

Host the 2028 Public Management Research Conference

To be held within the United States

450 Expected Attendees	30–35% PhD Students	Nov 1, 2026 Proposal Deadline	18 Required Items
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The Public Management Research Association (PMRA) invites proposals from U.S. institutions to host the 2028 Public Management Research Conference (PMRC). Recent conferences have welcomed over 450 registrants. Proposals are reviewed by the PMRA Board, which evaluates institutional capacity, logistical readiness, participant support, and commitment to an inclusive conference environment.

Proposal Submission Checklist

Use this checklist to verify your proposal is complete before submitting. All 18 items are required unless marked optional.

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|---|---|
| <input type="checkbox"/> 1 Host institution(s) | <input type="checkbox"/> 10 Transportation options & costs |
| <input type="checkbox"/> 2 Conference coordinator(s) | <input type="checkbox"/> 11 Website & registration capacity |
| <input type="checkbox"/> 3 Planning committee members | <input type="checkbox"/> 12 Proposal submission system |
| <input type="checkbox"/> 4 Proposed conference dates | <input type="checkbox"/> 13 Hybrid conference capability |
| <input type="checkbox"/> 5 Maximum participant capacity | <input type="checkbox"/> 14 Institutional conference experience |
| <input type="checkbox"/> 6 Facilities & accommodations | <input type="checkbox"/> 15 Letter(s) of support |
| <input type="checkbox"/> 7 Disability accommodations | <input type="checkbox"/> 16 DEI statement |
| <input type="checkbox"/> 8 Budget (using PMRA template) | <input type="checkbox"/> 17 Post-conference deliverables commitment |
| <input type="checkbox"/> 9 Graduate student support | <input type="checkbox"/> 18 Additional strengths (optional) |

Institutional Identity

1 Name of host institution(s). If co-hosted, list all institutions and clarify the lead institution.

2 Proposed conference coordinator(s): names, titles, mailing addresses, telephone numbers, and email addresses.

The coordinator is the primary PMRA point of contact and is expected to manage day-to-day conference operations. Include at least one named individual with confirmed availability.

3 Proposed members of the planning committee: names, titles, mailing addresses, telephone numbers, and email addresses.

Planning committees typically include faculty leads, a finance contact, a graduate student representative, and an events/logistics coordinator. List confirmed members separately from anticipated members.

Logistics & Capacity

4 Proposed conference dates, including dates for any pre-conference workshops.

Provide your preferred dates and at least one alternative. Note any local conflicts (major university events, holidays, competing conferences) that informed your date selection. The PMRA typically targets a Thursday–Saturday format.

5 The maximum number of participants that could be accommodated. Recent PMRCs have exceeded 450 registrants.

State the capacity of your primary conference space and any overflow provisions. If capacity is below 450, explain how you would manage registration demand.

6 Proposed conference facilities and accommodations, including venue details and nearby lodging options.

Describe the primary venue (plenary hall, breakout rooms, registration area), nearby hotel options at multiple price points, and any group rate negotiations already underway. Note walkability or shuttle distance between lodging and venue.

SUGGESTED LENGTH: 300–500 WORDS

7 A statement on accommodations for people with disabilities, including physical space, interpreters, signage, and related provisions.

Address ADA compliance of the venue, ASL interpretation availability, accessible lodging options, and any proactive steps beyond minimum legal requirements.

SUGGESTED LENGTH: 150–250 WORDS

Financial

- 8 Proposed budget using the attached PMRA Budget Template. Items that cannot yet be estimated should be flagged as *Estimated* or *TBD* rather than left blank. The PMRA will work with the selected host to finalize registration fees once external sponsorships are confirmed. *The budget template includes four registration fee tiers: member/full, member/student, non-member/full, and non-member/student. Use the attendance assumptions provided. In-kind contributions from your institution (space, staff) should be listed at fair market value.*
- 10 Transportation options and estimated costs likely to be incurred by participants while at the conference, beyond what is captured in the budget template. *Describe ground transportation from major airports, local transit options, parking availability and cost, and any transportation the host plans to provide (e.g., shuttles to off-site receptions).*

Participant Support

- 9 Description of support for graduate students. Approximately 30–35% of PMRC attendees are PhD students. *Recent conferences have offered reduced registration fees and access to lower-cost lodging (e.g., on-campus housing or residence hall rates). Describe what your institution can commit to and any funding sources that would support these provisions. If your institution has a PhD program in public administration or management, note whether local students would serve in volunteer or organizational roles.*

SUGGESTED LENGTH: 200–350 WORDS

Technology & Operations

- 11 Description of the host's ability to maintain a conference website and manage online registration.

Name the platform(s) you plan to use. Note whether your institution has in-house web support or whether you would engage a vendor. Describe how registration payments will be processed and received.

- 12 Description of the host's capacity to maintain a conference proposal submission, review, and selection system.

Name the platform you intend to use (e.g., Oxford Abstracts, EasyChair, All Academic, or similar). Describe your experience with that system and any support resources available to prospective presenters.

- 13 Description of the host's infrastructure and demonstrated experience for holding a hybrid conference if needed.

Do not simply affirm capability — describe the specific technology, staffing, and prior experience that supports it. Address streaming, remote Q&A management, and time zone considerations for virtual attendees.

SUGGESTED LENGTH: 150–300 WORDS

Institutional Qualifications

- 14 Relevant institutional experience in hosting conferences, including whether the university, school, or department has access to professionals with experience in large-scale event organizing.

List comparable events hosted in the past five years (name, year, approximate attendance). Name any dedicated conference services staff or office that would be engaged. For co-hosts, describe each institution's role and contribution.

SUGGESTED LENGTH: 200–400 WORDS

- 15 A letter of support from the appropriate Dean, Director, program head, budget officer, or university official affirming institutional commitment. For co-hosted proposals, letters from both institutions are required.

Letters should be on official letterhead, signed, and confirm financial backing, administrative support, and the named coordinator's authority to act on behalf of the institution. Submit as a PDF attachment via the application portal.

Values & Commitments

- 16** A statement describing the host's commitment and specific plans to ensure diversity, equity, inclusion, and a sense of belonging for all conference participants.

Go beyond general statements of commitment. Describe concrete actions: accessible venue features, inclusive programming, diverse planning committee representation, scholarship or fee waiver provisions, and how feedback from underrepresented participants will be gathered and acted upon.

SUGGESTED LENGTH: 300–500 WORDS

- 17** Commitment to administering a participant satisfaction survey and delivering post-conference materials, including a final report, photos and videos, insights for future hosts, and conference documents such as the full program and participant lists.

Describe your timeline for delivering post-conference materials and who on your team is responsible. The PMRA expects all deliverables within 60 days of conference close.

- 18** *Optional:* Any additional factors that may strengthen your proposal – geographical location, historical or cultural significance, unique recreational opportunities, or other distinguishing features.

SUGGESTED LENGTH: 100–200 WORDS

SUBMISSION DEADLINE

November 1, 2026

Submit via the PMRA application portal:

gopmra.org/host_pmrc

Proposals submitted after this date will not be considered.

QUESTIONS & INQUIRIES

Contact

PMRA MANAGER – PRIMARY CONTACT

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PMRA PRESIDENT – COPY ON ALL INQUIRIES

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