

**NORTHWEST ASSOCIATION OF COLLEGE AND UNIVERSITY HOUSING OFFICERS
(NWACUHO)**

TIME AND PLACE COMMITTEE

CONFERENCE HOST INFORMATION

Background

The Annual Conference is one of the most important activities for NWACUHO. Hosting the Annual Conference can be very challenging yet very rewarding for the host institution. It is the goal of the Time and Place Committee to provide structure for potential hosts to submit bids and to organize tasks.

Location

The Time and Place Committee solicits bids from interested member institutions two years in advance of the date of the conference. The site rotates through the regions. Alaska and Hawaii have not historically been in the rotation; however, bids from these two states will be considered on a case-by-case basis.

YEAR	STATE/PROVINCE	CAMPUS
2000	Washington	Western Washington University
2001	Alberta	University of Alberta
2002	Oregon	University of Oregon
2003	Washington	West Coast Regional –NWACUHO - WACUHO
2004	British Columbia	University of British Columbia
2005	Oregon	Oregon State
2006	Washington	
2007	Alberta	
2008	Oregon	

Time Frame

1. Your bid to host must be submitted to the President by May 1, one and one-half years in advance of the hosting date, and must include a letter of support from the chief housing officer of the institution.
2. The prospective Host Committee will be expected to make a brief presentation at the spring Executive Board meeting. Selection of the host will be determined at the spring Executive Board meeting.
3. Attendance at the conference and midyear meetings is required in the year prior to the conference. The Host Committee Chair will work closely with the President-Elect.

Basic Requirements

1. **Size** The host institution must provide space for 110 to 175 delegates.
2. **Time** The Annual Conference must be held between February 15 and March 5 each year.
3. **Meeting Rooms** One (1) major meeting room with a capacity of 200, four (4) to six (6) breakout rooms with a capacity of 35 each, and one other room to accommodate specific needs (program committee, executive committee, etc.).
4. **Accommodations** Single and double room occupancy for 200 delegates and vendors. Commercial or resort facilities are the general standard. Linen service with sheets, pillows and cases, and daily towel services required.
5. **Food Service** Food service should be available for all meals throughout the conference. Special meal service demands are heavy, with two banquets, receptions, two lunches, and daily breaks. Must be able to serve 200 people.
6. **Exhibit Space** Commercial exhibits at the conference are very important. Income generated from exhibits provides revenue to support Associations' programs. The exhibit areas should be capable of holding approximately 15 to 30 booths (8x10 feet). It is highly desirable to have exhibit space located close to breakout space.
7. **Transportation** Since delegates will arrive from throughout the region, it is important that transportation needs are met.
 - a) Airport should be within one hour's driving distance of conference site.
 - b) Parking should be available.

Finance and Registration

The bid should include three budgets (following the attached format): one for 90 participants, one for 125 participants, and one for 150 participants. The delegate registration fee has ranged from \$200 to \$300 US, excluding lodging. A late fee of \$20-\$25 is usually imposed about three weeks prior to the conference. Registration should include: Sunday opening exhibition reception and banquet; Monday lunch, two exhibition showcase breaks, optional dinner (depending on location); Tuesday lunch, two refreshment breaks, closing reception and dinner. Meal options should provide for breakfast. Fee should include the cost of keynote speakers. Program slots are typically 75 minutes and the keynote speakers are usually 60 minutes. Exhibitor refreshment breaks are 45 minutes. The exact time schedule and other programmatic details are usually negotiated between the Host and Program Committees. The conference should generate an approximate 10 percent net profit to NWACUHO. The Association provides \$1,000 Host Committee and should not consider seed money as revenue.

Registration for exhibitors usually ranges from \$575 to \$700. This fee covers the cost of signage, pipe and drapes, table, electrical, and full delegate meal package for one representative. Expenses related to exhibitors will be paid by NWACUHO.

Conference Preparation Milestones

April

- Negotiate contract with hotel property.
- Develop preliminary budget.

May

- Attend Executive Board meeting.
- Approve logo for conference.
- Develop operating budget.
- Meet with hotel staff.

