



Analysis of the school/organization interested in hosting a SENIA conference

The SENIA Conference is hosted by institutions wishing to promote [SENIA's mission and vision](#). Evidence of this will be evident from the host's proposal form. This rubric aims to assist the SENIA Board in analyzing other aspects of the host's proposal.

Categories	1 = Poor	2 = Fair	3 = Good	4 = Exemplary	Score
Manpower and Conference Management Experience	The institution has no experience in hosting international conferences and has no identified personnel who can accomplish the task.	The institution has experience in hosting local conferences but not international conferences. There are identified personnel who can accomplish the task.	The institution has experience hosting local and international conferences and has the personnel to accomplish the task.	The institution has experience hosting local and international conferences considered as excellent conferences in the industry. The institution has the personnel to accomplish the task.	
Quality of Facilities	The institution or the institution's proposed location does not have the complete facilities needed to host the conference.	The institution or the institution's proposed location has some facilities needed to host the conference. However, the facilities are incomplete.	The institution or the institution's proposed location has all the basic facilities needed to host the conference. The quality of these facilities is adequate for conference purposes	The institution or the institution's proposed location has all the basic facilities needed to host the conference. The quality of these facilities is excellent for conference purposes	

			and host up to 300 participants	and host up to 500 participants	
Institutional Integrity	The institution is interested in inclusive practices and special educational needs but does not offer support in house and/or does not contract with outside agencies.	The institution advocates for inclusion/learning support and offers students and families options to receive support in school or via contracts with outside agencies.	The institution advocates for inclusive practices and offers students and families adequate support services in school. They advocate and work with local agencies to promote special needs in their host countries.	The institution advocates for special education and offers an inclusive program. They advocate and are highly involved with local agencies, promoting awareness, and offering services/programs in their host countries.	
Convenience for SENIA members	This institution has an airport more than 1 ½ from institution. There are not a variety of hotel options in the institution's country. There is no public transportation.	This institution has an airport more than 1 hour from institution. There are a limited amount of hotel options in the institution's country. There is limited public transportation.	This institution has an airport that is 1 hour from the institution. There is an adequate amount of hotel options in the institution's country. There is adequate public transportation.	This institution has an airport less than an hour from the institution. There are ample hotel options in the institution's country. Public transportation is plentiful.	
Budgetary considerations	This country requires the attendee to obtain a visa prior to travel. Due to the cost of airfare, hotel, and food prices, the regional schools would not be able to	This country requires the attendee to obtain a visa prior to travel. Due to the cost of airfare, hotel, and food prices, the regional schools would be able to send two or fewer representatives.	This country requires the attendee to obtain a visa on arrival to travel. Due to the cost of airfare, hotel, and food prices, the regional schools would be able to send three or more representatives.	This country does not require the attendee to secure a visa prior to travel. Due to the cost of airfare, hotel, and food prices, the regional schools would be able to send multiple representatives.	

	send representatives.				
Local Chapter	This country does not have a local SENIA chapter.	This country has a newly formed local SENIA chapter and has plans to have a local conference. It is developing its website. It does not use social media at this time.	This country has an active SENIA chapter and has hosted at least one local conference. It has an up-to-date website and is developing its use of social media to keep members connected and informed.	This country has an active SENIA chapter, having hosted at least two local conferences. It has an up-to-date website and uses social media to regularly keep members connected and informed.	

Total score: