



UMR-ACUHO Conference Host Bid Book

Updated February 2010

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 21-22).
- 2) Appendix 2: Host Committee Timeline [From UMR-ACUHO Chairperson Manual] (Pages 23-25).

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:

- 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
- 2010: Minneapolis, Minnesota
Chaired by Heidi Anderson-Isaacson & Steve Weisner (ATCCHA)
- 2011: Topeka, Kansas
Chaired by Jennifer Wamelink and Natalie Timson, University of Kansas

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 400-500 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 summer 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 (typically in June) and space availability (U)
- J. 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.
- K. 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)
- L. 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 250-275 rooms (based on 500 Conference participants) must be available for attendees.
 - 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 500 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 400-500 attendees 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 Social Justice Committee or the Diversity Café and Diversity Connection. The committee 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 ten 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 500-600 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 summer 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.
 - Are gratuities and/or 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 vendors 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 attendees. 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 display 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 400-500 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 attendees. (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.
 - Schools are encouraged to consider providing an alternative location/option for summer meetings that provides on-campus housing, as a cost-effective option.

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:
 - 250-275 rooms for 400-500 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 400-500 participants
 - A secure room or space for the Social Justice Committee to set-up an extensive display (Diversity Café and Diversity Connection, if applicable)
 - 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 (125-150 people)
- Banquets for 500-600 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 or distributes a region-wide e-mail.

- A. Host may send out a postcard in late July as an early teaser. Please keep in mind budget and sustainability issues.
- B. The mailing of a postcard or the issuance of an electronic message 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 applicable)
- H. Registration and Information Area needs to be open sufficient hours to meet the needs of the attendees.

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, an initial transitional report must be submitted by the Friday morning transition breakfast at the end of the Conference. (Transition meeting is completed at discretion of President-Elect.)
- C. Submit a copy of the final Transition Report to the Membership Involvement Chair, the next Host Site Chair, and association President within one month following the completion of 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 Membership Involvement 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 Social Justice 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. On site photocopiers are also encouraged. 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 Communications 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. (applicable if host site does not accommodate 400-500 attendees).
- 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.
- K. The Host committee must maintain regular communication with the President of the Association and the Membership, Program, and Sponsors and Exhibits committees.

X. 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 Membership Involvement Committee if you have information or updates that could be included in this section.

IOWA

Ames

Ames Convention and Visitors Bureau
1601 Golden Aspen Drive, Suite 110
Ames, IA 50010
1-515-232-4032
1-800-288-7470
Fax: 1-515-232-6716
<http://www.visitames.com/>

Cedar Falls

Cedar Falls Convention and Visitors Bureau
6510 Hudson Road
Cedar Falls, IA 50613
1-319-268-4266
1-800-845-1955
visit@cedarfallstourism.org
<http://www.cedarfallstourism.org/>

Cedar Rapids

Cedar Rapids Convention and Visitors Bureau
119 First Avenue SE
Cedar Rapids IA, 52401
319-398-5009 or
1-800-735-5557
<http://www.cedar-rapids.com/>

Coralville

Iowa City/Coralville Convention and Visitors Bureau
900 First Avenue/Hayden Fry Way
Coralville, Iowa 52241
319-337-6592 or
1-800-283-6592
CVB@icccvb.org
<http://www.iowacitycoralville.org/>

Des Moines

Greater Des Moines Convention and Visitors Bureau
400 Locust Street, Suite 265
Des Moines, IA 50309-2350
515-286-4960 or
1-800-451-2625
info@desmoines.com
<http://www.seedesmoines.com/>

Dubuque

Dubuque Area Chamber of Chamber of Commerce
300 Main Street, Suite 200
Dubuque, IA 52001
563- 557-9200
1-800-798-4748
Office@dubuquechamber.com
<http://www.dubuquechamber.com/>

Quad Cities

Quad Cities Convention and Visitors Bureau
RiverStation/Bass Street Landing
1601 River Drive, Suite 110
1-800-747-7800 or
309-277-0937
<http://www.visitquadcities.com/>

Sioux City

Sioux City Convention Center/Tourism Bureau
801 4th Street
Sioux City, IA 51101
712-279-4800 or
1-800-593-2228
enewton@sioux-city.org
<http://www.sioux-city-tourism.com/convention.htm>

Waterloo

Waterloo Convention and Visitors Bureau
500 Jefferson Street
Waterloo, Iowa 50701
319-233-8350 or 1-800-728-8431
<http://www.waterloocvb.org/default.aspx>

