

Call for Proposals

Support for Meetings at Virginia Tech's NCR Executive Briefing Center in the VT Research Center — Arlington

The Office of the Vice President for the National Capital Region is soliciting proposals for a limited number of meetings and events to be held at the Virginia Tech Research Center – Arlington (VTRC-A) to promote the long-range goals of the university in *security, resilience, health and sustainability*, foster innovation, and enhance collaboration with external partners.

The University's *Plan for a New Horizon* emphasizes the need for research and innovation to meet the challenges associated with global interdependence and a data-driven society. The National Capital Region (NCR) of Virginia Tech is ideally suited to meet these needs through our access to industry partners, government sponsors, non-profit and community groups in a dynamic metropolitan region, and leading programs in information sciences and technology, health care/life sciences, security, resiliency, energy/sustainability, infrastructure, policy and planning.

Located near Washington, DC in the Ballston neighborhood of Arlington, Virginia, the VTRC-A is strategically located with respect to numerous federal agencies including NSF, DARPA, AFOSR and ONR, as well as many corporate partners. The VTRC's Executive Briefing Center has distinctive facilities that can accommodate a variety of meeting formats, and specialized facilities for HD videoconferencing, immersive visualization, and briefings. The facility has excellent connectivity to Virginia Tech's main campus in Blacksburg, as well as to other major universities and research organizations, incorporating next-generation Internet with direct fiber access to Internet 2 and multiple federal networks. A few blocks from the Ballston Metro station, and with easy access to both Washington-Dulles and Ronald Reagan National Airports, VTRC-A is in an ideal location to host national and international meetings.

This call for proposals seeks to support Virginia Tech researchers who want to leverage the resources and location of the NCR by providing funding to hold meetings and events at VTRC-A that focus on areas directly addressing the needs of the *Plan for a New Horizon*. Details on the program can be found below, and additional questions can be directed to Sanjay Raman, Associate Vice President, NCR, at sraman@vt.edu. Meetings which enhance the visibility of Virginia Tech in the National Capital Region, address interdisciplinary aspects of security, resilience, health, and sustainability, and enhance innovation and collaboration, are of particular interest.

Proposals may be submitted at any time, but meetings must be scheduled to ensure that all funds will be expended within the fiscal year ending June 30th, 2016. Proposal evaluations will be conducted on a rolling basis by a committee consisting of representatives of NCR operations. The number of meetings that can be supported will depend on the budget and scope of accepted proposals.

What funding is available? Requests up to \$10,000 will be considered. Depending on the number and quality of proposals received, selected proposals may not be able to be funded at the maximum level.

How can the funds be used? Funds may be used to offset meeting costs at VTRC-A, such as facilities costs, food and beverage, keynote speaker's fees and travel, etc. (Note: the program generally does not fund travel costs for VT personnel from Blacksburg to attend meetings). The available funds are state funds so some restrictions will apply to their use. Please contact the Executive Briefing Center Manager, Larissa LaCour, at llacour@vt.edu in order to obtain room availability and estimated briefing center costs for your proposed event.

How do I apply? Please submit proposals to sraman@vt.edu, no more than two standard pages in length (with one inch margins and minimum Times Roman 10 point or Arial 9 point type, or equivalent), with the following sections:

1. Title of event
2. Responsible VT party and point of contact, with indication of approval by the proposer's unit.
3. Overview of the meeting or event program (suitable for promotional use)
4. Relevance of the meeting or event to the mission/strategic plan of Virginia Tech
5. Impact on the visibility of Virginia Tech and the National Capital Region, and any innovative use of the VTRC-A facilities and technology.
6. Proposed Dates and space requirements
7. Budget estimate with a description of how the funds will be used (e.g. room costs, food and beverages, keynote speaker's fees and travel, etc.), amount being requested from NCRO, and any cost sharing