Call for Proposals

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 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 the disciplines of resiliency, security, and sustainability.

The recently completed “Plan for a New Horizon” strongly emphasizes the need for research and innovation to meet the structured challenges associated with global interdependence and the needs and challenges of a data-driven society. The National Capital Region of Virginia Tech is ideally suited to meet these needs due to the strong presence of Virginia Tech, the access to industry partners, government sponsors, and community groups in a growing metropolitan region, and leading programs in resiliency, security, and sustainability.

Located near Washington, DC in the Ballston neighborhood of Arlington, Virginia, the VTRC-A is a short walk from numerous federal agencies including NSF, DARPA, and ONR, as well as many corporate partners. The center has distinctive conference and briefing facilities that can accommodate a variety of meeting formats with rooms that hold from as few as 6 to as many as 80 people, and specialized facilities for HD videoconferencing, immersive visualization, and executive briefings. The facility has excellent connectivity with fiber links to National LambdaRail, Internet2, several federal networks, and the commercial Internet. A few blocks from the Ballston Metro station with easy access to both Washington-Dulles and Ronald Reagan National Airports, VTRC-A sits in an ideal location to host national and international meetings.

This call seeks to support Virginia Tech researchers who want to utilize these resources 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 Don Leo, Vice President and Executive Director NCR, at donleo@vt.edu. Proposals that address the interdisciplinary aspects of resiliency, security, and sustainability will be given high consideration.

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, 2013. Proposal evaluations will be conducted by a committee consisting of representatives of the NCR operations including personnel from Outreach, Continuing and Professional Education, and Economic Development. It is expected that two to five meetings will be supported through this initiative.

What funding is available? Requests up to $10,000 will be considered.

How can the funds be used? Funds may be used to offset meeting costs at VTRC-A, such as facilities costs, speaker’s fees and travel, food, etc. The funds are state funds so some restrictions will apply to their use to offset the cost of the event.

How do I apply? A proposal no more than two standard pages in length (with 1 in margins and 10 pt type) may be submitted to donleo@vt.edu. The proposal must have the following sections:

1. Responsible party and point of contact, with indication of approval by the proposer’s unit.
2. Overview of the meeting or event program (suitable for promotional use)
3. Relevance of the meeting or event to the long-range plan of Virginia Tech
4. Relevance of the meeting or event to the disciplines of resiliency, security, and sustainability.
5. Proposed Dates and room requirements
6. Budget estimate with a description of how the funds will be used.