



SENIA Host Institutions Rubric

Applicant: _____

The SENIA Conference is hosted by institutions wishing to promote SENIA’s mission of raising awareness and advocating for special needs in Asia. This rubric aims to assist the SENIA Board in choosing the host institution.

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 institutional 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 conferences purposes.	
Institutional Integrity	The institution is interested in special education but does not offer special education programs.	The institution advocates for special education and offers students/families options locally to receive support.	The institution advocates for special education and offers students/families adequate special education 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 hour 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 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 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 send representatives.	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.	
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:

