



Request for Proposals for the 2025 AAHHE Annual Conference

***Due Date for Proposal Receipt is April 28th, 5:00 PM ET
Late Arrivals and Mail Submissions Will Not Be Accepted***

I. Request for Proposal

The American Association of Hispanics in Higher Education (AAHHE) is exploring institutional venues for their 20th Annual AAHHE National Conference. For 16 years AAHHE hosted its annual conference at large hotels. In 2022, the hosting model for the conference was changed from a hotel to an educational institution, i.e., college or university. Future annual conferences will continue to be hosted at an educational institution, rather than a hotel. AAHHE is seeking proposals from qualified and experienced institutions that are interested in hosting an educational conference and can provide the required support as detailed in the list of requirements outlined below.

Recipients of this Request for Proposals (RFP) are encouraged to thoroughly explore the [AAHHE website](http://www.aahhe.org) (www.aahhe.org) to gain an understanding of the organization. This RFP includes links to information on the website.

Annual Conference Overview

Conference attendance: 300 Attendees approximately

Preferred Conference Dates: March 5-7 or March 12-14, 2025

Previous Conferences

2024 - In person, Washington University, St Louis, MO

2023 - In person and live-streamed general sessions, College of Southern Nevada, North Las Vegas Campus, North Las Vegas, NV

2022 - Hybrid, Nevada State College, Hendersonville, NV

2021 - Virtual

Eligibility

The hosting institution must be located in a state that is not included in the California ban on paid travel for faculty, staff, and students. The following states are NOT eligible to apply: Alabama, Arizona, Arkansas, Florida, Georgia, Idaho, Indiana, Iowa, Kansas, Kentucky, Louisiana, Mississippi, Montana, North Carolina, North Dakota, Ohio, Oklahoma, South Carolina, South Dakota, Tennessee, Texas, Utah, & West Virginia. Preference will be given to states in the Mid-Atlantic and Northeast regions.

All students, staff and administrators at the host institution will receive 10% off conference registration. Volunteers will receive complimentary registration.

Conference Institutional Venue Requirements

1. Institutional membership for at least two years.
2. Signed Memorandum of Understanding outlining the terms and conditions of the agreement and the conference.
3. AAHHE Liability Insurance
4. Space for 300 participants
5. A 10 – 15 min welcome address by President/Provost of the Institution on the first day of the conference.
6. Land acknowledgment address to be provided by Diversity, Equity and Inclusion representative at the institution or any other local or national indigenous organization.
7. Facilities - Buildings, meeting space, and conference rooms
 - a. ADA compliant options such as electronic door entries and elevators in multi-level buildings.
 - b. One auditorium for a minimum of 300 people.
 - c. One ballroom for reception & sit-down meals with stage, podium, screen and audiovisual technology.
 - d. Three concurrent ballrooms for pre-conference sessions with podium, screen and audiovisual technology.
 - e. At least five to seven rooms with a maximum capacity of at least 30-40 people available for concurrent sessions in the same building.
 - f. Green room for speakers.
 - g. Board room available for 18 people during length of conference.
 - h. Board room available for 30 people during length of conference.
 - i. Vendor space with electrical outlets for exhibitors.
 - j. Storage room available 4 weeks before the conference.
 - k. Assigned staff office with a locked door equipped with a color printer to be available the week of the conference.
 - l. All Gender restrooms available - At least one all gender restroom is to be provided on each floor and wing of buildings where sessions are being held during conference times. Signage must mirror the university standard signage requirements, affixed temporarily but secured properly to not be removed by non-facilities individuals. Signage must be pre-approved by AAHHE.
 - m. Other Rooms required: a) Rest/Meditation areas; b) Lactating rooms; and c) Interfaith Prayer room.
8. Technology
 - a. Audio visual Technology
 - i. Depends on number of concurrent sessions and to be provided in each of the rooms.
 - ii. Available livestreaming capabilities.
 - iii. Built-in technology.
 - iv. High-definition video cameras.
 - v. Clickers & microphones.
 - vi. Speakerphone in the auditorium.

