

NAAC 2027 REQUEST FOR PROPOSAL

The Association for Temperate Agroforestry (AFTA) is seeking proposals from organizations that would like to host the 20th North American Agroforestry Conference (NAAC) to be held in the year 2027. Proposals should be returned to Stesha Warren, AFTA President (northamericanagroforestry@gmail.com) no later than **Thursday, April 30, 2026**. Proposals will be accepted from AFTA members anywhere in North America, with the condition you must be an AFTA member at the time of application. Individuals and/or organizations can register to become a member of AFTA on the AFTA website: www.agroforestryassociation.org.

Although serving as a Host institution for AFTA Conference is a major undertaking, it is also an opportunity to showcase the quality of your staff and the special agroforestry features of your State/Province/Country.

PLANNING COMMITTEE RESPONSIBILITIES

The AFTA Board of Directors will appoint a Conference Planning Committee consisting of AFTA members and partners from the selected Host Institution. The Planning Committee will include representatives from the Host Institution, members of the AFTA Board of Directors, a representative from a past Conference Planning Committee, and others as needed to ensure appropriate diversity in disciplines, geography, etc. The Conference Planning Committee makes all major decisions regarding the conference, and will determine:

- conference theme
 - overall program format & schedule
 - conference budget & registration fee
 - conference registration deadlines
 - abstract review and acceptance
 - conference advertisement
 - proceedings format and publication
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HOST RESPONSIBILITIES

At least two members from the Host Institution are expected to serve on the Conference Planning Committee. Additional members will be added as needed to conduct this conference. The Host Institution will be responsible for carrying out all plans made by the committee in addition to planning and operating all aspects of the conference including, but not limited to:

- Prepare an estimated budget in order to determine costs that must be paid in advance during the organization of the conference and costs that can be covered after the final incomes-costs balance of the conference
- Track all revenues and expenses associated with the conference and provide to AFTA (i) a comprehensive ledger of transactions as well as (ii) a statement of profit specific to conference activities.
- Include AFTA's logo on all conference materials.
- Soliciting bids from potential conference sites and associated lodging.
- Producing and distributing advertising materials, including the preliminary announcement/call for abstracts; final announcement and registration instructions.
- Recruiting speakers, as directed by the Conference Planning Committee.

- Publishing the final conference program.
- Manage participant registrations.
- Recruit volunteers as needed to conduct the conference (e.g., moderators, audio-visual equipment operators, tour guides, poster set-up managers, registration assistants, State gift swap, auction, photographers, etc.).
- Arrange study tours, including all logistics (bus rental, estimated costs, food, etc.).
- Produce a proceedings and other summary of the conference, as determined by the planning committee
- Purchase or provide all supplies (with reimbursement from the conference account).
- Processing all conference income and expenses from a conference account established by the Host Institution.
- Summarizing the evaluation forms and providing a summary to the Board of Directors.

Certain duties of the Host Institution as described above may be delegated to other members of the Planning Committee, but the Host Institution maintains responsibility for ensuring completion.

AFTA RESPONSIBILITIES

- Participate in the NAAC Planning Committee.
- Provide its logo to Host for use on conference materials.
- Advertise the conference to its membership via its website, email list, and social media.
- Provide to Host a cash advance of an agreed amount percentage of the total proposed budget to help with initial costs during the organization of the conference.

It is the goal of AFTA that the biennial conference not only covers its costs, but also produces profits that can help supplement AFTA's budget to fund conference scholarships or other priorities. Agreement on the disbursement of profits will be made between the AFTA Board of Directors and the Host Institution during the planning phase. In the event that the Host Institution functions as the financial manager and handles all details related to registration and finances, profits will be split 50:50 between the Host Institution and AFTA. If AFTA assumes responsibility for financial management, profits will be split as follows: 25% to the Host Institution and 75% to AFTA. The cash advance given by AFTA to the Host will be reimbursed to AFTA after the conference final balance of incomes and expenses are calculated. Grants and donations received by AFTA in support of the conference will not be included in revenue to be shared; however, revenue from commercial sponsors may be shared. The AFTA Board of Directors will negotiate the best deal possible with the Host Institution and will set the registration fees for the conference in keeping with this policy.

MUTUAL SHARED RESPONSIBILITIES

The parties mutually agree to:

- Advertise the conference
- Advertise a call for abstracts at least four months in advance of the conference
- Pay for all conference expenses. Host will pay costs during the organization of the conference with the cash advance given by AFTA, and Host will cover costs during the conference with the amounts collected with the inscription fees of participants

- Equally split profits or losses from the conference, as determined by the statement of profit and loss described in III.B. of the MOU
 - Solicit conference sponsorships
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PROPOSAL REQUIREMENTS

Your proposal must include the following:

- Description of one or more potential conference sites. If possible, we prefer a site that uses sustainability practices and that is surrounded by or located near a setting with agroforestry interests. Your proposal should include information about the following features:
 - distance to the nearest national airport (2 hours maximum travel time)
 - nearest city
 - meeting and lodging facilities (see criteria below)
 - guest amenities
 - a description of agroforestry tour opportunities in the local vicinity
 - a description of sustainable practices employed by the conference center.
 - Names of one or two agroforestry faculty/professionals from your university/organization that will recommend them to serve on the Conference Planning Committee. Include a brief description of their past experience in planning a national conference or other major events.
 - At least one letter from an appropriate administrator verifying that your university/organization has the faculty resources and financial backing to conduct this conference.
 - Cost estimates for lodging, food, and meeting room space from each potential conference site. Plan for a conference length of three days, plus one-day pre- and/or post-conference tours. Historic attendance has ranged from 150-250 participants.
 - Proposed financial relationship between AFTA and the Host Institution regarding financial duties and potential profits/losses.
 - Anything else the Board of Directors should know when evaluating your proposal.
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HELPFUL INFORMATION

To assist you in understanding the work of AFTA please visit the website:

<https://www.agroforestryassociation.org/>

We encourage you to contact one of the past NAAC hosts for another perspective of what is involved and the expenses that you may incur as the 2027 NAAC host organization/institution

- Hannah Hemmelgarn- 2025, University of Missouri, Center for Agroforestry, U.S.
 - Muhammad Ibrahim- 2024, Center for Tropical Agricultural Research & Education, Costa Rica
 - Kevin Wolz - 2021 Virtual Conference, Savanna Institute, U.S.
 - Badege Bishaw - 2019, Oregon State, U.S.
 - John Munsell - 2017, Virginia Tech. University, U.S.
 - Jesse Randall - 2015, Iowa State University, U.S.
 - Raju Soolanayakanahally - 2013, Prince Edward Island, Canada
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SELECTION CRITERIA

The AFTA Board of Directors will select the Host Institution based on:

- Prior experience on the part of the Host Organization or Institution's team in conducting a major educational event; evidence of support from Host Institution or organization.
 - Convention facilities and hotels that have:
 - Sufficient meeting space for general sessions for 150-250 people
 - Breakout rooms for concurrent sessions and workshops of ~30 people each
 - Banquet facilities for the attendees as well as for special events
 - Exhibit space for at least 30 posters and 10 vendors
 - Location within two hours of a major airport
 - Estimated costs for lodging, meals, and meeting space
 - Amenities offered by the potential conference sites
 - Sustainable practices employed by the conference site/center/hotels
 - A broad variety of agroforestry tour opportunities
 - Cost sharing and revenue sharing
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NOTIFICATION

Following the Board of Directors' consideration, AFTA will notify you of the outcome of your bid. We anticipate making a decision by June 30, 2026 for an anticipated summer 2027 North American Agroforestry Conference.