



UMR-ACUHO Conference Host Bid Book

Updated July 2008

Maintained by:
UMR-ACUHO Membership Involvement Committee

Congratulations!

Welcome to the journey of preparing a bid to Host the annual UMR-ACUHO Conference! The Membership Involvement Committee looks forward to working with you through the process.

The information in this booklet will assist you in the journey of bidding and Hosting a UMR-ACUHO Conference. There are many aspects to consider - and hopefully they are covered in this material.

In this booklet you will find:

- 1) Overview of Conference Host Site and Host Responsibilities (Page 3)
- 2) Host Bid Preparation Guidelines (Pages 4-5)
- 3) Conference Facility Requirements (Pages 6-8)
- 4) Host Committee Summary of Responsibilities (Pages 9-14)
- 5) Potential Host Sites by state (Pages 15-19)

In addition, for your future reference you will find:

- 1) Appendix 1: Host Chairperson Responsibilities [From UMR-ACUHO Chairperson Manual] (Pages 20-22)
- 2) Appendix 2: Host Committee Timeline [From UMR-ACUHO Chairperson Manual] (22-24)

Another valuable resource would be previous and upcoming Hosts. They know the joys and struggles of bidding and Hosting/preparing to Host and would enjoy sharing them with you.

Recent and Upcoming Conference Host Locations and Chairpersons:

- 2000: Des Moines, Iowa
Chaired by Lyn Redington, University of Northern Iowa
- 2001: Green Bay, Wisconsin
Chaired by Corday Goddard and Erin Valerio-Garsow, St. Norbert College
- 2002: St. Paul, Minnesota
Chaired by Patti Klein, University of St. Thomas, and Kevin Cook, Macalester College/Kansas State University
- 2003: Overland Park, Kansas
Chaired by Brenda Moeder and Kristen Alley, Central Missouri State University
- 2004: Sioux Falls, South Dakota
Chaired by Michael Kervin, South Dakota State University
- 2005: Appleton, Wisconsin
Chaired by Lori Develice, and Kristine McCaslin, University of Wisconsin-Oshkosh
- 2006: Iowa City/Coralville, Iowa
Chaired by Kate Fitzgerald, University of Iowa
- 2007: Rochester, Minnesota
Chaired by Rob Andrews and Ruth Kurinsky, University of Wisconsin-LaCrosse
- 2008: Kansas City, Kansas
Chaired by Nicholas Lander, Kansas State University
- 2009: Kearney, Nebraska
Chaired by Gail Sims-Aubert and Anita Kucera, University of Nebraska at Kearney

Should you have questions during your review of the bid preparation information, please feel free to contact any Membership Involvement Committee member.

Good luck on your journey!

OVERVIEW OF CONFERENCE HOST SITE REQUIREMENTS AND HOST RESPONSIBILITIES

- CONFERENCE LOCATION:** In choosing a Conference location, factors such as available transportation, convenience of location to the membership and Host institution(s), and availability of satisfactory Conference lodgings and facilities will be considered.
- CONFERENCE DATES:** Late October or early November are preferred, avoiding Halloween, if possible.
- CONFERENCE SIZE:** There are typically 500-550 participants, including exhibitors. UMR-ACUHO prefers a Conference site that can accommodate this number of participants. Other variables will be considered such as location in the region, previous Conference sites and attendance numbers, etc.
- MEMBERSHIP COMPOSITION:** The membership is composed of mainly new to middle-level college and university housing administrators or those with housing responsibilities. A small number are also undergraduate students. Members are drawn from 220 private and public schools within the region. The region is composed of Iowa, Kansas, Minnesota, Missouri, North Dakota, Nebraska, South Dakota, Wisconsin, and Manitoba, Canada.
- LENGTH OF CONFERENCE:** The Conference occurs from 10:00 a.m. Wednesday until 1:30 p.m. Friday of the Conference week. (This may vary from year to year.) The Executive Committee arrives on Sunday to hold Pre-Conference meetings. Eight to ten committees will meet on Tuesday to hold Pre-Conference meetings.
- HOST RESPONSIBILITIES:** Host(s) are responsible for making arrangements with a hotel or Conference center, and providing for the Conference by appointing a Host Committee member to work closely with the UMR-ACUHO committees, particularly the Executive, Program, and Sponsors and Exhibits Committees. Host Committees arrange for the following: Registration, banquets, social hours, meeting rooms, audio-visual, exhibitor space, and entertainment for Wednesday night.
- The preceding June meeting is typically in the Host city. This meeting is arranged and hosted by the Host Committee and involves between 120 and 150 people. As many as ten (10) meeting rooms may be needed.
- COMMITTEE CHAIRPERSON:** Attendance at the preceding Conference is expected. It is also expected that the Host Chairperson attend the summer meeting prior to the Host year, as well as the winter meeting, summer meeting, and Conference during the Host year.

HOST BID PREPARATION GUIDELINES

The following specific aspects of hosting an Annual Conference of UMR-ACUHO will be considered part of the bid process. They do not need to be addressed in any specific order.

