PaSSHE Conferences at BU

So you’ve been asked to serve on a statewide PaSSHE committee? Looking for a place to hold your conference? Look no further than BU! Conveniently located along route 80, we’re easily accessible from all parts of the state. BU has onsite catering available through Aramark Campus Dining and our Monty’s and Kehr Union Building facilities have staff experienced in hosting events of all sizes. Contact Kathy in the Conference Services Office for information on how to get started.

conferences@bloomu.edu

Exploring Opportunities

Paul Payne, BU’s men’s soccer coach currently serves as the President of his professional association, the National Soccer Coaches of America (NSCAA). A member of the NSCAA Senior National Coaching Academy Staff, Payne also serves as NSCAA Region II Technical Director. Well before he took national office, Coach Payne partnered with BU Conference Services (part of BU’s Residence Life Office) to bring three of the NSCAA’s week-long Adult Coaching Academies to BU. July 2012 marks their 8th consecutive year on campus.

If you’re active in Professional Associations within your field of expertise, please consider holding your regional or state workshops/conferences at BU.
What first-time conference hosts really need to know.

- **PLAN AHEAD** — 6-12 months in advance is the typical prep time. Campus facilities book well in advance. For example, you’d make facility requests in Fall 2011 for events taking place in Summer 2012 and Fall 2012.

- **BE MINDFUL OF YOUR SURROUNDINGS** — find out what else is going on across campus at the same time as your event, so you’re not competing for participants, parking, meeting space, support staff, equipment or services.

- **CIRCLE THE WAGONS** — Get the right people on your planning committee; enough to handle the work but not too many that would make decision-making difficult. Ensure that your Dean / VP is on board for support and guidance. Identify a university Cost Center that will be associated with the event (for payments).

- **DON’T REINVENT THE WHEEL** — Utilize the experience of our Conference Services staff to help guide your planning. Our experienced staff can assist at the beginning of your planning cycle with logistics and provide planning tools to help make your event a success!