- b. Wi-Fi
 - i. Unlimited and stable access.
 - ii. Create a separate Wi-Fi network available for conference participants and staff.
 - iii. Password protected.
- 9. Laptops in cases with chargers
 - a. A maximum of eight laptops with chargers to be provided.
 - b. Equipped with Microsoft Office Suite (MS Word, Excel, PowerPoint) and Zoom Desktop feature.
- 10. A/V IT support
 - a. On site A/V IT support to be available during the length of conference. IT team assigned to rooms to auditorium, ballrooms and concurrent session rooms to troubleshoot any foreseeable issues.
 - b. Additional A/V IT support (on contract) if needed.
- 11. Food and Beverages
 - a. Catering to support 300 participants.
 - b. Catering services for coffee breaks, breakfast, lunch, reception. Dietary restrictions options must be provided: gluten free, vegan, halal, kosher, vegetarian, dairy free.
 - c. Catering supplies provided: tables, centerpieces, chairs, linens, glassware, utensils, and plates.
 - d. Bar services (if requested).
 - e. If catering is to be done in-house, food tasting is required to be done with catering department prior to signing MOU.
 - f. If catering is to be outsourced, a list of pre-approved vendors is required.
- 12. Conference Logistics
 - a. A minimum of 30 easels.
 - b. Available event signage for AAHHE use at the parking area and around campus.
 - c. Three registration tables with 6 chairs and corresponding tablecloths/skirts. Electrical cables and outlets to be provided.
- 13. Vendors
 - a. Space for a minimum of 4 vendors
 - b. Tables/chairs
 - c. Agreed upon vendor guidelines
 - d. Electrical cables & outlets
 - e. Tablecloths/Skirts
- 14. Transportation and Parking
- 15. Free parking available for conference participants
- 16. Accessible parking spaces and locations near conference site
- 17. Designated shuttle bus – Drop off/Pick up areas
- 18. Staffing
 - a. Four to six volunteers per day to provide a minimum of 4 hours volunteered time. Volunteer assignments will be provided at the time of the training session.
 - b. Volunteers to attend a training session the day before the conference.
 - c. Assigned person to receive and store packages; they will notify AAHHE by email of package arrival.

- d. Timely and responsive support of on-site team.
 - e. Participate in regular conference weekly staff meetings starting in May of the previous conference year.
 - f. Attend run-through on the Tuesday prior to the start of the conference.
19. Arrangement for other reasonable accommodations are made to support the accommodations of conference attendees.

II. Background/Organizational Overview

Background

AAHHE is a 501(c)(3) nonprofit organization. As a national Latinx/a/o/é and equity-centered, higher education association, AAHHE engages and aligns with multiple communities, partners, and stakeholders to advance its mission. Partners and collaborators include industry, governmental programs, foundations, Latinx/a/o/é colleges and universities, non-profits, and advocacy groups.

While the Latinx/a/o/é population is the largest ethnic minority population in the United States of America, Latinxs/a/o/é are still highly underrepresented in the undergraduate and graduate enrollments and graduation rates. Latinx/a/o/é faculty in tenure-track positions represent about four percent of the total faculty in colleges and universities and Latinx/a/o/é college and university presidents represent approximately three percent of all presidents. What's more astonishing, these percentages for both faculty and presidents have not changed over the past ten years. Given the rapidly changing U.S. demography, with projections clearly showing Latinxs/a/o/é will constitute about thirty percent of the population within a few decades, there is a significant need to address replacement and pipeline issues in higher education. The largest net gain in student enrollments in higher education over the next two decades will be Latinx/a/o/é.

a. Vision

AAHHE seeks a radical shift in equity policies and leadership among higher education institutions to effectively address the needs of Latinx/a/o/é communities and empower the Association to strive for academic success, knowledge production, and artistic creation to advance social change that creates opportunities for all.

b. Mission

AAHHE prepares, supports, and advances Latinx/a/o/é students, faculty, staff, administrators, and community members through higher education to participate, lead, and influence in our society.

c. Core Values

AAHHE's core values are of paramount importance to the association's leadership, membership, and organizational partnerships. We strive for social change through collective action rooted in values of justice, anti-racism, and empowerment. As agents of change, we are committed to:

- **Advocate** for Latinx/a/o/é communities, recognizing how individual and group differences contribute to inclusive concepts, leadership, knowledge, and experiences that are the foundation of a high-quality education.
- **Engage with equity and justice** actively and intentionally across all our communities in higher education to increase awareness, expertise, and advocacy of Latinx/a/o/é success.
- **Prioritize inclusionary praxis** to support Latinx/a/o/é students and professionals in educational pathways.