- I. When submitting a written bid, it is necessary to provide:
 - A. An invitation from the chief housing officer(s) at the institution(s) submitting the bid for the Conference.
 - B. Make-up of the Host committee and their anticipated areas of responsibility.
 - C. Anticipated Conference theme and logo.
 - D. Letter(s) from the hotel(s) indicating preliminary arrangements, projected costs, what considerations they might offer (i.e., complimentary rooms, etc.).
 - E. A written agreement indicating any hotel rates that can be guaranteed at that time.
 - F. Brochures and floor plans from hotel(s).
 - G. Sample menus
 - H. Cost sheets associated with the facility including meeting rooms, banquet facilities, audio-visual, etc.
 - I. Written documentation supporting the following: (The letter in parenthesis refers to the letter where additional information can be found in the "Conference Facility Requirement" section, pages 6-8).
 1. Anticipated Conference dates (A)
 2. Availability and accessibility of mass transportation to Conference site (B)
 3. Parking availability, proximity to the Host site, and costs (B)
 4. Number and cost of sleeping rooms (C, D)
 5. Late Friday check-out, express check-out, and luggage storage (D)
 6. Complimentary rooms for President and distinguished guests (E)
 7. Host site accessibility for persons with disabilities (F)
 8. Adequacy of elevator service/stairwell system (F)
 9. Insurance coverage by Conference Host site (G)
 10. Information about the Conference meeting rooms including: the number of meeting rooms the capacity and versatility of meeting rooms and the proximity of meeting rooms to each other (J)
 11. Availability of audio-visual equipment/secure storage space (K, L)
 12. Capacity of banquet room (M)
 13. Cost range of meal package and date that meal prices can be guaranteed. (M)
 14. Variety of meal package, including vegetarian and non-red meat options (M)
 15. Host site policy on vendors/outside caterers supplying food for special events at Conference Host site (M)
 16. Availability of breakfast options to accommodate the breakfast rush on Thursday and Friday morning (M)
 17. Availability of coffee breaks
 18. Availability of nearby restaurants/entertainment
 19. Space and arrangements for Wednesday opening reception (M)
 20. Information relating to exhibitors including: space availability for 35-40 exhibitors, storage space, Pre-Conference and during Conference and costs associated with the exhibitor area (N)
 21. Location for Association Committee/institutional displays (O)
 22. Space availability for keynote speech and business meeting (P, Q)
 23. Conference registration process (R)
 24. Host site amenities such as: extended pool hours, availability of a business center, fitness center, etc. (S)
 25. Hotel regulations regarding alcohol (S)
 26. Plans for Wednesday evening post-banquet entertainment and Thursday evening activity(s) including non-alcohol alternatives (T)
 27. Plan for arranging corporate sponsorship of the Conference from local vendors
 28. Anticipated summer meeting dates and space availability (U)

- B. Twenty (20) copies of the written bid information, in CD form, must be received from the prospective Host Committee Chairperson(s) two weeks before the bid presentation date at the fall Conference. The bids must be sent to the Membership Involvement Committee chairperson.

- C. Bids will be heard on Tuesday morning of the Annual Conference week. Each bid presentation will consist of a one (1) hour (maximum) presentation, broken down as follows:
 - 1. Formal presentation (30 Minutes)
 - 2. Questions from the Bid Hearing Committee (20 minutes)
 - 3. Closing remarks (10 minutes)

- D. During the bid presentation, it is helpful to include:
 - 1. Visual aids
 - 2. Convention/Tourist information and promotional material representing the Host city

CONFERENCE FACILITY REQUIREMENTS

During your bid preparation, please utilize the following Conference facility requirements, as they will help you determine which potential Host site best meets the Conference needs.

- A. Conference dates must be available for late October or early November.
- B. The Conference facilities must be conveniently located near major forms of public transportation (airplane, bus, and automobile). Sufficient Conference site parking must be available. Airport shuttle or limo service should be available.
- C. Sleeping accommodations of at least 275-300 rooms (based on 550 Conference participants) must be available for conferees.
- D. The cost and variety of rooms (singles, doubles and quads) should be appropriate to meet the needs of the members that typically attend the Conference. Acceptance of purchase orders or direct billing for lodging payment is considered desirable at the Host site. Because of the length of the Friday program, late checkout is desired.
- E. Availability of complimentary lodging for the President (suite) and six distinguished guests during the Annual Conference.
- F. The Host site should have an adequate elevator service/stairwell system to accommodate the flow of 550 guests, as well as the ability to accommodate persons with disabilities.
- G. Insurance riders from the Host site are usually not paid by the Association. The Association carries their own insurance policy.
- H. Any charges for meeting rooms, banquet facilities, audio-visual equipment, storage space, etc. should be clearly outlined in the bid.
- I. The volume of Conference business at the Host site should be sufficient to demonstrate that the UMR-ACUHO Conference can be served successfully. The management of the Conference Host site should make available to the Executive Committee, upon request, the names and addresses of past Conference groups who have used the facilities.
- J. During the Annual Conference, a minimum of 11 break out rooms, preference for 13-15 rooms, to provide accommodations for 500-550 conferees, should be conveniently available. These rooms must be available for at least eleven concurrent sessions. Additional space is needed for an Executive Board Meeting room, Program Committee space, and two spaces for case study presentations.
 - Each concurrent session room should accommodate 45-75 participants, theater or lecture style.
 - All rooms should be centrally located and easily accessible with good lighting, appropriate temperature control, and electrical outlets.
 - Host site staff should be available during the Conference to assist with room concerns/ arrangements based on program needs.
 - One of the eleven concurrent session rooms must be available for use by the Diversity Action Committee for the Diversity Café and Diversity Connection. DAC will want to decorate walls.
 - Up to four of the concurrent session rooms are to be scheduled for the Professional Development Committee's Case Study Experience on Thursday of the Annual Conference.

Additional Pre-Conference/Conference Room Needs:

 - One meeting room is needed Beginning Monday and continuing all week for the Executive Committee

