Association of Campus Emergency Response Teams

NCCER Conference Information Sheet

Below you will find questions that are included in the NCCER Host Application. Use this guideline to plan and finalize what will be sent in with your application when competition opens up. Please note that this is a guideline only, and finite details within the application may change without notice or update to this document.

- Why should your school be chosen to host a NCCER conference?
- Will there be a theme for the conference? If so, what will it be?
- What four days are you planning on hosting the NCCER conference? (Note: must be a Thursday, Friday, Saturday, and Sunday selection, typically in February)
- What activities are you planning for Thursday night? Friday? Saturday? Sunday?
- What keynote speakers are you planning on having in attendance?
- What sort of sleeping accommodations can you offer attendees?
- How will attendees travel from their accommodations to the conference location?
- Please describe your plan for room bookings, locations for seminars, meals, and the competition. Be sure to include contingency plans in case rooms are cancelled or unavailable.
- Provide a brief outline of how you plan on organizing the competition portion of the conference (ie. round robin schedule, backup plans, scenario creation, etc.)
- Please provide a brief outline detailing the structure of your planning committee.
- What is your planning timeline looking like?
- Are there any other campus or community resources that can help your team in the planning or executing of an NCCER conference?
- How will your organizing team fundraise for the conference? What is the expected charge per person to attend the conference?
- What is the budget for your conference and how is it allocated? Remember to include budgeting for both income and expenses; income items include conference participant fees, fundraising (including applying for grants/awards), and contributions from outside sources, while expenses include catering, t-shirts, room booking fees, fees for competition supplies, photocopying, etc. (Note: NCCER conference budgets typically range in the $25,000 to $35,000 category)