KANSAS

Lawrence

Lawrence Convention and Visitors Bureau
402 N. 2nd St.
Lawrence, KS 66044
(785)856-4499
meetings@visitlawrence.com
<http://www.visitlawrence.com/>

Manhattan

Manhattan Chamber of Commerce
501 Poyntz Avenue
Manhattan, KS 66502
(785)776-8829
chamber@manhattan.org
<http://www.manhattan.org/>

Overland Park

Overland Park Convention & Visitors Bureau
9001 W. 110 Street, Suite 100
Overland Park, KS 66210
913-491-0123 or 1-800-262-7275
info@opcvb.org
<http://www.opcvb.org/>

Topeka

Topeka Convention and Visitors Bureau
1275 SW Topeka Boulevard
Topeka, KS 66612-1852
785-234-1030 or 1-800-235-1030
info@visitTopeka.com
<http://www.visittopeka.us/>

Wichita

Greater Wichita Convention and Visitors Bureau
515 S. Main, Suite 115
1-316-265-2800 or 1-800-288-9424
Fax: 1-316-265-0162
<http://www.gowichita.com/>

MINNESOTA

Bloomington

Bloomington Convention & Visitors Bureau
7900 International Drive, Suite 990
Bloomington, MN 55425
(800) 346-4289
<http://www.bloomingtonmn.org/>

Duluth

Duluth Convention and Visitors Bureau
21 West Superior Street
Duluth, MN 55802
(218)722-4011 or (800)438-5884
<http://visitduluth.com/home.php>

Minneapolis

The Greater Minneapolis Convention &
Visitors Association
250 Marquette Avenue South, Suite 1300
Minneapolis, MN55401
(612)767-8000
Fax: (612)767-8043
<http://www.minneapolis.org/>

St. Paul

St. Paul Convention & Visitors Authority
175 West Kellogg Boulevard, Suite 502
St. Paul, MN 55102
(651) 265-4900 or (800) 627-6101
<http://www.stpaulcvb.org/>

Rochester

Rochester Convention & Visitors Bureau
30 Civic Center Drive SE, Suite 200
Rochester, MN 55904
(507) 288-4331 or (800) 634-8277
<http://www.rochestercvb.org/>

MISSOURI

Columbia

Columbia Convention and Visitors Bureau
300 South Providence Road
Columbia, MO 65203
(573) 875-1231 or (800) 652-0987
info@gocolumbiamo.com
<http://www.visitcolumbiamo.com/>

Kansas City

Convention & Visitors Bureau of Greater Kansas
City
1100 Main Street, Suite 2200
Kansas City, MO 64105
(816) 221-5242 or (800) 767-7700
<http://www.visitkc.com/index.aspx>

Jefferson City

Jefferson City Convention and Visitors Bureau
100 E. High Street, PO Box 2227
Jefferson City, MO 65102-2227
(573) 632-2820 or (800) 769-4183
<http://visitjeffersoncity.com/>

Joplin

Joplin Convention & Visitors Bureau
602 S. Main St
Joplin, MO 64801
(417) 625-4789
VLindstr@joplinmo.org
<http://www.joplinmo.org/>

Springfield

Springfield Convention and Visitors Bureau
3315 East Battlefield Road
Springfield, MO 65804
(417) 881-5300 or (800) 678-8767
cvb@springfieldmo.org
<http://www.springfieldmo.org/web/>

St. Louis

St. Louis Convention and Visitors Commission
701 Convention Plaza, Suite 300
St. Louis, MO 63101
(314) 421-1023 or (800) 325-7962
<http://www.explorestlouis.com/>

NEBRASKA

Grand Island

Grand Island Convention and Visitors Bureau
2424 South Locust Street, Suite C
Grand Island, NE 68801
(308) 382-4400 or (800) 658-3178
<http://www.visitgrandisland.com/>

Kearney

Kearney Visitors Bureau
1007 2nd Avenue
Kearney, NE 68847
(308) 237-3178 or (800) 652-9435
<http://www.visitkearney.org/>

Lincoln

Lincoln Convention & Visitors Bureau
1135 M. Street, Suite 300
P.O. Box 83737
Lincoln, NE 68501
(402) 434-5335 or (800) 423-8212
info@lincoln.org

<http://www.lincoln.org/>

Omaha

Omaha Convention & Visitor Bureau
1001 Farnam
Omaha, NE 68102
(402) 444-4660 or (866) 937-6624
<http://www.visitomaha.com/>

NORTH DAKOTA

Bismarck

Bismarck-Mandan Convention & Visitors Bureau
1600 Burnt Boat Drive
Bismarck, ND 58503
1-800-767-3555 or 1-701-222-4308
visitnd@discoverbismarckmandan.com
<http://www.bismarckmandancvb.com/>

