The AEESP Research and Education Conference is the flagship event for members to exchange information on novel research and educational activities, as well as develop professional competencies. It serves as a venue for the exchange of information among academics and practitioners, particularly relating to the advancement of innovative research, pedagogy, and the preparation of students for professional practice in environmental engineering and science. AEESP Conferences are held biennially on odd-numbered years, and are balanced with respect to content on research and education.

Pre-proposals from universities to host the AEESP Research and Education Conference during summer 2021 will be accepted until September 23, 2019. Invitations for full proposals (due early Feb. 2020) from selected pre-proposals will be announced October 15. We invite pre-proposals from institutions of all sizes, and favor geographic diversity relative to recent prior locations (Figure 1). Proposals that promote interaction among faculty as well as attendance by senior PhD students and postdocs seeking professional and/or academic career opportunities. The ability to accommodate similar or increased attendance relative to recent conferences (Table 1) is not a requirement for hosting the conference; conference formats of all sizes will be considered equally. Pre-proposals should be prepared as a single pdf file and submitted to the Committee Chair (Junko Munakata Marr, junko@mines.edu).
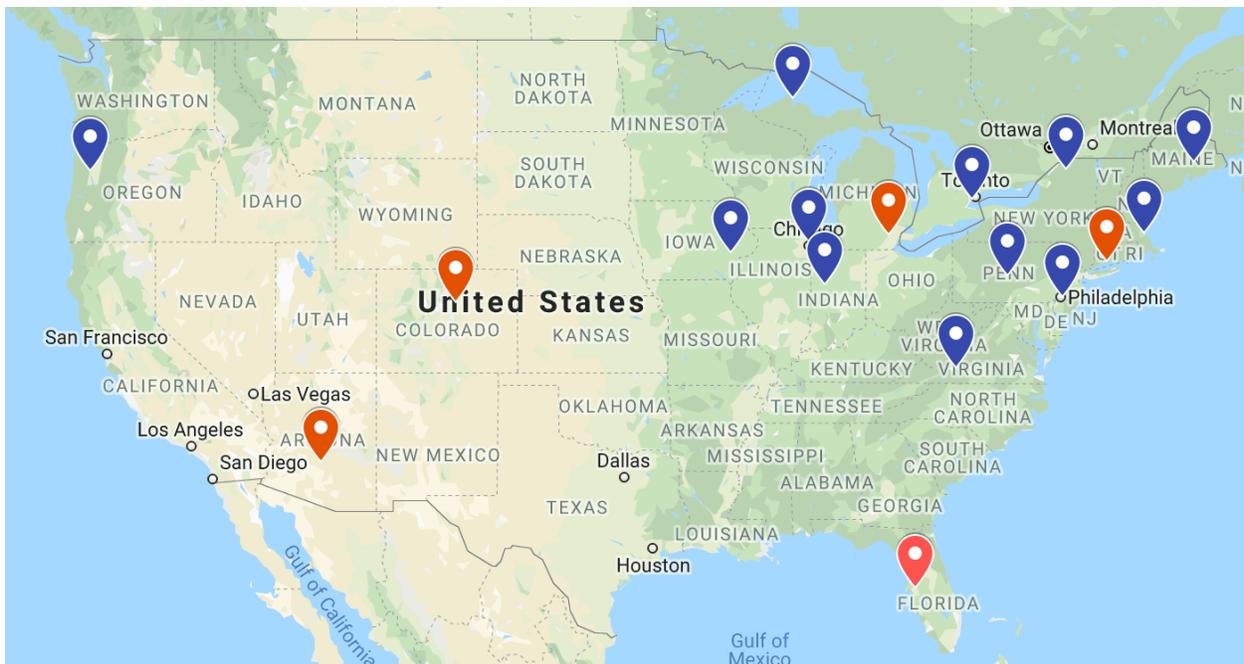

Figure 1. Past AEESP conference locations, with the five most recent conference locations indicated in orange.

Table 1. Distribution of attendance, registration fees and funding from four most recent conferences.

	2013 Colorado	2015 Connecticut	2017 Michigan	2019 Arizona
Total Attendees	463	621	736	683
Student Attendees	190	268	391	358
Faculty Attendees	224	314	301	304
Other Attendees	49	39	44	21
Students Registered Early	140	185	276	302
Faculty Registered Early	175	168	181	241
Others Registered Early	17	13	14	21
Student registration (early, regular)	$125, 225	$150, 250	$150, 190	$330, 330
Faculty registration (early, regular)	$400, 575	$425, 600	$425, 600	$467, 567
Non AEESP member registration (early, regular)	$500, 700	$525, 700	$525, 700	$577, 677
Total number of early registrants	315	353	471	564
Funding from Registration	$83,355	$224,100	$210,935	$264,536
Funding from Corporate Sponsorship	$9,750	$9,000	$52,700	$15,100
Funding from University Sponsorship	$26,000	$5,000	$7,000	$15,000
Funding from Grants	$50,000	$50,000	$49,999	$49,999

Pre-proposals, limited to 5 pages, will be evaluated on the basis of the weighted categories of conference structure and planning (30%), logistics (50%), and outreach (20%). Specific factors that may be considered in each category when developing proposals are included below (in no particular order of priority within these categories):

- **Conference structure and planning (30%)**
  - Conference size and distribution of attendees; data for the past four conferences are provided in Table 1 above
  - Conference management by faculty and operational support network
  - Strength of conference leadership (given the time and logistical commitment, leadership by more senior faculty is encouraged)
- **Logistics (50%)**
  - Adequacy of potential conference venue (meeting rooms, space for posters, etc.) and potential venues for evening receptions and activities (tie to conference size)
  - Array of housing choices with affordable choices for student attendees (including university dormitories, lodges, motels and hotels at reasonable fees and distances from the venue. Group discounts are also usually available from some hotels). The conference organizers should be willing to assist the conference attendees in housing choice selection.
  - Accessibility of conference and lodging to major airport(s), typical cost of airfare, and other modes of public transit
  - Availability of tourism activities and family-friendly services (e.g., childcare, housing with kitchenettes, onsite child-friendly recreational amenities)
- **Outreach (20%)**
  - Overall marketing plan, including use of free media, paid media, social media and AEESP database
  - Development of a functional and user-friendly conference website

- Strategy for outreach to local, regional, national, and international communities of practice that might attend and/or provide sponsorship

Pre-proposals may suggest particular themes that would be appropriate for their venue. The intention is not that the conference exclusively focuses on these themes; however, the themes can provide a particular "flavor" to the conference and/or selected sessions. Conference themes should show a balance between research and education sessions, and each theme should cover a wide range of specific topics so that more quality papers will have an opportunity to be reviewed.