June

- Develop budget for special events.
- Prepare outline for promotional materials.
- Finalize activity calendar.

September

- Confirm hotel room rate.

November

- Submit conference budget at midyear meeting.

February

- Present promotional material at business meeting.
- Submit final budget to NWACUHO Executive Board.
- Submit request for conference seed money.
- Ask for membership list from secretary.
- Contact potential keynote speakers.

March

- Receive budget approval from Executive Board.
- Submit article for spring NWACUHO newsletter.
- Set conference registration fee.

May

- Begin preparation for hotel accommodations.
- Seek updated menus and prices for food service.
- Confirm initial plans for special events.
- Set up registration process for conference.

September

- Work with President-Elect on call for programs.
- Finalize arrangements for pre-conference workshop.
- Submit article for fall newsletter.
- Work with the NWTI Committee if there is to be a pre-conference workshop.
- Confirm keynote speakers.

October

- Complete preparations for November Executive Board meeting – lodging, meals and meeting space.
- Finalize registration process and materials.
- Prepare conference plan for Executive Committee – registration material, menus, evening entertainment, and special events.
- Coordinate exhibitor registration with member at large.
- Negotiate and finalize special event arrangements.
- Receive updated membership list from secretary.
- Draft of Exhibition booth layout.

November

- Finalize menus.
- Host November Executive Board meeting (preferably at the conference site); present plans for upcoming conference.
- Send delegate registration materials.
- Coordinate room reservation material with hotel.
- Finalize transportation information.
- Develop labor estimates for registration, transportation and administrative support.
- Confirm contracts for special events, transportation and audio-visual equipment.
- Coordinate Exhibitor needs w/ Products & Services Coordinator.

December

- Order audio-visual equipment based on Program Committee estimates.
- Finalize arrangements with keynote speakers and ACUHO-I dignitaries.
- Hold bi-weekly meeting with hotel staff to confirm arrangements.
- Order hospitality items for delivery in mid-February.
- Process registration applications.
- Send out last-minute reminders at the end of the month.
- Finalize special event requirements and reservations.
- Confirm Exhibitor sponsorship.

January

- Confirm room numbers and registration numbers with hotel and food service personnel.
- Release any rooms not used by January 30.
- Prepare welcome and hospitality packets and conference notebooks.
- Finalize keynote speakers' lodging, transportation and travel arrangements.
- Finalize vendor numbers.
- Meet weekly with hotel staff to review arrangements.
- Monitor cash flow.
- Finalize any transportation needs.
- Prepare session signs with easels.
- Coordinate staff to work at the registration/host desk.
- Develop overall conference evaluation.
- Finalize Exhibitor list and needs (pipe, drape and signs) and shipping needs.

February

- Finalize all details, including any print materials, travel and last-minute number changes.
- Conference begins. If it is not done by now, we will have to "wing it".
- Close out conference financial obligations.
- Develop final report and budget.

May

- Submit final financial statement and conference report (including conference evaluation/feedback) to NWACUHO Executive Board.
- Serve as a resource to the NWACUHO Program Committee for next year.

Host Bid Guideline

INSTITUTION NAME AND ADDRESS _____

CONTACT PERSON _____ PHONE _____ FAX _____

EMAIL _____

PREFERRED DATE OF CONFERENCE _____

HOUSING FACILITIES AND AMENITIES

AIR CONDITIONING _____

NUMBER OF SINGLES _____

NUMBER OF DOUBLES _____

ROOM SERVICE _____

FOOD SERVICE (PLEASE INDICATE MEALS INCLUDED IN PACKAGE)

SUNDAY OPENING BANQUET _____

MONDAY BREAKFAST _____ LUNCH _____ DINNER _____

DESCRIBE _____

TUESDAY BREAKFAST _____ LUNCH _____ DINNER _____

DESCRIBE _____

EXHIBIT SPACE AND MEETING ROOMS (INCLUDE MAP)

TOTAL SQUARE FEET EXHIBIT SPACE AVAILABLE (INDICATE LOCATION ON MAP) _____

REFRESHMENT BREAKS (TO BE SERVED IN EXHIBIT AREA) _____

MEETING ROOMS (INDICATE LOCATION ON MAP)

