

REGIONAL SPRING CONFERENCE – REQUEST FOR PROPOSAL

Event Profile:

Background and Basic Information:

The North East North American (NENA) Federation of I-CHRIE seeks to have a location for its annual regional spring conference. This conference takes place in the spring semester, around the *second to last weekend in March*. A key aspect is to avoid the Easter holiday. The conference is considered a *two-day event; whereby it will commence at 12 noon on Friday and end at 12 noon on Sunday*. Registration fees will bring in an estimated *\$99 per attendee*. Sponsorship from federation schools and industry members will be required to cover all costs of the conference. *Hotel room rates are preferred in the range of \$99 to \$169; although greatest member support is for the \$129 range*. Overall this conference has an *estimate of 50 attendees with continued growth* year over year for the association members. It would be suggested to seek hotel room blocks of approximately 30-40 rooms per night. The school interested in submitting a proposal must have at least one member of ICHRIE as a member in good standing and submit a letter of institutional support.

Conference Year:

Please select preferred year, by indicating 1st, 2nd, 3rd, or 4th preference order.

<u>Year</u>	Dates
<input type="checkbox"/> 2020	
<input type="checkbox"/> 2021	
<input type="checkbox"/> 2022	
<input type="checkbox"/> 2023	

Proposal Specifications:

Questions:

Direct all questions and requests for additional information regarding this RFP to the NENA Federation President who will serve as initial contact person.

Decision Making Process:

- The Director of Networking will assist in the process for submitting the RFP.
- The Conference Committee will review the RFP. Upon acceptance it will be presented to the Executive Board of NENA.
- The NENA Federation Executive Board will vote.
- The Final Decision will be communicated by the *NENA President*.

Timeline:

- RFP Published Date: on or about November 1 (announced at the NYC Fall Federation Meeting)
- Proposal Due Date and Time: Friday, February 15, 2019- accepting applications for 2020, 2021, 2022 and 2023.
- Decision Date: March 31, 2019 at the NENA Spring Regional Conference

Responsibilities:

In proposing to host the NENA Conference you understand that you will work with the *NENA Conference Planning Committee* to:

- Secure cash funding support and sponsorship in the amount of at least \$8,000 through sponsorship to cover all expenses of the conference.
- Contract and document sponsorship support with NENA Treasurer
- Secure sponsor logos and proper name recognition
- Develop onsite marketing pieces associated with sponsorship (Save the Date, Posters, PowerPoint templates, press releases)
- Develop sponsorship levels and assign sponsorship to programmatic elements - for example:
 - Meals and breaks
 - Conference registration bags
 - Badge holders/ lanyards
 - Conference pens and notepads
 - Gifts and drawings
- Generate post conference thank you messages
- Attend the conference committee calls as required to plan the event
- Work with the Director of Education and Direction of Research for the program aspects of the conference

Required Attachments:

- Price List(s)
- Hotel Contract
- Hotel / Resort Fees
- Parking / Valet Parking
- AV Fees
- Internet Access & Accessories
- Cleaning/Trash Removal Fees/Policies
- Approximate Food and Beverage Costs
- Letter of institutional support
- Proposed Schedule of Event

Host Organization/School	
Host Contact Person:	
Job Title:	
Mailing Address Line 1:	
Mailing Address Line 2:	
City:	
State:	
Zip Code:	
Phone:	
Fax:	
Mobile Phone:	
E-mail Address:	
Web Address:	

If additional people from the Host School should be included on correspondence for planning purposes, please list the names and working title relevant to the conference planning below:

Additional Contact Information:



Hotel Venue Description:

Facility Name	City, State	Start Day & Date	End Day & Date	Type of Rooms	Total Room Nights

Space Description:

Please include below a short general description of the types of spaces and facilities that would be utilized. For example, room(s) for research presentations, potential breakouts, lunch, etc. Include information such as square footage of each room type, maximum capacity, and any other parameters or restrictions on each room. Please include a web link to each property.

On Campus Locations:

Preferred locations for the event are:

Building Name	Location	Spaces Used and Intended Purposes

Location Description:

Describe other details relating to location such as Airport, City Center, Resort, Suburban, etc.

Transportation:

Please provide a description of the transportation details, include distance and estimated travel time and forecasted expenses.

Airports:	
Train Stations:	
Parking Charges applicable (hotel & venue):	



Guest Room Block

The following chart outlines guest room requirements for the event. It begins with the first day of attendee/staff arrival and ends with the final departure day:

	# of Guests	# of Single-Bedded Rooms	# of Double-Bedded Rooms	# of Suites	# of Accessible Rooms	Total # of Rooms & Suites
Day 1: Thursday			5			
Day 2: Friday			30			
Day 3: Saturday			30			
Day 4: Sunday			0			
Totals			65			

Room Rate Must Be No More Than: \$169.00 (Members price sensitive point is \$129; consider a high-end and low-end rate hotel options).

Other Guest Room Block Requirements Comments:



Function Space and F & B Requirements:

Function Space is required for this Event: The following chart/schedule outlines function space details for the event.
Repeat for additional functions as necessary

Function Type	Setup	A/V Requirements
<input type="checkbox"/> Break <input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Reception <input type="checkbox"/> Dinner <input type="checkbox"/> General Session <input type="checkbox"/> Breakout Session <input type="checkbox"/> Other:	<input type="checkbox"/> Theatre <input type="checkbox"/> Conference Style <input type="checkbox"/> U-Shaped <input type="checkbox"/> Classroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> Rounds for 8 <input type="checkbox"/> Rounds for 10 <input type="checkbox"/> Reception <input type="checkbox"/> Table Top Exhibits <input type="checkbox"/> 8' x 10' Exhibits <input type="checkbox"/> 10' x 10' Exhibits <input type="checkbox"/> Other:	

Other Function Space and Food & Beverage Requirements Comments:



Proposed Schedule:

Please include a potential draft outline of the three-day conference. This should include Friday-Sunday and a proposed agenda of activities for each day. Please keep in mind that the conference should include a mix of networking, research, teaching, and industry information. Typically, this conference includes a welcome reception (with alcohol, where drink tickets can be used if needed), breakfast (if not available at the hotel), lunch, poster session, industry/ teaching panel sessions, research sessions, Legacy Lecture, and a Federation meeting. The NENA Conference Planning Committee is open to schedule modifications; refer to the sample provided. There is no requirement to provide a ‘theme’ however it does assist in providing a local focus to the experience.

Sample Conference Schedule

Friday:

12:00pm Tour(s)
3:00pm Session-Educational or additional tours
6:00pm Welcome Reception

Saturday:

8:00am Breakfast
9:00am Opening Session
10-12 Sessions
12-1pm Lunch
1-5 Sessions
Dinner on Own

Sunday:

8:00am Breakfast
9:00am Legacy Lecture
10:00am Federation Meeting
12noon – Conclusion of Conference

Insert Sample Schedule Here (or attach file)



Additional Information

1. University Sponsorship

Please identify any potential services or gifts in kind that can be provided by your institution. Some examples are listed below: (modify as appropriate)

Copying services	
Program production	
Poster printing	
Signage	
Audio visual equipment	
Transportation to and from tours, airport etc.	
Other: _____	

2. Potential local corporate sponsors

Please identify local businesses and what they may be able to provide in terms of gifts in kind and financial support.

<u>Business</u>	<u>Gift / Financial Support</u>

3. Identify local educational institutions in your area that are not current NENA members:

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