



## **Request for Proposals for AAHHE Annual Conference**

***Due Date for Proposal Receipt is June 6th, 5:00 PM ET.  
Late Arrivals and Mail Submissions Will Not Be Accepted.***

### **I. RFP for 2027 Annual AAHHE Conference**

The American Association of Hispanics in Higher Education (AAHHE) is exploring institutions/venues for their 22nd Annual AAHHE National Conference. For 17 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/venues who can support this list of requirements as outlined below.

#### Attendance

300 Attendees approximately

#### Preferred Dates

Friday - Sunday

March 5 - 7, 2027

March 12 - 14, 2027

April 2 - 4, 2027

#### Upcoming Conference

2026: San Diego State University, San Diego, CA

#### Previous Conferences

2025: Metropolitan State University of Denver, Denver, CO

2024: Washington University, St Louis, MO

2023: College of Southern Nevada, North Las Vegas Campus, North Las Vegas, NV

2022: Nevada State College, Hendersonville, NV

2021: Virtual

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.

The hosting institution or organization must demonstrate alignment with AAHHE's mission, vision and core values. AAHHE's mission, vision and core values are presented on page 4 of this document. The host campus must be able to accommodate all conference institutional venue requirements below.

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

### **Conference Institutional Venue Requirements and Needs**

1. Institutional membership for at least two years by conference date.
2. Institution to host in-person site visit for AAHHE Executive Director and Conference Planner in September 2025.
3. Signed Memorandum of Understanding outlining the terms and conditions of the agreement and the conference.
4. AAHHE Liability Insurance.
5. Space for approximately 300 participants.
6. A 10 minute welcome address by President/Provost of the Institution on the first day of the conference.
7. Land acknowledgment address to be provided by representative at the institution or any other local or national indigenous organization.
8. Facilities - Buildings, meeting space, and conference rooms
  - i. ADA compliant options such as ramps, electronic door entries and elevators in multi-level buildings.
  - i. One auditorium for a minimum of 300 people.
  - ii. One ballroom for reception & sit-down meals with stage, podium, screen and audiovisual technology.
  - iii. Three concurrent ballrooms for pre-conference sessions with podium, screen and audiovisual technology.
  - iv. At least five to six rooms with a maximum capacity of at least 30-40 people available for concurrent sessions in the same building.
  - v. Green room for speakers.
  - vi. Board room available for 18 people during length of the conference.
  - vii. Board room available for 30 people during length of the conference.
  - viii. Vendor space with electrical outlets for exhibitors.
  - ix. Storage room available 4 weeks before the conference.
  - x. Assigned staff office with a locked door equipped with a color printer to be available the week of the conference.
  - xi. All Gender restrooms available.
    - i. 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.
  - xii. Other Rooms required: a) rest/meditation areas; b) lactation rooms; and c) interfaith prayer room.
2. Technology
  - i. Audio Visual Technology
    - i. Depends on the number of concurrent sessions and to be provided in each of the rooms.
    - ii. Available live-streaming capabilities.
    - iii. Built-in technology.
    - iv. High-definition video cameras.
    - v. Clickers & microphones.
    - vi. Speakerphone in the auditorium.
  - ii. Wi-Fi
    - i. Unlimited and stable access.
    - ii. Create a separate Wi-Fi network available for conference participants and staff.

- iii. Password protected.
  - ii. Laptops in cases with chargers (if rooms locations are not smart rooms)
    - i. A maximum of eight laptops with chargers to be provided, if needed.
    - ii. Equipped with Microsoft Office Suite (MS Word, Excel, PowerPoint) and Zoom Desktop feature.
  - iii. A/V IT support
    - i. On site A/V IT support to be available during the length of conference. IT team assigned to troubleshoot any foreseeable issues in the auditorium, ballrooms and concurrent session rooms.
    - ii. Additional A/V IT support (on contract) if needed.
- 3. Food and Beverages
  - i. Catering to support 300 participants.
  - i. Catering services for coffee breaks, breakfast, lunch, reception. Dietary restrictions options must be provided: gluten free, vegan, halal, kosher, vegetarian, dairy free.
  - ii. Catering supplies provided: tables, centerpieces, chairs, linens, glassware, utensils, and plates.
  - iii. If catering is to be done in-house, food tasting may be required to be done with the catering department prior to signing the MOU.
  - iv. If catering is to be outsourced, a list of pre-approved vendors is required.
- 2. Conference Logistics
  - i. A minimum of 30 easels, if available.
  - ii. Available event signage for AAHHE use at the parking area and around campus.
  - iii. Three registration tables with 6 chairs and corresponding tablecloths/skirts. Electrical cables and outlets to be provided.
  - iv. Vendors
    - i. Space for a minimum of 6 vendors
    - ii. Tables/chairs
    - iii. Agreed upon vendor guidelines
    - iv. Electrical cables & outlets
    - v. Tablecloths/Skirts
  - ii. Transportation and Parking
    - i. Free parking available for conference participants
    - ii. Accessible parking spaces and locations near conference site
    - iii. Designated shuttle bus – Drop off/Pick up areas
  - iii. Staffing
    - i. Four to six volunteers per day to provide a minimum of 4 hours of volunteer time. Volunteer assignments will be provided at the time of the training session.
    - ii. Volunteers to attend a training session the day before the conference.
    - iii. Assigned person to receive and store packages; they will notify AAHHE by email of package arrival.
    - iv. Timely and responsive support of on-site team.
    - v. Participate in regular conference staff meetings every two weeks starting in May of the previous conference year.
    - vi. Attend formal run-through prior to the start of the conference; day to be determined.
- 2. Special arrangements for other reasonable accommodations are made to support the accommodations of conference attendees.