Annual Conference Highlights

The annual conference showcases signature lectures (Tomás Rivera Lecture, Medical/STEM Lecture, and other commissioned featured sessions), as well as Best Scholarly Paper Award, AAHHE-ETS Outstanding Dissertation Competition, AAHHE Awards, and Book of the Year Awards. You can visit the [AAHHE website](#) for more information about AAHHE's past conferences.

1. The [Tomás Rivera Lecture](#) is a highlight of the annual national conference, drawing on some of the best-known experts to speak to issues and concerns facing our nation and our institutions of higher education.
2. The [Medical/STEM Lecture](#) spotlights a prominent and established scholar, leader, or icon in the medical or science disciplines.
3. The renowned [AAHHE Awards Program](#), consisting of eight different award categories, and presented at a special luncheon at the conference, celebrates and recognizes the expertise, energy, productivity, and contributions of Latinxs/a/o/é in higher education.
4. The [Books of the Year Awards](#) are bestowed upon recipients in four categories in celebration of Latinx/a/o/é culture, history, and research excellence and are presented at the national conference to recognize the contributions of Latinx/a/o/é authors to higher education. The AAHHE Books of the Year Awards recipients' accomplishments are at the highest levels of literature and scholarship. No other higher education organization provides these significant awards.
5. The *AAHHE - ETS Latinx Student Success Institute* is presented by the Educational Testing Service (ETS) and AAHHE. Noted scholars and practitioners present research, showcase programs that work, and discuss with participants how to implement retention programs.
6. Since 2008, ETS and AAHHE have joined together to offer the [Outstanding Dissertation Competition and Awards](#). The top three place winners showcase their dissertation during one of the conference's concurrent sessions.

III. Timeline

RFP Release Date	April 5, 2023
RFP Responses Due	April 28 th by 5pm EST
EC to Meet to Determine Finalists	May 8 th , 2023
EC to Interview Finalists	May 22 nd , 2023
EC Makes Selection	June 5 th , 2023
MOU Drafted & Signed	TBD

IV. Submission Requirements

- Those who are interested should submit proposals, the application documents and any additional supporting documentation to: Leslie Wysowski, AAHHE Conference Planner, info@aaahhe.org. The email should include the subject line: Conference RFP
- All proposals should be clear and concise so as to satisfy the requirements of the RFP.
- Proposals should be submitted in a Word (.doc) and/or PDF (.pdf) format.
- All proposals must be received no later than April 28th at 5pm EST.
- Proposals received after the deadline of April 28th at 5pm EST will not be considered.
- If you have any questions or concerns throughout the submission process, please do not hesitate to contact Leslie Wysowski, AAHHE Conference Planner, leslie@aaahhe.org.

V. References/Client Success Stories

Please indicate if any faculty or staff are AAHHE Members, or if the institution has a history with the association. Also, please provide success stories from other individuals or organizations for whom you have hosted annual conferences for and are willing to share their experiences. For each, include the organization’s name, website, and contact information for the specific individual(s) AAHHE should contact (including name, position, email address, and telephone number).

VI. Selection Process

The AAHHE Executive Committee will review all proposals based on selection criteria. The Executive Committee may consider any factors it deems necessary and proper, including but not limited to: references, response to this request, experience, staffing, and general reputation. Please indicate if the institution is a Hispanic Serving Institution. The Executive Committee will select three finalists and make a recommendation to the AAHHE Board of Directors for final interviews. The final selection will be made by the AAHHE Board of Directors by June 5th, 2023.