

Bid Proposal to Host the 2014 or 2015 NCDA Annual Conference

The National Community Development Association (NCDA) is seeking proposals from member communities to host the 2014 or 2015 Annual Conference. Proposals must be received on or before June 21, 2013. The Annual Conference is a major event for NCDA and its membership. It provides the host community the opportunity to showcase its community while supporting a major national event. NCDA must approve all major decisions surrounding the conference including the conference dates, agenda, conference registration fee, and hotel site.

Dates for the Annual Conference

The Annual Conference is normally held in June, usually mid to late- June; although, we can be flexible on the month (July would be a good alternative). The conference normally begins on a Wednesday and ends early Saturday morning. The conference cannot conflict with the U.S. Conference of Mayors Annual Conference. Holidays must be avoided.

Conference Events

Major conference events:

- **Opening Reception.** A reception is held on the first evening of the conference and is usually planned for approximately 150 people with an open bar and hot and cold hors d'oeuvres. This event is usually located off site and showcases a special location within the host community.
- **Board Luncheon.** This event entails a lunch on Thursday at a restaurant within walking distance of the hotel or on-site at the hotel for approximately 40 people.
- **Awards Luncheon.** A special luncheon is held on Friday of the conference to recognize the winners of the John A. Sasso National Community Development Week Award. This luncheon usually accommodates 100 or more people.
- **Closing Reception.** This reception is held on the last evening of the conference and usually accommodates approximately 150 people with an open bar, "heavy" hors d'oeuvres and a disc jockey.
- **Projects tour.** The host city conducts a two hour tour of their local community development projects. The host community is responsible for providing transportation for the tour along with written information on each project visited along with a "tour guide" to discuss the projects along the way. The projects tour is usually held Friday afternoon of the conference.

Sponsorship

NCDA looks to the host community to provide sponsorship for the conference. To that end, the host community shall take a lead role in gathering sponsorships for the conference. This encompasses raising funds for all of the major events listed above as well as the following items:

- Conference favors

- Printing of conference program

Conference Agenda

The conference agenda is developed jointly among NCDA staff, the host community, and NCDA's Planning and Professional Development Subcommittee. The host community is asked to participate in the conference sessions where available to showcase exceptional projects and programs.

Conference staff support

NCDA and the host community will work together to staff the conference. The host community shall provide staff throughout the conference, including for the following:

- registration and information booth
- projects tour
- other duties, as needed

Hotel

The host community is responsible for locating and securing the hotel for the conference site. The host community and NCDA staff will be responsible for final negotiations with the hotel. Securing the hotel should be done as quickly as possible once the host community's bid has been accepted by NCDA.

- The hotel must be of a high quality and nature. Newer hotels are preferred.
- The hotel should be within walking distance of restaurants, shopping, and entertainment.
- The hotel must provide a reasonable room rate for conference participants at no more than the federal per diem rate.
- The hotel must be able to accommodate a minimum of 100 sleeping rooms per night of the conference.
- The hotel must have adequate on-site meeting room space or meeting room space that is adjacent to or within walking distance of the hotel.

Conference Marketing

Both NCDA and the host community will take responsibility in marketing the conference. NCDA will market the conference nationally, while the host community is expected to market the conference regionally. While NCDA will develop the marketing materials for the conference, the host will be responsible for printing the conference program.

HOTEL CONSIDERATIONS

Room Rate

The host community and NCDA shall negotiate a group room rate with the hotel. The room rate shall not exceed the federal per diem rate. The hotel rate shall be made available two days prior and two days after the conference.

Room Reservations Cut-Off Date

The cut-off date for participants to make their room reservations shall be no less than two weeks

prior to the conference start date.

Special Rooms

Complimentary sleeping rooms shall be provided by the hotel for no less than three NCDA staff and NCDA's President as long as NCDA meets its cumulative book-up rate percentage.

Meeting Rooms

NCDA staff and the host community will work together to ensure that meeting rooms are available at the hotel for the conference sessions. The cost of the meeting rooms shall be complimentary as long as NCDA meets its cumulative book-up rate percentage.

Food and Beverage

NCDA staff shall be responsible for working directly with the hotel on the menu selection for the conference.

Hospitality Suite

A large suite shall be reserved on a complimentary basis for NCDA throughout the conference.

Please e-mail the Proposal to:

Vicki Watson, NCDA Assistant Director, at vicki@ncdaonline.org

Questions

Please feel free to contact Vicki Watson at 240-601-9356 with any questions.

BID PROPOSAL
NCDA ANNUAL CONFERENCE

The City/County of _____ is interested in hosting the

- ☐ 2014 NCDA Annual Conference
☐ 2015 NCDA Annual Conference

Local Agency:_____

Contact Person:_____

Address:_____

Telephone:_____ E-mail:_____

Proposed Conference Dates:_____

Proposed Hotel Name:_____

Location/Address:_____

Distance from major airport:_____

List the hotel amenities:_____

Are restaurants, shopping, and other nightlife located nearby?_____

Proposed Opening Reception Location:_____

Proposed Board Luncheon/Dinner Location:_____

Other Planned Conference Events:_____

Targeted Conference Sponsors:_____

We will adhere to the parameters outlined in the NCDA Conference Bid Proposal, including agreeing to raise/commit funding for all of the major conference events, transportation to and from the events, and other incidental conference costs.

Signature of Agency Director

Date