## II. Background/Organizational Overview

## A. Background

AAHHE is a 501(c)(3) nonprofit organization. As a national 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, colleges and universities, non-profits, and advocacy groups.

While the Latino population is the largest ethnic minority population in the United States of America, this population is still highly underrepresented in the undergraduate and graduate enrollments and graduation rates. Considering the latest data by the National Center for Education Statistics reports (2022) of Latino representation in the US: six percent of higher education faculty, six percent of college presidents, twenty nine percent of K-12 enrollment, twenty two percent of all undergraduate students, nine percent of graduate students, and nine percent of K-12 teachers, and nine percent of K-12 principals. What's more astonishing, these percentages for both faculty and presidents have not changed over the past ten years. Given the rapidly changing US demography, with projections clearly showing Latino 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 Latino.

## B. Vision

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

## C. Mission

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

## D. 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 Latino 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 Latino success.
- **Prioritize inclusionary praxis** to support Latino students and professionals in educational pathways.

## E. Major Events/Meetings

*Annual Conference:*

The 2025 annual conference was scheduled for March 7th and 8th at Metropolitan State University of Denver in Denver, CO. The annual conference attendance is approximately 250-300 attendees.

Conference Highlights – The conference showcases signature lectures (Tomás Rivera Lecture, Medical/STEM Lecture, and other commissioned featured sessions), as well as the AAHHE Outstanding Dissertation Awards, AAHHE Fellows recognition, AAHHE Books of the Year Awards, and AAHHE Awards.

#### Previous Conference Formats

2020 – In person

2021 – Virtual

2022 – Hybrid

2023 – In person, live-streamed general sessions

2024 – In person, live-streamed general sessions

2025 – In person

For 17 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.

Additional Conference Information – Visit the [AAHHE website](#) for more information about AAHHE’s 2025 Conference and past conferences.

- As AAHHE’s longest standing lecture series, the **Tomás Rivera Lecture** highlights thought leaders on critical higher education issues. Featured speakers have included prolific authors, researchers, demographers, CEOs of philanthropic organizations, and activists.
- Since 2017, the **Cigarroa Family Medical/STEM Lecture** highlights leaders addressing the advances in the Science, Technology, Engineering and Mathematics (STEM) disciplines.
- Through its renowned awards program, AAHHE celebrates and recognizes the expertise, energy, productivity, and contributions of Latino in higher education. The [AAHHE Awards Program](#) consists of eight awards in different categories. The awards are presented annually at a special luncheon at the conference.
- The [Books of the Year Awards](#) are bestowed in four categories in celebration of Latino culture, history, and research excellence and are presented to authors to celebrate and recognize their contributions 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.
- At the AAHHE Student Success Institute, scholars and practitioners present research, showcase programs that work, and discuss with participants how to implement retention programs.
- The Community College Institute specifically targets promising practices and leadership strategies for faculty and administrators working in community colleges.
- The [Outstanding Dissertation Awards](#) recognize doctoral candidates for their outstanding dissertation. The top three place winners showcase their dissertation during one of the Conference’s concurrent sessions.

### III. Timeline

RFP Release Date	May 5th, 2025
RFP Responses Due	June 6 <sup>th</sup> , 2025 by 5pm EST
EC to Meet to Determine Finalists	Prior to the week of June 16, 2025 during which the Board will select the finalist.
MOU Initiated *	Mid July 2025

#### IV. Submission Requirements & Instructions

- Those who are interested should submit proposals with the subject line: Conference RFP. Application documents and any additional supporting documentation should be sent to: Krissy Greenleaf, AAHHE Conference Planner, [conference@aaahhe.org](mailto:conference@aaahhe.org).
- All proposals should be clear and concise satisfying 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 June 6<sup>th</sup> at 5pm EST.
  - Proposals received after the deadline of June 6<sup>th</sup> at 5pm EST will not be considered
  - If you have any questions or concerns throughout the submission process, please do not hesitate to contact Krissy Greenleaf, AAHHE Conference Planner, [conference@aaahhe.org](mailto:conference@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 a minimum of two current or recent referrals and 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, if they are a Hispanic Serving Institution, and general reputation. 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.