- Seven to twelve meeting rooms are needed for Association committees on Tuesday.
 - On Wednesday, Thursday and Friday of the Conference week, the Program Committee will need a work area/room in order to process the evaluations and to coordinate the Moderator program.
 - On Thursday evening of the Conference, the Membership Involvement Committee will need a room for committee placements.
- K. A storage area, that has the capability to be locked, is needed near the meeting rooms for audio-visual equipment.
- L. The Host Committee will need to work with the hotel and coordinate sufficient A-V equipment to meet the needs of the Program Committee.
- M. Three meals are typically included in the Conference package: a banquet on Wednesday evening, the Thursday luncheon and the Friday luncheon. Here are the considerations when thinking of a potential meal package:
- Banquet room facilities must accommodate 550-600 people. Round tables are preferred. Sufficient staff needs to be available to manage room set-up and take down for meals and sessions, if this room is to be used for general sessions or social events.
 - When considering space, please account for an elevated head table (2-tiered table for the Wednesday banquet and a 1-tiered table for the Friday luncheon).
 - Pre-banquet social Wednesday evening. Preference is to have this function in the vendor area.
 - It is important that meal prices be kept reasonable.
 - Meal prices need to be guaranteed no later than the June meeting prior to the Conference.
 - A sample menu should be included in the bid packet.
 - Vegetarian and non-red meat meals in sufficient quantity should be available.
 - Gratuities and taxes charged
 - Set up and take down capabilities and charges
 - Menu testing availability
 - Service and bar costs for social events
 - What food service can be offered at breakfast
 - What coffee break service is available
 - Policies on outside food vendors in the exhibitor area
- N. At a minimum, exhibition space must be sufficient to provide for 35-40 minimally, (8 ft. by 10 ft.) exhibit booths with adequate space for comfortable browsing. The exhibition area should be located in the Conference traffic pattern and be readily accessible to conferees. Any costs associated with the vendor area should be outlined in the bid.
- Electrical outlets (about 20) and adequate lighting and ventilation should be present. The cost associated with the electrical outlets should be included in the bid.
 - Many exhibitors are furniture vendors. Consequently, provisions for moving bulky or heavy objects to and from the exhibit and loading dock area should be adequate.
 - Space should be available to exhibitors for storage prior to the set-up of exhibits. Some exhibitors may wish to ship items as far ahead as one week before the Conference.
 - Management of the Conference facility should understand that the Association charges an exhibition fee to the exhibitors. If an exhibition charge is made by the Conference facility, the amount should be expressed at the time of the bid.
 - It is preferred that the pipe and drape company be able to set up Tuesday afternoon/evening and the exhibitors should be able to set up Wed. morning. Exhibits will be taken down on Thursday or Friday.
 - The exhibition space should be secured during non-exhibition times.

- O. Committee displays space will need to accommodate 16 displays. Displays are set up on Tuesday and are removed at the end of the Conference on Friday. Charges associated with providing electricity for displays should be outlined in the bid.
Tables include: Elections, Awards, Presidents Scholarship (Past Presidents), Execs, 9 committees, OPE, Foundation, ACUHO-I Placement
- P. Space for the keynote speaker on Wednesday afternoon must be able to provide theater style seating for 550-600 participants.
- Q. The annual Business Meeting for the Association occurs on Thursday afternoon of the Conference. Space should be available to accommodate approximately 200 participants.
- R. Adequate space/location for registration must be available. The Host Committee is responsible for coordinating advance and on-site Conference registration of the conferees. (Assistance in planning the on-site process may be available through the Chamber of Commerce/Convention and Visitors Bureau or through the Conference facility.)
- S. Additional Host site amenities, including space available for social gatherings, alcohol regulations, coffee break service capabilities, extended pool hours, fitness center, business center facilities on-site or near-by, size of restaurant(s) for breakfast and signage, should be addressed in the bid.
- T. Potential entertainment options for Wednesday (post-Banquet) including alcohol-free options, should be outlined in the bid. These should be what the Host would plan to provide if granted the Conference. Options for alcohol-free entertainment should be discussed.
- U. Summer meeting accommodations:
- Dates for summer meeting should be available in June.
 - A block of rooms should be made available through the hotel. The Conference rate for these rooms is preferred.
 - 10 Rooms for 9 committee meetings + execs must be available beginning on Wednesday evening and ending by noon on Friday of the summer meeting.

HOST COMMITTEE SUMMARY OF RESPONSIBILITIES

I. Meeting & Conference Attendance

- A. Attend the Annual Conference and present Conference bid to the Membership Involvement Committee. It is strongly suggested that a representative from the Area Chamber of Commerce/Convention and Visitors Bureau and/or site Hotel Events Planner attends and is part of the bid presentation.
- B. Attend portions of the summer and Annual Conference meetings of the Executive Committee during the year after the bid is awarded and the winter and summer meetings the year of hosting the Conference. Attend the fall Conference while Hosting.
- C. Optional: Consider attending the following winter Executive Committee and Committee Chairperson meeting in order to provide assistance to the new Host Chair.

II. Conference Host Site Arrangements

- A. Keep in regular contact with the hotel.
- B. Make arrangements for sleeping rooms, reservations and check-in/check-out of guests:
 - 275-300 rooms for 550-600 Conference participants
 - Complimentary room for Association President and distinguished guests (For more information, see letter “D” below.)
 - Check-in arrangements (the busiest time is usually Wednesday morning & afternoon, but recent trends are for 100-150 check-ins Tuesday evening)
 - Room rate extension past Conference dates and at the summer meetings
 - Friday late check-out, express check-out, luggage storage
- C. Make arrangements for meeting rooms & exhibitor space (Be sure to ask potential Host sites about facility rental costs and insurance riders):
 - A minimum of eleven meeting rooms (seating 45-75 theater or lecture style each) which will accommodate 550-600 participants
 - A secure room or space for the Diversity Action Committee to set-up an extensive display (Diversity Café and Diversity Connection)
 - Space to secure audio-visual equipment
 - Rooms for committee meetings on days prior to Conference
 - a. Executive meetings: Monday, Tuesday & Wednesday
 - b. Committees: Five to seven rooms on Tuesday & Wednesday
 - Space for 30-35 (8 ft. by 10 ft.) exhibit booths & for exhibitor storage prior to the Conference; discuss related charges for electrical hookups, display tables & chairs, draping, facility rental, security, etc. (Sponsors and Exhibits will budget for these expenses)
 - Space for Registration and Hospitality area
 - Space for 16 display tables for committees and displays: See facility requirements – item O.
 - Program Committee and Host Committee work rooms to be available throughout the Conference.
- D. Conference Complimentary Room Allocation Policy: Given the varying number of complimentary rooms available at a Conference site, complimentary rooms will be allocated in the following order:
 - 1. UMR-ACUHO President
 - 2. Keynote Speaker
 - 3. Consultants-in-residence (2)
 - 4. ACUHO-I President

5. Central District Representative
6. Bob Mosier

***All rooms listed above that are not complimentary will be paid for by UMR-ACUHO. Host should supply gift baskets in all rooms.**