Fargo

Fargo-Moorhead Convention & Visitors Bureau
2001 44th Street S
Fargo, ND 58103
(701) 282-3653
info@fargomoorhead.org
<http://www.fargomoorhead.org/>

SOUTH DAKOTA

Rapid City

Rapid City Convention and Visitors Bureau
444 Mt. Rushmore Road N.
Rapid City, SD 57701
1-605-718-8484 or 1-800-487-3223
Fax: 1-605-348-9217
<http://www.visitrapidcity.com/>

Sioux Falls

Sioux Falls Convention & Visitors Bureau
200 N. Phillips Avenue, Suite 102
Sioux Falls, SD 57104
(605) 336-1620
<http://www.siouxfalls.org/>

WISCONSIN

Brookfield Convention and Visitors Bureau

17100 W. Bluemound Road Suite 203
Brookfield, WI 53005
1-262-789-0220 or 1-800-388-1835
info@brookfieldcvb.com
<http://www.brookfieldcvb.com/>

Fox Cities Convention and Visitors Bureau

3433 W. College Avenue
Appleton, WI 54914-3919
(920) 734-3358 or 1-800-236-6673
tourism@foxcities.org
<http://www.foxcities.org/>

Green Bay

Packer Country Regional Tourism Office
1901 South Oneida Street
P.O. Box 10596
Green Bay, WI 54307-0596
(920) 494-9507 or (888) 867-3342
<http://www.greenbay.com/>

La Crosse

La Crosse Area Convention and Visitors Bureau
410 Veterans Memorial Drive
La Crosse, WI 54601
(608) 782-2366 or (800) 658-9424
info@explorelacrosse.com
<http://www.explorelacrosse.com/>

Lake Geneva

Lake Geneva Convention and Visitors Bureau
201 Wrigley Drive
Lake Geneva, WI 53147
(262) 248-4416 or (800) 345-1020
<http://www.lakegenevawi.com/>

Madison

Greater Madison Convention and Visitors Bureau
615 East Washington Avenue
Madison, WI 53703
(608) 255-2537 or (800) 373-6376
info@visitmadison.com
<http://www.visitmadison.com/>

Milwaukee

Greater Milwaukee Convention and Visitors Bureau
Corporate Office
648 N. Plankinton Avenue
Milwaukee, WI 53203
(414) 273-3950 or (800) 231-0903
visitor@milwaukee.org
<http://www.visitmilwaukee.org/>

Stevens Point

Stevens Point Convention and Visitors Bureau
340 Division Street North
Stevens Point, WI 55481
(715) 344-2556 or (800) 236-4636
info@spacvb.com
<http://www.spacvb.com/>

Waukesha

Waukesha Area Convention and Visitors Bureau
N14 W23755 Stone Ridge Drive, Suite 225
Waukesha, WI 53188
(262) 542-0330 or (800) 366-8474
<http://www.visitwaukesha.org/>

Wisconsin Dells

Wisconsin Dells Visitor and Convention Bureau
115 La Crosse Street, P.O. Box 390
Wisconsin Dells, WI 53965
(608) 254-8088
Fax: (608) 254-4293
info@isdells.com
<http://www.isdells.com/>

For more information, visit the Convention and Visitors Bureaus for your state/region.

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 with 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 attendees. It should provide attendees 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 attendees 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 the 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:
 - 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.
 - 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, Social Justice, Membership Involvement, Sponsors & Exhibits, 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. (beneficial to work closely with Program Committee in completing this task)
- Submit an Association magazine 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. (check with Program Committee prior to finalizing schedule).
- 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 Social Justice)
 - c. Hotel registration (Host)
 - d. Newcomer information (Membership Involvement)
 - e. Case Study Competition (PD&T)
 - f. Social Justice Committee - Awards, Café, and Connection Information
 - g. Conference Fee Waiver Information (Membership Involvement)
- 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 (utilize electronic messaging when possible).
- 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 attendees - 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 attendees.
 - e. List of voting attendees.
 - f. List of member schools represented at the Conference.
 - g. List of first time Conference attendees.
 - h. List of member/non-member participants.
 - i. List of 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

- 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):

Service/Accommodation	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 (250-275)					
2. Cost of sleeping rooms (24-48 hr. 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					

Service/Accommodation	Low - High 1 2 3 4	Notes/ Comments
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)		
3. Overall cost of conference to attendees		
4. Dates selected meet regional needs		
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: