Sustainability Student Leaders Symposium 

Request For Proposals for 2024, 2025 Symposia

The Symposium Board of Curators is soliciting proposals for schools wishing to host the 2024 and 2025 symposia. All proposals are due **January 15, 2024**.

### Background:

The [annual symposium](http://sustainability.tufts.edu/programs/ecorepresentatives/ssl-symposium/) brings together peer-to-peer student sustainability educators/leaders from many different colleges and universities in the Northeast to learn and be inspired by each other for a half-day conference.

The symposium is a set of presentations, workshops, and roundtable discussions by students or regional professionals. The structure of the symposium allows students from different schools to lead sessions on a variety of topics, providing valuable presentation experience as well as facilitating the spread of ideas between schools. Sessions are typically grouped by broad topics, or tracks, such as “engagement,” “building a program,” or “communications.” The symposium typically begins or ends with a social gathering that allows these students to informally meet each other and share ideas.

The symposium fills an important role by showing students that they belong to a larger community of people like themselves who are all working for the same cause of advancing sustainability at their college or university. Additional benefits to the host institution include the opportunity to showcase your campus or special programming, engage senior leaders/administration, and event planning experience for students.

Prior symposia hosts can be seen [here](https://sustainability.tufts.edu/get-involved/students/opportunities-beyond-tufts/ssl-symposium/).

### Requirements

The following requirements are culled from the experience of previous organizers and the guidance of the Board of Curators. Hosts must have the following:

* Ability to host during the middle of the fall semester (usually the first Saturday of November).
	+ This is a particularly impactful time for year-long programs as it allows students enough time after the event to implement what they have learned.
* One large gathering space for meals (capacity 200).
* Several (between 3-7) breakout rooms (capacity 30-50 each, adding up to 200 total) with projectors, computers, and screens.
* Capability to fund (or secure outside funding for) all event costs. The total cost can range from $2,000-$25,000.
	+ This can vary significantly depending on your school’s requirements such as whether you have to pay to rent facilities, equipment, or furniture, what type of food you provide, how many donations you solicit and receive, what type of signs you print, whether or not you hire a photographer or offer speaker honoraria (these are not required).
	+ Entry to the symposium historically has been $15 per person and should stay low enough that un-funded programs/students can afford to attend.
* Infrastructure and staff support to provide regular, effective communication to support the project.
	+ At least one staff person able to devote approximately 150 hours to planning the event spread out over the preceding year..
		- Supportive approval from this staff member’s direct supervisor is key to project success.
	+ 2-5 student leaders who can serve as key organizers.
	+ 15-20 volunteers to assist with event implementation.
		- These roles could be responsible for:
			* Soliciting, sorting, and responding to presentation submissions.
			* Publicizing the event.
			* Providing sufficient information to all attendees prior to the event to ensure a hassle-free and valuable experience.
			* Managing registration, payment, and refunds.
* Ability to provide free housing for student attendees (recommended, not required)
	+ Housing needs have been historically very low. Past student volunteers/hosts have offered spaces in their own rooms as requests arise.

### To Apply:

If you are interested in hosting the Sustainability Student Leaders Symposium, please submit your responses to the following questions to lisamt@bu.edu by **January 1, 2024.**

1. Institution:
2. Location (city & state):
3. Contact Info:

|  | Primary contact | Secondary contact |
| --- | --- | --- |
| Name |  |  |
| Title |  |  |
| Phone number |  |  |
| Email |  |  |

1. Proposed date(s) for the Symposium (list in order of preference):
2. Why do you think your school is especially well positioned to host?
3. What would attendees gain by attending a symposium at your school as opposed to another school?
4. Describe your vision for the structure of the symposium – will you have tracks? Will there be a theme? What type of sessions do you hope to offer (e.g. panels, workshops, presentations)?
5. How does your school plan to fund (or secure outside funding) to cover all event costs?
	1. How much do you anticipate it will cost each student to attend the symposium?
6. Please share any transportation resources that will make it easy for students to travel to your campus.
7. Describe location and details of the gathering space for meals. For example:
	1. How many people can occupy this space?
	2. Is composting provided?
	3. Will vegetarian and vegan options be provided?
	4. How will special diets be handled?
8. Describe the breakout rooms.
	1. How many people can fit in each room?
	2. How many rooms can you provide?
	3. Will projectors, computers, and screens be provided in all breakout rooms?
	4. Will an IT person be on call if there are technical difficulties?
	5. How much travel time is required between the breakout rooms? Are they in the same or different buildings?
9. Please describe the housing available for student attendees, if any.
10. Name the key staff person(s) who can devote approximately 150 hours to planning the event during the year of implementation and be the main point of contact with the SSLS Board.
	1. How will this staff member be supported by the school administrators?
	2. How many student leaders/key organizers will be devoted to the symposium?
	3. How many volunteers do you anticipate will be available for event implementation?
	4. Who will be responsible for managing registration, payment and refunds?
11. How will presentation/session topics be solicited, sorted, and responded to? How will the host school provide feedback and guidance to those submitting proposals to better improve their proposed sessions?
12. What is your plan for communicating with attendees prior to the event to ensure a hassle-free event?
13. How will the event be publicized and promoted to secure sufficient numbers of attendees? (include the people who will be responsible for doing this)

1. Are you hosting any other sustainability conferences/symposiums at your institution during the year you wish to host? If so, please list.
2. How will you make the event itself sustainable?