- E. Make arrangements for banquets and other food needs:
- Tuesday night Committee Recognition Event
 - Banquets for 550-600 people Wednesday night, Thursday lunch & Friday lunch
 - Discuss menus, guaranteed cost, alcohol regulations & costs, taxes & gratuities
 - Room setup, how many at a table, etc.
 - Pre-banquet social Wednesday evening. Preference is to have this function in the vendor area.
 - Breakfast options
 - Coffee break service
 - Breakfast for Executive and Committee Chairperson Transition from 7-8:30 a.m. on Friday morning of the Conference for no more than 35 people.
 - Exhibitors need to be added to the count for the Thursday luncheon. However, the Sponsors and Exhibits Committee shall incur this expense.
- F. Miscellaneous:
- Discussion with hotel regarding their customer service philosophy
 - Extension of swimming and/or fitness center hours
 - Extension of other service hours
 - The Host committee will work in conjunction with the Program Committee to arrange for audio-visual/sound equipment: overhead projectors, VCRs and monitors, screens, podiums, dry erase boards, easels, carts, extension cords, and sound equipment for large meetings. Costs associated with above mentioned equipment should be outlined in the bid.
- G. Summer Meeting Arrangements:
- Check on room block numbers with previous Host(s) and Executive Committee liaison
 - As mentioned above, arrange lunch Hosted by Association on Thursday
 - Reserve at least 10 meeting rooms
 - Coordinate lunch for summer meeting participants. Anticipated costs for the lunch should be outlined in the bid. However, the lunch will be built into the President's budget and will not come out of the Host budget.
 - Make arrangements for the New Committee Chairperson Orientation on Friday morning at the summer meeting (no more than 10 people).

III. Printing and On Line Registration

The Host Committee prepares a postcard mailing.

- A. Host may send out a postcard in late July as an early teaser.
- B. The mailing of a postcard directing participants to the web page should reach schools 5 weeks prior to the pre-registration deadline. It is sent to:
- All institutions on the mailing lists (member/non member)
 - All program presenters not already on the mailing list
 - All Associate Members of UMR-ACUHO

- C. Web Pages need to include:
- Information about the Conference from Host Committee
 - Conference registration form
 - Preliminary program listings
 - Other housing options in close proximity to Host site if necessary.
 - Map of area/travel directions to hotel site/mass transit information
 - Hotel room reservation instructions
- D. The Host committee sends notifications of the Annual Conference to the UMR-ACUHO Newsletter.
- E. Some local news coverage may be arranged by contacting the Host institution's campus information office (news office, etc.).

IV. Pre-Registration

The Host school receives all registration forms and payments through the UMR-ACUHO web page.

- A. It is essential to keep a running total by category:
- Professional/member school
 - Professional/non-member school
 - Student/member school
 - Host school
 - Daily attendees
- B. The necessary registration materials to be created:
- Registration receipts
 - Conference Registration Confirmation (e-mail Conference registration confirmation instead of printed confirmation).
- C. Final list of Conference registrants
- An alphabetical (by last name) list of Conference registrants should be available to attendees upon request. Optional: providing e-mail addresses of registrants on listing.
 - A list, by state, of which institutional members are registered. This is to be available to the Secretary prior to the business meeting.

V. On-Site Registration

Set up the process of check-in, packet preparation and distribution.

- A. Packet contents: Conference program binder (provided by the Program Committee), hotel and city maps, tour information, meal tickets, schedules, restaurant guide, receipts for pre-registration fee, nametag and nametag ribbons.
- B. Host will need a person to take money and write receipts during registration hours.
- C. Keep accurate track of all new registrants, meals bought, etc...
- D. Arrange assistance from Chamber of Commerce/Convention and Visitors Bureau, if possible.
- E. Have adequate signage available.

F. Have membership forms, up-to-date institutional member schools and Associate Member list available (obtain from Web). Having a computer with internet connection will make on site membership processing as well as registrations easier.

G. Registration areas:

- For those who pre-registered: pick up packets
- For those who did not pre-register: complete registration and pick up packet
- Hospitality and Information Area
- Place to sign up for tours (if applicable)
- Pick up/purchase Conference apparel (if there applicable)

H. Registration and Information Area needs to be open sufficient hours to meet the needs of the conferees.

VI. Budgets and Reports

A. The Host Committee Chairperson keeps track of all expenses, receives Conference registration fees, and works closely with the Association Treasurer to pay bills.

- By August 1, the Host Committee Chairperson should submit a budget to the Treasurer outlining anticipated Host Committee expenses.
- Host Committee members who attend the Conference primarily to work may purchase the Conference meal package only and not register for the entire Conference. Individuals from the Host institution(s) who are attending Conference sessions must register and pay the Conference fees.
- All final bills for the Conference must be submitted to the Treasurer by December 15.
- All monies must be deposited with the UMR-ACUHO Treasurer.

B. At the end of each year, a transitional report must be submitted by the Friday morning transition breakfast at the end of the Conference.

C. Submit a copy of the Transition Report to the MI Chair, next Host Site Chair, and President within one month following the Conference.

D. Submit a copy of the final Conference budget and attendance/sleeping room statistics for the summer meeting and Annual Conference to the MI Chair within one month following the Conference.

VII. Hospitality, Social & VIP Arrangements

A. Campus Tours: These may be arranged if the Host Committee desires to do so. It involves scheduling and arranging for sign-up, guides and transportation.

B. Social plans must be made for:

- Wednesday night pre-banquet social and post-banquet entertainment
- Thursday night - have a list of options in the area if available.
- Restaurant suggestions for executives and committee chairpersons for summer meeting and Pre-Conference days (Monday and Tuesday)
- Special banquet seating & head table counts (Consult with President)

C. VIP Arrangements: The Host Committee is expected to work closely with the President, Vice-President, Professional Development and Training Chair, and Diversity Action Chair in making arrangements for hotel accommodations and local transportation for the Conference VIPs. Subject to approval of the Executive Committee, registration fees may be waived for special guests.