A. CAPACITY OF MAIN AUDITORIUM _____

B. BANQUET SPACE _____

C. NUMBER OF BREAKOUT ROOMS FOR SESSION (CAPACITY 35) _____

D. NUMBER OF OTHER ROOMS _____

TRANSPORTATION

WHAT AIRPORT WILL BE USED? _____

DISTANCE FROM HOTEL _____ AVERAGE TRAVEL TIME _____

PLANNED MEANS OF TRANSPORTATION TO/FROM AIRPORT _____

OTHER PUBLIC TRANSPORTATION AVAILABLE _____

IS AMPLE PARKING AVAILABLE AT SITE? _____

FINANCIAL PACKAGE (ANTICIPATE REASONABLE INFLATION)

A. REGISTRATION FEE ANTICIPATED _____

B. HOUSING COST SINGLE _____ DOUBLE _____

C. FOOD COST (ONLY IF ADDITIONAL TO REGISTRATION FEE) _____

D. ANTICIPATED COST TO/FROM AIRPORT _____

AUTHORIZATION

PLEASE INCLUDE A LETTER OF SUPPORT FROM THE DIRECTOR OF HOUSING OR APPROPRIATE INSTITUTION OFFICIAL.

SUBMITTED BY _____

POSITION TITLE _____

DATE _____

Conference Budgets

YEAR	CITY	HOST INSTITUTION
-------------	-------------	-------------------------

REVENUE	LOW BUDGET		MEDIUM BUDGET		HIGH BUDGET	
REGULAR REGISTRATION (# EA)	\$90		\$110		\$125	
LATE REGISTRATION (# EA)	\$5		\$10		\$20	
HOST REGISTRATION (# EA)						
EXHIBITOR REGISTRATION	\$5		\$10		\$15	
PRE-CONFERENCE						
MISCELLANEOUS						
NWACUHO SEED MONEY						
TOTAL REVENUE						

EXPENDITURES	LOW BUDGET		MEDIUM BUDGET		HIGH BUDGET	
MID-YEAR MEETING						
LODGING						
MEALS						
BREAKS						
RELATED HOST EXPENSES						
TELEPHONE/FAX CHARGES						
TOTAL MID-YEAR MEETING						
PRE-CONFERENCE WORKSHOP						
BROCHURE PRINTING						
MAILING						
LABELS						
GRAPHICS & DESIGN						
ADVERTISING						
CONFERENCE DISPLAYS						
TOTAL PRE-CONFERENCE						
REGISTRATION						
CONFIRMATION						
MAILINGS						
NAME TAGS						
TICKETS						
CLERICAL SUPPORT						
SIGNS						
TOTAL REGISTRATION						
TRANSPORTATION						
VEHICLE & GAS						
STAFFING						
SIGNS						
TOTAL TRANSPORTATION						

CONFERENCE BUDGETS (cont.)

WAIVERS			
BANQUET TICKETS			
KEYNOTE MEALS			
KEYNOTE ROOM			
REGISTRATIONS			
AWARDS			
TOTAL WAIVERS			
CONFERENCE PUBLICATIONS			
PROGRAM BOOK			
TABS			
BINDER			
DIRECTORY			
TOTAL CONFERENCE PUBLICATIONS			
FOOD SERVICE			
BREAKFAST			
LUNCHESES			
DINNERS			
RECEPTIONS			
REFRESHMENT BREAKS			
REGISTRATION AND HOSPITALITY SUITE			
TOTAL FOOD SERVICE			
MISCELLANEOUS			
AWARDS			
ENTERTAINMENT			
EQUIPMENT RENTAL			
FACILITY RENTAL			
KEYNOTE HONORARIUM			
KEYNOTE TRAVEL			
PHOTOCOPYING			
SIGNS			
SOUVENIRS GIFTS			
STAFF SUPPORT			
SUPPLIES			
TELEPHONE/FAX CHARGES			
OTHER			
TOTAL MISCELLANEOUS			
NWACUHO SEED MONEY			
CONTINGENCY (% OF REVENUE)			
TOTAL EXPENDITURES			
NET RETURN			