registration, catering, housing, handout materials, and on-site management during the Conference.

Site Selection Deadline: A letter of intent is strongly recommended by May 26, 2010 and prior to submission of a full proposal. Full proposal must be submitted by June 1, 2010.



AMERICAN
SOCIETY FOR
MICROBIOLOGY

For more information or to submit a letter of intent, contact:

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