VIII. Staffing

- A. Ensure sufficient staffing, including clerical support, to accommodate Pre-Conference planning through final report preparations.
- B. There is a great deal of word processing and duplicating. Arrange to have a computer, printer, and staff available at the hotel for these days. Examples of word processing and copying that may need to be done include:
 - Resolutions
 - Charts
 - Constitutional amendments
 - List of participating schools for Business Meeting
 - Conference updates
 - Name tags

IX. Miscellaneous

- A. **Summer Meeting:** During June prior to the Conference, the Executive and other committees of the Association typically meet at the Conference site. The Host Chairperson works with the President to make arrangements for these meetings. This includes reserving meeting rooms for each committee (10 meeting rooms), arranging for a tour of the Conference facility, and providing information for group reservations at a local restaurant(s). If a block of rooms is reserved at the hotel, Conference rates are preferred. Tentative reservations for hotel accommodations need to be made at least one year in advance of the summer meeting or per hotel policy.
- B. **Conference Update:** The Host Committee will work in cooperation with the Newsletter committee to provide daily updates during the Annual Conference. The Host Committee will incur this expense.
- C. **Audio-Visual:** The Host Committee will need to work with the hotel and coordinate sufficient A-V equipment to meet the needs of the Program Committee. The Program Committee may do the actual distribution of media equipment to program sessions during the Conference. However, the Host Committee is responsible for the expenses incurred.
- D. **Exhibitors:** The Sponsorship & Exhibits Committee is responsible for exhibitors. The Host Committee will need to provide the chair of that committee detailed maps and measurements of space available for exhibitors no later than the winter meeting. The Sponsors and Exhibits committee's budget will include the expense for the exhibitor space and pipe and drape.
- E. **Committee Displays:** A large display area is required near the Exhibit area for committee/institution displays. The area will need to be sufficient for 10-15 displays. The Host committee is responsible for coordinating display space.
- F. **Photographers:** The Newsletter Committee will have someone taking pictures. The Host Committee may have other people taking candid shots throughout the Conference.
- G. It is considered advantageous to have other hotel/motel facilities within easy walking distance of the Conference site.
- H. The Host committee is responsible for determining what Conference apparel they will be arranging, if any..

- I. Host committee, working in conjunction with Sponsors and Exhibits committee can arrange for corporate sponsorship of the Conference from local vendors.
- J. At the Conference prior to the Host year, the Host committee will need to provide information regarding the Host site through a display and presentation at the Friday closing luncheon. The Host committee will incur any expenses associated with this presentation.
- K. The Host committee must maintain regular communication with the President of the Association and the Membership, Program, and Sponsors and Exhibits committees.

L. Recommendations

- A. The Host Committee should attempt to make accommodations for a gender neutral bathroom.
- B. It is requested that rooms be offered at the Conference rate for 24 to 48 hours pre- and post Conference to accommodate early and late travelers with flight and travel plans.

POTENTIAL CONFERENCE HOST SITES

This information was generated to give you contact information for your state and local area for potential Host sites for the annual UMR-ACUHO Conference.

The information contained in this section is a list of Convention and Visitors Bureau's that may help you identify potential Host sites for UMR. It is not an all-inclusive list, so you may find that there are locales in your area that would fit the needs for serving as a Host site location.

Please feel free to contact the chair of the Nominating and Site Recruitment Committee if you have information or updates that could be included in this section.

IOWA

Ames

Ames Convention and Visitors Bureau
1601 Golden Aspen Dr. Suite 110
Ames, IA 50010
1-515-232-4032
1-800-288-7470
Fax: 1-515-232-6716
www.amescvb.com

Cedar Falls

Cedar Falls Convention and Visitors Bureau
217 Washington Street
Cedar Falls, IA 50613
1-319-268-4266
1-800-845-1955
visit@cedarfallstourism.org
www.cedarfallstourism.org

Cedar Rapids

Cedar Rapids Convention and Visitors Bureau
119 First Ave. SE
Cedar Rapids, IA 52406
(329) 398-5009 or
1-800-735-5557
www.cedar-rapids.com

Coralville

Iowa City/Coralville Convention and Visitors Bureau
Riverview Square
408 First Avenue
Coralville, IA 52241-2406
(319) 337-6592
1-800-283-6592
CVB@icccvb.org
<http://www.icccvb.org>

Des Moines

Greater Des Moines Convention and Visitors Bureau
405 6th Ave., Suite 201
Des Moines, IA 50309
1-800-451-2625
info@desmoines.com
www.desmoinesia.com

Dubuque

Dubuque Area Chamber of Chamber of Commerce
300 Main St., Suite 200
PO Box 705
Dubuque, IA 52004-0705
(563) 557-9200
www.dubuquechamber.com

Quad Cities

Quad Cities Convention and Visitors Bureau
102 S. Harrison St.
Davenport, IA 52801
1-800-747-7800
www.visitquadcities.com

Sioux City

Sioux City Convention Center/Tourism Bureau
801 4th St.,
Sioux City, IA 51101
(712) 279-4800 or
1-800-5932-2228
www.siouxcitytourismconvention.com

Waterloo

Waterloo Convention and Visitors Bureau
313 E. 5th St.

Waterloo, IA 50703
1-800-728-8431
www.waterloocvb.org

KANSAS

Lawrence

Lawrence Convention and Visitors Bureau
734 Vermont, Suite 101
Lawrence, KS 66044-0586
1-888-LAWKANS ext. 101
(785) 865-4490
www.visitlawrence.com
meetings@visitlawrence.com

Manhattan

Manhattan Chamber of Commerce
501 Poyntz Avenue
Manhattan, KS 66502
(785) 776-8829
(800) 52-VISIT
www.manhattan.org
chamber@manhattan.org

Overland Park

Overland Park Convention & Visitors Bureau
9001 W 110 Street, Suite 100
Overland Park, KS 66210
(800) 262-PARK
www.opcvb.org

Topeka

Topeka Convention and Visitors Bureau
1275 SW Topeka Blvd.
Topeka, KS 66612-1852
(785) 234-1030
(800) 235-1030
<http://tcvb.accesstopeka.com>
tcvb@topekacvb.org

Wichita

Greater Wichita Convention and Visitors Bureau
100 S. Main, Suite 100
Wichita, KS 67202
1-316-265-2800
1-800-288-9424
Fax: 1-316-265-0162
www.visitwichita.com

MINNESOTA

Bloomington

Bloomington Convention & Visitors Bureau
7900 International Drive, Suite 990
Bloomington, MN 55425
(952) 858-8500
(800) 346-4289
www.bloomingtonmn.org
cvb@bloomingtonmn.org

