

How to Make a Bid to Host the 2014 USCA Annual Meeting

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Who may make a bid to host a USCA Annual Meeting?

Anyone may make a bid. *However*, because volunteers are required both before and during the meeting, bids from paddling clubs (especially *USCA Club Affiliates*) or other organized groups with willing volunteers will probably be preferred.

Hotels and convention centers may directly approach *USCA's* Annual Meeting Coordinator (AMC), Everett Crozier ercroz@new.rr.com. *However, they will be directed that they should work with a paddling group.* The AMC will advise of local paddlers and groups that may be willing to work with the hotel or convention center.

What are the dates for the 2013 and 2014 Annual Meetings?

Bids to host the Jan 10-12, **2014 A.M.** must be presented at the Jan 11-13, **2013 A.M.**

What is required at the Annual Meeting?

The guide to requirements for hosting a USCA Annual Meeting is available on the web at: http://www.uscanoe.com/Organizational_Educational_D_C44.cfm

Please read this carefully before constructing your bid. Contact *USCA's* Annual Meeting Coordinator with any questions you may have.

What format should the bid have, and what is the deadline?

Bids must:

- * be in writing
- * be delivered electronically (by email with attachments) to the AMC
- * have as an attachment a confirmation of terms in writing from the host facility or facilities
- * be delivered to the AMC at ercroz@new.rr.com by midnight CST, December 1st, 2012.

What information must the bid contain?

The written bid should contain the following information:

1. Name of host and contact name and details (individual, club/association, corporation).
2. Location (name of hotel(s), meeting site(s), banquet site(s) - and distances between them if the hotel, meeting site, and/or banquet site are separate).
3. Lodging: # of rooms in hotel, # of rooms committed to, special rates, dates rates will apply (#days before and #days after meeting), booking deadline, rates if booking deadline is missed, room descriptions, smoking/non-smoking.
4. Size and location of hospitality suite for Friday evening. Cost, if any. Whether food/drink may be brought in. Cost, if any.
5. Size and location of meeting room, and table and chair layout. Cost if any. Availability of podium, microphone/sound system, projection and screening equipment. Cost, if any. Whether food/drink may be brought in. Cost of supplying food/drink (water/coffee/tea).
6. Distance from nearest main airports, shuttle to/from hotel, cost.
7. Major airlines serving airport.
7. Breakfasts: typical menu, whether cost is included with room, or typical cost.
8. Other hotel benefits offered to guests (eg. free local transport to area attractions).
9. Saturday Banquet: menus, if available, cost per head, minimum attendance required.
10. Commitment to fulfill host responsibilities outlined in the meeting requirement guidelines.

Any other advice?

Yes. Feel free to ask the AMC for additional advice, for example, on negotiating with hotels. Or ask any other question you may have concerning the bid process.

----- *Everett Crozier, Annual Meeting Coordinator, ercroz@new.rr.com.* -----