![CAUCE - Canadian Association for University Continuing Education] **Annual National Conference**

**Be the host**

to approximately 200 continuing education leaders and practitioners from across Canada in 2.5 days of networking, idea exchange, and social activities.

# CAUCE 2028 – REQUEST FOR PROPOSALS

Advancing learning and workplace readiness in 21st century Canada, CAUCE is dedicated to supporting the success of our members in serving professional and adult learners and diverse learning communities. We accomplish this by fostering best practices in lifelong teaching and learning, flexible learning models, including online learning, and university-community engagement.

CAUCE is inviting member institutions to consider and propose hosting the annual conference as an opportunity to showcase your university campus, venues, and community.

Our host institutions are essential partners in planning and delivering our association's annual conference. They take the lead on all locally coordinated logistical arrangements, helping ensure a well-organized and impactful event that reflects both the host's strengths and our shared commitment to excellence in continuing education.

The host institution will receive strong support from the CAUCE Secretariat in key areas such as budgeting, program planning, registration services, sponsorship coordination, website management, and post-event reporting. More specifically, the host institution will:

- Appoint a conference chair who will participate as a member of the conference planning committee; normally this role is held by the dean or director of the host institution.
- Appoint a conference coordinator who will serve as a key member of the conference planning committee and act as the primary liaison with CAUCE throughout the planning process.
- Provide a conference assistant to support the conference coordinator in logistical planning and on-the-ground coordination. The conference budget will include a designated line item to help offset staffing costs—typically estimated at 0.5 FTE over six months or 1.0 FTE over three months.
- Work with the Secretariat to adhere to the conference budget including revenue (fees), expenses, cash flow, and ensuring limitations and expectations are understood and followed.
- Work with the Secretariat to develop the conference schedule (agenda) based on the established template.
- Secure the conference facilities (venue, hotel, etc.), AV providers, and any other meeting and social facilities required to meet the expectations of the annual conference schedule.
- Establish a steering committee (consisting of chairs of standing committees, and the conference chair) to provide high level decision making and support.
- Establish a logistics committee to coordinate all on-site arrangements, ensuring all activities meet the expectations and standards of the annual conference.

CAUCE National Conference Request for Proposals

- Appoint a staff person to chair the national program planning committee. This person will serve as liaison and report back to the host.
- Identify keynote speakers (and additional plenary sessions if required) and negotiate for their participation based on the conference budget.
- Liaise with keynote speakers to confirm presentation times and A/V needs. Follow up post-conference, if required, for a copy of the presentation for the conference app.
- Establish a local guest experience (social) committee to design a social program that augments the activities of the conference and provides the delegates with an amazing local experience.
- Establish a marketing committee to design and provide the Secretariat branding, content and graphics for all marketing materials and the website. Promote the conference through local, regional, and institutional social media platforms and newsletters.
- Appoint a staff person to join the national Sponsorship Committee. This person will identify and arrange local sponsorship opportunities which meet or exceed budget goals.
- Arrange for the needs of sponsors or exhibitors such as signage, technical requirements, etc.
- Oversee and coordinate on-site event registration ensuring appropriate staffing of the registration desk during the conference.
- Recruit and assign staff volunteers and moderators for the concurrent sessions and ensure they are in place at the appropriate times.
- Ensure health and safety recommendations and protocols from government authorities and Heath Canada are in place for any current or emerging public health issues (e.g., COVID-19) and any associated liability waivers are secured.
- Prepare a final conference report in collaboration with the Secretariat, outlining processes, successes, and recommendations associated with the planning.

## Financial Responsibilities

The host institution and the Secretariat will work collaboratively on the conference budget, which is approved by the conference planning committee and the CAUCE executive committee. The host and CAUCE will share the net surplus in conference proceedings 50/50. CAUCE will take responsibility for any deficit, provided the conference budget is adhered to.

## Date Options

The annual conference is typically scheduled within the last three weeks of May. The event begins with committee meetings on the first day, followed by social events and an opening reception, and ends with a closing lunch on the last day. Depending on the location, the host may choose Tuesday – Friday or a Monday to Thursday event. We encourage hosts to consider incorporating social events pre-or post-conference to encourage delegates to 'come early/stay late'.