Duluth

Duluth Convention and Visitors Bureau
100 Lake Place Drive
Duluth, MN 55802
(218) 722-4011
1-800-438-5884
www.visitdulth.com

Minneapolis

The Greater Minneapolis Convention & Visitors Association
250 Marquette Av. South Suite 1300
Minneapolis, MN55401
(888) 676-MPLS (6757)
www.minneapolis.org

St. Paul

St. Paul Convention & Visitors Bureau
175 W. Kellogg Blvd., Suite 502
St. Paul, MN 55102
(651) 265-4900
(800) 627-6101
www.stpaulcvb.org

Rochester

Rochester Convention & Visitors Bureau
111 S. Broadway, Suite 301
Centerplace Galleria
Rochester, MN 55904
(507) 288-4331
(800) 634-8277
www.rochestercvb.org

MISSOURI

Columbia

Columbia Convention & Visitors Bureau
300 South Providence Road
Columbia, MO 65203
(573) 874-1131
1-800-652-0987
www.visitcolumbiamo.com
info@gocolumbiamo.com

Jefferson City

Jefferson City Convention & Visitors Bureau
213 Adams Street
PO Box 2227
Jefferson City, MO 65102-2227
(573) 632-2820
(800) 769-4183
www.visitjeffersoncity.com

Springfield

Springfield Convention & Visitors Bureau
3315 East Battlefield Road
Springfield, MO 65804-4048
(417) 881-5300
(800) 678-8767
www.springfieldmo.org
cvb@springfieldmo.org

Kansas City

Convention & Visitors Bureau of Greater Kansas City
1100 Main, Suite 2200
Kansas City, MO 64105
(816) 221-5242
(800) 767-7700
www.visitkc.com

St. Louis

St. Louis Convention & Visitors Bureau
One Metropolitan Square, Suite 1100
St. Louis, MO 63102
(314) 421-1023
(800) 325-7962
www.explorestlouis.com

Joplin

Joplin Convention & Visitors Bureau
302 S. Main St
Joplin, MO 64801
(417) 625-4789
(800) 657-2534
www.joplincvb.org
cvb@joplinmo.org

NEBRASKA

Grand Island

Grand Island Convention and Visitors Bureau
309 W. 2nd St.
Grand Island, NE 68802
(800) 658-3178
www.visitgrandisland.com

Kearney

Kearney Visitors Bureau
1007 2nd Avenue
Kearney, NE 68847
800-652-9435
<http://www.visitkearney.org/>

Lincoln

Lincoln Convention and Visitors Bureau
1135 M. St, Suite 300
P.O. Box 83737
Lincoln, NE 68501
1-800-423-8212
www.lincoln.org/

Omaha

Greater Omaha Convention & Visitor Bureau
1301 Harney
Omaha, NE 68102
(402) 346-5000
www.visitomaha.com

NORTH DAKOTA

Bismarck

Bismarck-Mandan Convention & Visitors Bureau
1600 Burnt Boat Drive
Bismarck, ND 58503
1-800-767-3555
1-701-222-4308
www.bismarck-mandancvb.org
visitnd@bismarckmandancvb.com

Fargo

Fargo-Moorhead Convention & Visitors Bureau
2001 44th St. SW
Fargo, ND 58107
(800) 235-7654
www.fargomoorhead.org

SOUTH DAKOTA

Rapid City

Rapid City Convention and Visitors Bureau
PO Box 747
Rapid City, SD 57709
1-605-343-1744
1-800-487-3223
Fax: 1-605-348-9217
www.rapidcitycvb.com

Sioux Falls

Sioux Falls Convention & Visitor's Bureau
200 N. Phillips Avenue, Suite 102
Sioux Falls, SD 57104
(800) 333-2072
www.siouxfalls.org

WISCONSIN

Brookfield Convention and Visitors Bureau

17100 W. Bluemound Rd. Suite 203
Brookfield, WI 53005
1-800-388-1835
www.brookfieldcvb.com
info@brookfieldcvb.com

Fox Cities Convention and Visitors Bureau

3433 W. College Ave.
Appleton, WI 54914-3919
1-800-236-6673
www.foxcities.org
tourism@foxcities.org

Milwaukee

Greater Milwaukee Convention and
Visitors Bureau Corporate Office
101 W. Wisconsin Avenue Suite 425
Milwaukee, WI 53203-2501
(800) 231-0903
(414) 273-3950
www.milwaukee.org
visitor@milwaukee.org

Waukesha

Waukesha Area Convention and Visitors Bureau
2240 N. Grandview Blvd., Suite 2
Waukesha, WI 53188
262) 542-0330
(800) 366-8474
www.wauknet.com/visit/
info@visitwaukesha.org

Lake Geneva

Lake Geneva Convention and Visitors Bureau
201 Wrigley Drive
Lake Geneva, WI 53147
(262) 248-4416
www.lakegenevawi.com

Green Bay

Packer Country Regional Tourism Office
1901 South Oneida St.
P.O. Box 10596
Green Bay, WI 54307-0596
(920) 494-9507
(888) 867-3342
www.greenbaywi.com

Stevens Point

Stevens Point Convention and Visitor's Bureau
340 Division Street North
Stevens Point, WI 55481
(715) 344-2556
(800) 236-4636
www.spacvb.com
info@spacvb.com

Madison

Greater Madison Convention and Visitors Bureau
615 East Washington Ave
Madison, WI 53703
(608) 255-2537
(800) 373-6376
gmcb@visitmadison.com
www.visitmadison.com

For a complete list, visit the Convention and Visitors Bureaus by state: <http://www.newsdirectory.com/travel/>

UMR-ACUHO Conference Host Bid Book Appendix

The following are being provided for your information
and reference as a potential UMR-ACUHO Conference Host

Appendix 1: (Pages 21-22)

HOST COMMITTEE CHAIRPERSON AND COMMITTEE RESPONSIBILITIES

Appendix 2: (Pages 23-24)

HOST COMMITTEE CALENDAR OF RESPONSIBILITIES

APPENDIX 1:
HOST COMMITTEE CHAIRPERSON
AND COMMITTEE RESPONSIBILITIES
(From the UMR-ACUHO Committee Chairperson Manual)

Purpose: This committee is responsible for coordinating the overall planning and logistical components affiliated with holding the Summer Meeting and the Annual Conference at a Conference site within the region.

