ORGANIZATION DETAILS	
Organization:	**Northwest Anthropological Association (NWAA)**
Proposal Contact Name:	**Lee Sappington**
Email:	**roberts@uidaho.edu**
Alternative Contact Name:	**Pat McCutcheon**
Email:	**Patrick.McCutcheon@cwu.edu**
Budget Questions	**Laura Putsche**
Email	**putsche@uidaho.edu**
OVERALL SCOPE OF WORK	
What is the overall project scope:	NWAA is the non-profit organization that helps academic institutions, tribes, cultural resource management companies and federal/state agencies to host the annual Northwest Anthropology Conference (NWAC) in the spring of each year. NWAC will be hosted virtually in 2021. The virtual NWAC will allow organizers, speakers, attendees, members, and sponsors to interact safely through a virtual environment. The NWAA seeks an enthusiastic individual or organization to provide virtual conference services for NWAC in Spring 2021. Please prepare your proposed strategy to address the below scope of the for the virtual conference. You must demonstrate a knowledge base consistent with the objectives and requirements of this proposal and describe your strategy for supporting the virtual conference. If you have any questions please contact the emails above.

OVERALL EVENT DETAIL	
Overall goal:	To allow organizers, speakers, attendees, members, and sponsors to interact safely through a virtual environment. Awardee will be expected to provide a written monthly project status report throughout the project period. Specifically, the Awardee will work with the Chair for the following: - Establish the date of NWAC - Establish number of days/hours for the virtual event - Establish synchronous and asynchronous structure of the conference - Provide guidance and support to attendees Breakouts will be needed for this virtual conference including talks, panel discussions, presentations, exhibitions, breakout sessions, and possible networking sessions. The awardee will provide overall direction, guidance, and cross-training to NWAC volunteers to support the conference in a virtual environment.
Measuring success of the virtual conference:	Create both in-conference and offline structured feedback mechanisms (i.e. portals, surveys, etc.) maximizing meaningful community response for the conference.
Dates of the event:	Late March or early April

Expected number of participants:	Approximately 300 individuals
Have the event been hosted before:	NWAC has been hosting in person for 72 years. However, this will be the first time the conference is hosted virtually.

KEY DATES

- **Deadline for Questions:** December 10, 2020
- **Deadline for Proposals:** December 15, 2020
- **Selection of Awardee:** January 11, 2020

BUDGET CONSIDERATIONS

Budget for the project:	Please submit a detailed budget proposal. Please submit any budget questions by December 10, 2020 to Laura Putssche .