The conference is 2 ½ days of concurrent sessions and other activities. In determining the conference dates, hosts need to consider dates for conferences that occur around the same general time frame as CAUCE (end of May, early June) such as:

- Canadian Society for the Study of Higher Education (CSSHE)
- Canadian Society for the Study of Education (CSSE)
- Canadian Association for the Study of Adult Education (CASAE)

You may also want to consider other annual conferences hosted by relevant associations in your region, as they could influence planning timelines, attendance, or collaboration opportunities.

## Sample Program Outline

*Program and format subject to change. Minimal program changes depending on location will be considered.

| Pre-Conference | <ul><li>CAUCE Executive Committee Meeting</li><li>Conference Planning Committee Meeting</li><li>Social activity (optional)</li><li>Pre-conference PD (optional)</li><li>Opening Reception (for all delegates)</li></ul> |
|---|---|
| Day 1 | <ul><li>Breakfast</li><li>Welcome and Opening Remarks</li><li>Keynote Speaker</li><li>Break</li><li>Hot Topic Sessions</li><li>Awards Luncheon</li><li>Break</li><li>Concurrent Session 1</li><li>Break</li><li>Concurrent Session 2</li><li>Exhibitor Showcase</li><li>Dinner on your own</li><li>Hospitality Suite</li></ul> |
| Day 2 | <ul><li>Breakfast</li><li>Housekeeping Remarks</li><li>Concurrent Session 3</li><li>Break</li><li>Plenary Session</li><li>Lunch (provided or on their own)</li><li>Concurrent Session 4</li><li>Break</li><li>Concurrent Session 5</li><li>Break</li><li>Concurrent Session 6</li><li>Evening social event</li></ul> |
| Day 3 | <ul><li>Breakfast</li><li>Housekeeping Remarks</li><li>Concurrent Session 7</li><li>Break</li><li>Keynote Speaker</li><li>Closing Remarks and Invitation to Next Year</li></ul> |

## Meeting Space Requirements

Space requirements are subject to change.

| Logistic | <ul><li>Command centre for the secretariat to work</li><li>Registration table area with space for swag tables</li><li>Storage (e.g., conference supplies, exhibitor banner stands etc.)</li></ul> |
|---|---|
| Pre-conference | <ul><li>One meeting room (10)</li><li>Exhibitor booth space (approx. 20) with room for coffee and snacks</li><li>Opening Reception (125)</li></ul> |
| Day 1 | <ul><li>Exhibitor booth space (approx. 20) with room for coffee and snacks</li><li>Breakfast space (200)</li><li>Plenary room (250)</li><li>Six concurrent session rooms holding 35-50 delegates each</li><li>Awards Luncheon Location (250)</li><li>Hospitality suite (75)</li></ul> |
| Day 2 | <ul><li>Exhibitor booth space (approx. 20) with room for coffee and snacks</li><li>Breakfast space (200)</li><li>Plenary room (250)</li><li>Six concurrent session rooms holding 35-50 delegates each</li><li>Thursday evening activity</li></ul> |
| Day 3 (1/2 day) | <ul><li>Exhibitor booth space (approx. 20) with room for coffee and snacks</li><li>Breakfast space (200)</li><li>Plenary room (250)</li><li>Six concurrent session rooms holding 35-50 delegates each</li></ul> |

## Accommodations

Room blocking will vary depending on location and available accommodations each year. The total room block is approximated as follows:

| Pre-conference Night | Night of Day 1 | Night of Day 2 | Night of Day 3 |
|---|---|---|---|
| 15 | 130 | 130 | 130 |

Considerations to the room block will need to include extra nights for those traveling for meetings or preconference events or staying the weekend.