Composition: This committee is made up from the staff members of the Host institution(s). UMR-ACUHO Executive Committee and committee chairperson(s) work predominately with the Host Committee chairperson(s).

Meeting times: The Host Committee chairperson(s) are expected to attend all three meetings of UMR-ACUHO during the Host year, but should meet as needed with the entire committee on their home campuses as needed.

Responsibilities include:

- Serve as (co)chairperson of the Host Committee.
- Select and inform committee members immediately following the Conference (two years prior to the Host's Conference). Update the Executive Committee as to the membership of the Host Committee on a timely basis.
- Attend the Summer and Annual Conference Meetings the year prior to the Conference.
- Attend the Winter, Summer and Annual Conference meetings and provide detailed reports during the Conference year. Note: The Host chair is responsible for making arrangements for Executive and committee meetings to be held at the Conference site in June prior to the Conference.
- Develop a Conference display for presentation at the Conference the year prior to Hosting. Arrange with the Host Committee for display space at the Annual Conference preceding your Conference
- Publicize the upcoming Conference by submitting articles for the UMR-ACUHO newsletter. Announcements should also be made at the ACUHO-I Conference.
- Maintain formal contact with the Host site hotel(s) and/or convention centers. Document all agreements and arrangements made with the hotel regarding banquet and break food, Pre-Conference meeting rooms, Conference session spaces, check-in/out, audio visual equipment, hotel information cards and deadlines, entertainment space, parking, shuttle services, Conference registration, vendor space, shipment and storage, security, extended facility usage (i.e., swimming pool), committee fair display table set-up, committee recognition reception and new chair and officers meeting. Act as a liaison to the hotel and/or convention center to meet the needs of UMR-ACUHO officers and special interest groups. Save all e-mail and written correspondence until after the Conference and final report are compiled.
- Develop and monitor the expenditures of Host Committee budget. Submit proposed budget by August 1st of the year prior to the Conference.
- Communicate with the membership through:
 - a. Hotel and Conference mailing at least two months prior to the Conference dates
 - b. Follow-up to registered delegates
 - c. On-site registration (have meal tickets, nametags, and conferee listing available for registered delegates and vendors).
- Organize and staff a hospitality table/booth for Conference conferees. It should provide conferees with resources regarding the Conference, Host schools and city (including restaurants,

maps and referral/resource information).

- Arrange campus tours of the Host school(s) if location and interest permits.
- Along with members of the Executive Committee, coordinate VIP arrangements during the Conference.
- Communicate regularly with the President.
- Communicate with the Secretary for updated membership information.
- Communicate regularly with the Program chairperson regarding program information.
- Produce signs (other than specific program signs outside of session rooms) and handouts welcoming conferees and informing them of Conference events.
- Communicate regularly with chairperson of the Sponsors and Exhibits Committee.
- Develop a theme and logo for the Conference for approval by the Executive Committee. (This is often done as part of the bid process.)
- Other duties as assigned by the President.
- Submit a Year-End report to the Vice President/President Elect.
- Submit all final Conference bills for payment to the Treasurer by December 15.

APPENDIX 2:

HOST COMMITTEE CALENDAR OF RESPONSIBILITIES

(From UMR-ACUHO Committee Chairperson Manual)

Prior to year of Host responsibilities:

- Obtain contracts from the hotel and convention center for the Summer Meeting and the Conference and submit to the Treasurer for signing.
- Attend Summer Meetings and shadow the current host to learn planning needs and issues addressed.
- By Summer meeting, make an electronic copy of the logo available to the Leadership Team as the next conference is introduced and promoted in a variety of conference materials.
- Provide the Vice President/President Elect with hotel room reservation deadlines and phone numbers. This information is included in materials distributed during the fall conference Transition Committee Chair Meeting.
- Submit proposed budget to Treasurer by August 1 and send copy to Vice President/President Elect.
- Develop Conference theme and accompanying logo(s).

November - January:

- Promote the next Conference at the Annual Conference. Prepare a display and plan how you wish to introduce the upcoming conference at Friday's Closing Luncheon
- Meet with hotel to reaffirm arrangements. Make sure you have arranged for the following:
 - a. Summer meeting: Get from hotel possible dates/confirmed room rates/comp rooms (report on this at winter meeting). Note: The President will need a suite for the summer meeting and most committees will need meeting rooms. Note: If you are a state with a hotel rate, make sure the rates will be honored and a system is designed to insure only those eligible are allowed to make reservations for the rate.
 - b. Secure menus/prices for the Executive Committee to decide upon at the winter meeting.
- Work with the Host committee and hotel to determine Wednesday/Thursday night activities for conference entertainment.
- Begin working with Sponsors & Exhibits Committee to solicit donations for social events. Sponsors and Exhibits will work with national/regional vendors, but Host can pursue local sponsorship.
- Submit an article to the Newsletter chairperson about the Conference by November 30.
- Submit expenses for the year to the Treasurer by December 15.
- Begin planning audiovisual needs for summer and winter. This includes meeting the needs of all committees and special needs of Program, PD&T, DAC, Membership Involvement, S&E and Host.
- Secure all committees membership listings from President.

January - June:

- Create Committee Chair Questionnaire to distribute at winter meetings. The Questionnaire should be developed to prepare you for summer meetings and fall conference needs/requests.
- Bring typed summer meeting information (hotel room reservation phone line, deadline, and costs) to distribute at winter meetings. Distribute this information during your 20 minute visit you arrange with each committee.
- Develop a Conference at a glance for the Executive Board and Chairs to review at winter meetings for the summer meetings.
- Submit a newsletter article by March 15.
- Have the conference menu and apparel selected prior to Summer Meetings.
- Begin to organize hospitality/registration table for the Summer Meeting.

