



Building  
Communities  
of Innovation™

## REQUEST FOR HOST PROPOSALS

### INTERNATIONAL CONFERENCES 2025, 2026, or 2027

Submit yours no later than **May 31, 2024**  
to Diana Horn [dianahorn@aurp.net](mailto:dianahorn@aurp.net)

#### Proposal Submission Requirements:

Proposals will be evaluated on the following criteria and must include the following information in order to be considered:

- Inclusion of preferred hosting year(s).
- Identification of the proposed host institution and chairperson(s).
- Identification of the proposed host committee members and their affiliation with the proposed host institution.
- Description of the level of up-front financial support committed to the conference, and your ability to attract additional sponsors.
- List of suggested themes.
- Names of proposed hotels.
- Background and demographic information on the proposed host city, to include amenities and benefits such as geographical and historical attractions, cultural and sporting events and any special community events that may run concurrent with the conference.
- Description of the features and benefits of hosting the conference by your institution and in your city/region.

Submit your proposal, electronically, no later than **May 31, 2024**.

The AURP Board of Directors will review the proposals and select the host institution.

Candidates submitting proposals will be notified of the AURP Board's decision no later than June 30, 2024.

**[SEE SAMPLE PROPOSALS HERE](#)**

#### General Information & Background

The Association of University Research Parks (AURP) is soliciting proposals from member research parks and innovation districts interested in hosting the AURP International Conference in years 2025, 2026, and 2027.

#### AURP At a Glance

More than 1,000 research communities are in varying stages of development worldwide, and a variety of university, governmental, not-for-profit and private organizations interested in the development and operation of research-related technology projects and programs comprise the major portion of AURP's membership. AURP's mission is "fostering innovation, commercialization and economic growth in a global economy through university, industry and government partnerships". ([www.aurp.net](http://www.aurp.net)).

#### AURP International Conference Dates

This AURP annual conference is held in the fall on dates that avoid major national and religious



holidays as well as other industry meetings. The conference is typically scheduled over a four-day period, starting with the AURP Board meeting on Tuesday and concluding with programming and/or optional park tours on Friday. Optional workshops are typically scheduled for Wednesday with the bulk of the conference programming scheduled for Thursday and Friday. (Note, a Monday-Thursday pattern will be considered)

**AURP International Conference Attendees**

The AURP Annual Conference historically draws 250 attendees including paid registrants, speakers, and sponsors.

**AURP Conference Committee Structure**

The AURP Board of Directors has established the Conference Committee structure and assigned duties as indicated.

	<b>AURP Board &amp; Advisory Council:</b>	<b>AURP Local Host Committee:</b>	<b>STAFF</b>
<b>Committee Leadership and Composition:</b>	<ul style="list-style-type: none"> <li>▪ AURP Vice President</li> <li>▪ Other AURP members interested in participating</li> <li>▪ AURP President as ex-officio</li> </ul>	<ul style="list-style-type: none"> <li>▪ Representatives from Institution Hosting the Conference</li> <li>▪ Several local Committee members who are able to assist in planning and in local sponsorship recruitment</li> </ul>	<ul style="list-style-type: none"> <li>▪ Headquarters</li> </ul>
<b>Committee Duties:</b>	<ul style="list-style-type: none"> <li>▪ General oversight</li> <li>▪ Input on meeting theme, speakers and concurrent sessions, in collaboration with Local Host</li> <li>▪ Meeting content</li> <li>▪ Recruitment of National sponsorships</li> </ul>	<ul style="list-style-type: none"> <li>▪ Recruitment of speakers (often university, regional government, and business leaders)</li> <li>▪ Recruitment of local sponsorships</li> <li>▪ Recommendations for local unique venues</li> <li>▪ Tour coordination</li> </ul>	<ul style="list-style-type: none"> <li>▪ Secure and manage site</li> <li>▪ Programmatic details</li> <li>▪ Budget and financial reporting</li> <li>▪ Marketing/PR</li> <li>▪ Registration</li> <li>▪ National sponsorships</li> </ul>



## Conference Specifics

**Note: These specifications are provided for your information only. AURP staff will manage the hotel proposal solicitation process.**

- Dates will be considered in late September through early December, depending upon location
- Location – a city or metropolitan area, which is also a major airline destination
- Corporate Support – Demonstrated significant support from local and state government agencies as well as private corporations, indicating ability to meet proposed budget figure of \$85,000+ in *local* sponsorships. (total conference sponsorship budget is approximately \$130,000)
- Must offer a variety of cultural attractions, vacation destinations and special event venues
- Length – 7 days, Saturday through Saturday inclusive of staff preparation and AURP Board Meeting; Actual conference will run Wednesday through Friday, although flexible
- Attendance – 250 +/-
- Hotels – approximately 140 rooms, peak nights (Wednesday & Thursday)
- Special Events:
  - Off-site reception/dinner should be held at a place of local interest for 150-200 guests
  - Optional tours of host park and/or current projects

## Recent Conference Hosts and Locations

- 2024 University of Arkansas / University of Arkansas Technology Development Foundation, Bentonville and Fayetteville, AR (Nov)
- 2023 STAR Campus at University of Delaware, Wilmington and Newark, DE (Oct)
- 2022 MaRS Discovery District (co-hosts McMaster Innovation Park and David Johnston Research & Technology Park, Toronto, CAN (Sep)
- 2021 University of Utah Research Park, Salt Lake City, UT (Oct)
- 2020 Virtual Conference (Nov)
- 2019 Tech Square at Georgia Tech, Atlanta, GA (Nov)
- 2018 University of Maryland Discovery District, College Park, MD (Oct)
- 2017 Cummings Research Park, Huntsville, AL (Sep)
- 2016 University of Oklahoma, Oklahoma City, OK (Sept)
- 2015 Buffalo Niagara Medical Campus, Buffalo, NY (Sept)