Please include special concessions, with consideration to:
- Rates three (3) days pre and post (if rooms are available)
- Complimentary rooms based on a standard formula (e.g. 1 in 40), normally reserved for keynote speakers or other delegates
- Three (3) complimentary upgrades
- Meeting room discounts based on room pick up
- Complimentary high-speed internet access in meeting and guest rooms
- A/V discounts

CAUCE National Conference Request for Proposals

## History

### May 28-30, 2025 – St. Catharines ON – In-person conference attendance: 204

Hotel Guests at the Four Points by Sheraton - a total of 253 room nights

| May 25 | May 26 | May 27 | May 28 | May 29 | May 30 | May 31 | June 1 |
|--------|--------|--------|--------|--------|--------|--------|--------|
| 0 | 11 | 77 | 83 | 81 | 1 | 0 | 0 |

Hotel Guests at Residence 8 - a total of 129 room nights

| May 25 | May 26 | May 27 | May 28 | May 29 | May 30 | May 31 | June 1 |
|--------|--------|--------|--------|--------|--------|--------|--------|
| 0 | 6 | 30 | 31 | 31 | 31 | 0 | 0 |

Holiday Inn at Welland - a total of 49 room nights

| May 25 | May 26 | May 27 | May 28 | May 29 | May 30 | May 31 | June 1 |
|--------|--------|--------|--------|--------|--------|--------|--------|
| 0 | 3 | 13 | 16 | 16 | 1 | 0 | 0 |

### May 22-24, 2024 – Calgary AB – In-person conference attendance: 229

The Sandman – a total of 418 room nights

| May 18 | May 19 | May 20 | May 21 | May 22 | May 23 | May 24 | May 25 | May 26 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| 1 | 3 | 30 | 139 | 145 | 143 | 23 | 6 | 2 |

### May 17-19, 2023 – Winnipeg MB – Total Conference Attendance: 197

The Hotel Fort Garry – a total of 418 room nights

| May 15 | May 16 | May 17 | May 18 | May 19 | May 20 | May 21 |
|--------|--------|--------|--------|--------|--------|--------|
| 14 | 128 | 133 | 125 | 14 | 3 | 1 |

### May 29–31, 2019 – Hamilton ON – Total Conference Attendance: 226

**Sheraton Hamilton Hotel Pickup** – a total of 222 room nights picked up.

| May 26 | May 27 | May 28 | May 29 | May 30 | May 31 | June 1 |
|--------|--------|--------|--------|--------|--------|--------|
| 1 | 10 | 60 | 70 | 71 | 8 | 2 |

**Homewood Suites by Hilton Pickup** - a total of 63 room nights picked up.

| May 27 | May 28 | May 29 | May 30 |
|--------|--------|--------|--------|
| 1 | 18 | 22 | 22 |

## Audio Visual Requirements

- Standard AV package in plenary and concurrent session meeting rooms for presentations
- Technical support
- Recording of keynote (plenary) sessions (if required)

## Banquet Requirements

Banquet requirements are listed below. Please consider the ability to meet the budgeted price per person.

|  | Approx. Quantity | Price per person |
|---|---|---|
| Day 1 Breakfast | 200 | $20 |
| Day 2 Breakfast | 200 | $30 |
| Day 3 Breakfast | 200 | $30 |
| Day 1 AM Break | 200 | $15 |
| Day 1 PM Break | 200 | $15 |
| Day 2 AM Break | 200 | $15 |
| Day 2 PM Break | 200 | $15 |
| Day 3 AM Break | 200 | $15 |
| Day 1 Lunch (Awards lunch) | 200 | $75 |
| Day 2 Lunch | 200 | $35 |
| Exhibitor Showcase (snacks & pop/juice) | 75 | $15 |
| Opening Reception (Appetizers & cash bar) | 150 | $30 |
| Volunteer Meals | 20 | $25 |

## Letter of Interest Requirements

- Include a proposal outlining hotel and campus venue options, with details on guest room rates and availability. The proposal should also identify space to accommodate up to 20 exhibitors within the selected venue
- Include a summary chart of the venue and meeting space options (including command centre, registration and storage) and any applicable room rental costs
- Include anticipated AV and support costs
- Include anticipated food and beverage costs
- Include any additional costs (e.g., hotel fees, corkage etc.) that need to be considered for the budget

**Proposals may be submitted to** the Canadian Association for University Continuing Education by **November 14, 2025,** to the attention of**:**

Coral Sawchyn, Director of Operations
cauce.secretariat@usask.ca
https://cauce-aepuc.ca/
306-966-5604