- Produce and distribute nametags for the Summer Meetings
- Arrange with the President any food service needs for the Summer Meeting.
- Arrange with Sponsors and Exhibits any AV needs for corporate sponsors who may present at lunch during summer meetings.
- Develop accounting procedures for keeping track of income and expenditures.
- Inform Chairs and Executives of any important information (example: Vegetarian meal needs, construction reports, reservation information, room assignments, etc.) for the summer meetings for the fall conference.
- Develop a Conference at a glance for the Executive Board and Chairs to review at summer meetings for the fall conference.
- Distribute a follow up Committee Chair Questionnaire at summer meetings. It should finalize needs for the annual conference.
- Request that all concerned send you "copy-ready" information for the first mailing by July 1. This includes:
 - a. Conference workshop and program information (Program Committee)
 - b. Keynote and consultant information (PD&T and DAC)
 - c. Hotel registration (Host)
 - d. Newcomer information (Membership Involvement)
 - e. Case Study Competition (PD&T)
 - f. DAC Awards, Café, and Connection Information
 - g. Conference Fee Waiver Information (Membership)
- Submit Conference dates to the ACUHO-I *Talking Stick*

July - September:

- Develop content for conference website
- Order nametags, meal tickets, ribbons (if needed), and envelopes for registration.
- Print/copy and mail registration postcards at least seven weeks prior to "late fee" deadline. Identify your own conference registration and refund timelines to be included in registration materials
- Review and update the chairperson and committee responsibilities in the manual and send revisions to the Vice President/President Elect by July 15th.
- Work with next year's Host to complete a budget for next year to the Treasurer by August 1st.
- Utilize UMR-ACUHO Web system to record Conference registration materials.
 - a. List of all conferees - both alphabetically and by institution.
 - b. List of names/schools for name tags and meal ticket/name-tag registration envelopes.
 - c. List of presenters.
 - d. List of meal entree choices of conferees.
 - e. List of voting conferees.
 - f. List of member schools represented at the Conference.
 - g. List of first time Conference attendees.
 - h. Member/non-member
 - i. Participants with special needs
- Host Committee, in a combined effort with the Sponsors & Exhibits Committee, should be soliciting money for Wednesday, Thursday night events, coffee breaks and special conferee "extras" (mugs, tote bags, etc.).
- Correspond with Program chair about information for program book to include:
 - a. Hours of registration/hospitality tables or booths.
 - b. Written description of special events for inclusion in program book.
 - c. Other information necessary (confer with Program chair).
 - d. Conference at a Glance Schedule
- Work with President such that the President receives registration materials to invite:
 - ACUHO-I President
 - MACURH President

- GLACURH President (if in region)
 - Past Presidents
 - Send ten blank registration packets to the President of UMR-ACUHO to send to regional Presidents and other friends of the region.
- Administration at the Host school and members of Host Committee receive registration material.
 - Submit a report of the committee's activities, to be distributed, at the annual business meeting to the Secretary by October 1st.

October - November:

- Make nametags and put them in a packet with meal tickets and ribbons.
- Schedule Host Committee and conference volunteers (if desired) to work with the hospitality/registration table.
- Confirm and implement Wednesday and Thursday night activities and other Host events.
- Plan for "back-up" AV and copying needs at the Conference.
- Keep close count on meals/compare bills with hotel/pay hotel.

December - January:

- Prepare the files and records to pass on to next two (2) year's Host Chair, including the final budget by December 15th.
- Write thank you letters to all who helped.
- Submit the transitional report to the Past President by December 15th .
- Submit all expenses to the Treasurer by December 15th .
- Submit all final hotel expenses to the Treasurer by December 15th .
- Submit a thorough detailed report of all records from Hosting (3 copies) and give to President.

UMR-ACUHO CONFERENCE HOST BID RATING SHEET/CHECKLIST

Host(s) School:

Host City:

Host Hotel:

Dates Available:

Host Chairperson(s):

	Low - High	Notes/ Comments
	1 2 3 4	
Meeting Rooms		
1. Number of rooms. 10- summer & 11-Conference (13-15 preferred)		
2. Size of rooms (Keynote /Business Meeting)		
3. Proximity of rooms (floor plan)		
4. Meeting room / facility rental costs		
Sleeping Rooms		
1. Number of sleeping rooms (275-300)		
2. Cost of sleeping rooms (24-48 pre & post rate?)		
3. Complimentary rooms available (comp/#)		
General Hotel Services/Information		
1. Adequate registration/hospitality area		
2. Hotel accessibility to physically challenged		
3. Late Friday check-out/ luggage storage		
4. Parking space /costs (15 passenger van accessibility)		
5. Extended hours for services, lounge, etc.		
6. Hotel Extras - exercise room/pool/other		
7. Adequacy of elevator /stairwell service		
8. Availability of Audio/Video equipment and storage		
9. Cost of Audio/Visual Equipment		
10. Hotel technology capabilities and cost		
11. Specialized rooms (Keynote, case study, Diversity Connection, etc.), size & room arrangement		
12. Business center facilities		
13. Conference cancellation terms (cost if canceled by UMR-ACUHO and/or the hotel)		
14. Summer site hotel space/availability		

	Low - High	Notes/ Comments
	1 2 3 4	
Dining/Meal Services		
1. Banquet room size and room arrangement (550+)		
2. Meal prices (guaranteed?)		
3. Availability to nearby restaurants		
4. Meal variety - including special dietary need options		
5. Continental breakfast/coffee and break accommodations		
6. Pre-Banquet hospitality space		
Entertainment		
1. Wednesday evening post-banquet activity		
2. Thursday evening arrangements		
3. Planning for non-alcoholic alternatives		
4. City opportunities		
Exhibits / Displays		
1. Exhibitor display space (35-40 at 8'x10')		
2. Exhibitor storage space (prior to?)		
3. Exhibitor costs -rental/electric/tables/etc.		
4. Adequate hotel insurance coverage		
5. Adequate display space for committees (10-15 tables; electricity accessibility and cost)		
Other		
1. Adequate transportation availability		
2. Geographic location with relation to previous conference site(s)		
Host Committee		
1. Experience of Hosts with UMR-ACUHO		
2. Professional support staff resources available to Host committee		
3. Pre-arrival registration process plans		
4. On-site registration/information services		

Notes: