

Application to Host the 2017 National Conference on Immunization Coalitions and Partnerships

The National Conference for Immunization Coalitions and Partnerships (NCICP) is a gathering of coalition leaders, staff and board members; public health workers and experts; and community advocates. The goal of NCICP is to improve community health by enhancing the effectiveness of health coalitions. We do this by offering participants training in relevant coalition management and health promotion topics, as well as networking and professional development opportunities.

The conference occurs every two years and is the product of a national volunteer planning committee. The planning committee works closely with a local organization to host the meeting. Historically, attendance at the meeting ranges between 200 and 400 participants and there are 2 ½ days of expert presentations and peer learning opportunities. The 2017 host will receive extensive files from the 2016 host to use for context and as a base for 2017 planning activities.

The Host Coalition will be responsible for the following tasks in collaboration with the Planning Committee and an event planning team. The distribution of work depends largely on the size of the contract with the event planning team; agreement about the responsibilities below should be part of negotiations with the event planners:

- Hiring an event planning team
- Scheduling and facilitating planning committee meetings by teleconference
- Managing local logistics (hotel and menu selection, coordinating with vendors, etc.)
- Developing budget
- Fundraising
- Managing registration
- Marketing
- Recruiting and managing exhibitors
- Managing scholarships (creating application process) – if funds are available
- Generating conference content: create call for abstracts, manage selection process, communicate with presenters, manage presenter logistics
- Developing a 'save the date' card, brochure, and printed program
- Printing program, event signage and other materials
- Managing attendee list
- Staffing conference, primarily through volunteers
- Managing conference finances
- Updating conference website: <http://healthcoalitionsconference.org/>
- Leading the discussion to select the site for NCICP 2019

Host Organization Eligibility Criteria:

- Ability to accept donations on behalf of the conference (if need be); either as a 501 (c)(3) or through a fiscal agent. (Most grants will go through the Fiscal Organization)
- Operating for at least two years
- Minimum budget of at least \$200,000 annually
- Minimum 2 paid staff members with ability to identify a backup for primary staff if needed.
- Ability to have 2 staff persons dedicated to conference 1/5 of the time in first year and 1/2 of the time in second year. (May include funding for this in the budget; can contract out some work)
- Ability to have at least one staff person available for all NCICP calls
- Ability to manage existing conference website
- Ability to develop a budget
- Availability of 12 local volunteers for actual conference

Interested organizations should fill out the following application and send to Lisa Robertson at director@vaccinateindiana.org

Applications are due by Friday, July 15, 2016

Application to Host the 2017 National Conference for Immunization Coalitions and Partnerships

Name of Organization:

Proposed City for Conference:

Address of Organization:

Contact at Organization (include name and title):

Phone and Email of Contact Person:

Type of Organization (you may choose more than one.)

Coalition Health department 501 (c) (3) Issue-focused Organization

Other: _____

For the following questions, please feel free to use more space (maximum 3 pages.)

1. Please give an overview of your organization and your work, including how long you have been in existence (maximum 3 paragraphs).
2. Has your organization had experience coordinating a conference? If yes, explain:
3. Has someone from your organization attended NCICP in the last 5 years? If so who and which conference(s)?
4. Why would your organization make a good host organization?
5. Please describe your staffing structure and identify the lead person for conference planning.
6. Describe your organization's capacity to plan this conference.
7. Why would your city be a good site for the 2017 NCICP? Please describe affordability and accessibility to major airports.

A complete proposal will include:

- A 501(c)(3) letter or a letter from your fiscal agent
- A copy of your organization's most recent annual budget
- A statement from your organization's leadership stating a desire to host the conference and that the organization is financially and organizationally sound and is capable of taking on the responsibility of hosting the conference.