2018 – AIAS NATIONAL INTERNATIONAL CONFERENCE PROPOSAL GUIDE

INTENT DEADLINE   MAY 05
Interested in hosting our international conference at your university? The deadline to declare your intent to the National President and Vice President is June 10th. This serves as the first step in the process and as a means to ensuring your chapter understands the requirements and obligations.

BID PACKET DUE   MAY 20
One of the main requirements for showcasing your chapter's ability to host the conference exists in the form of your proposal packet, the details of which are outlined on the following page and a half.

This digital proposal packet must be turned in by 11:59 PM EST to the AIAS National President and Vice President, via email: president@aias.org   vicepresident@aias.org

The proposal must be in PDF format and no larger than 25 MB.
To verify bids, the National President will review the packet and follow up with any questions, requests for clarification, or edits. If edits are required, a final packet must be turned in on time for the Spring Special Call of the National Board of Directors.

PROPOSAL REQUIREMENTS

OVERVIEW
What makes your school unique? What are you most proud of in your chapter? What is your city's allure?
Please provide a brief overview of your school, your chapter, and your proposed host city to help give a feel of why you are most suited to host the international conference! If your city is not a big draw, showcase your program or relevant theme. Conferences can be inward facing and workshop based rather than city based!

THEME
How do you plan to showcase your city and its world of architecture? The theme of a conference serves as an organizational framework for programming, scheduling, and events. This can be as simple as giving a rundown, or as detailed as moving into branding. This is an important piece of the puzzle, so be sure to go into detail to give potential attendees the best understanding of your theme. Do not feel trapped! These things evolve through out the process!

REGISTRATION
How much will this cost an attendee? Please include a proposed registration fee in your proposal.

PROPOSED DATES
Tell us when you would like to host the conference! Be sure to take your university's schedule into account, as well as national events/festivals that may inflate hotel and airline prices.

PROPOSED SCHEDULE
What will everyone do, and when? Be sure to give us a rundown of what your proposed content will be. You can be as detailed as outlining specific events and venues, but a general break down of a schedule is acceptable too. Consider a variety of keynote sessions, tours/trips, workshops, and social activities.

Remember that you are trying to build a sense of community in your broader region, by getting attendees to interact beyond their own chapters.

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TRANSPORTATION

How will attendees arrive to your city? How will they get around? Provide a brief description of transportation options within your city, such as bus, rail, and taxi. If you are planning any programming that is further away from other segments of the conference, please include a description of how attendees can get between those.

The International Conference attracts attendees from throughout the Middle East, as well as some from North America. It is important to be aware of the estimated travel time and cost for potential attendees. It may be helpful to show travel times from each chapter. Additionally, please show if attendees from the United States or the Middle East will need visas to attend.

VIDEO

Each bidding chapter has the opportunity, and is encouraged, to present a short promotional video on behalf of their bid. Suggested duration is 0:30 to 1:30, but you can adjust this however you wish. Videos should be embedded in the PDF that is submitted to the National President. For information on how to do this, see this link: bit.ly/QuadVideo. Again, this is not a requirement and should be the last piece of your proposal completed.

HOTEL

Where will your attendees stay? Depending on the city, having a conference hotel is appropriate and in others allowing attendees to find their own lodging is more so. Be careful when looking at hotels as they can break a chapter's budget. Please provide us with your proposed host hotel, and an estimated nightly rate. Just an online scan of the prices over dates will do. You are welcome to reach out and source hotels on your own if you have those contacts and abilities. If you need/prefer help from AIAS National in bidding hotels, we are glad to do so. Please reach out.

IMPORTANT: All hotel and venue contracts need to be signed by AIAS National. Under no circumstances should any chapter sign a contract for hotels and/or venues without the prior consent of the AIAS National Executive Director. There are significant financial liabilities at stake with hotel contracts. The AIAS National office is charged with ensuring that those liabilities are reduced wherever possible for the sake of your chapter and the organization as a whole.

SUPPORT

Who, outside of your chapter, can support the conference. Please include, at minimum, a letter of support from your Chapter President, Faculty Advisor, and university or college.

FUNDING AND SPONSORSHIP

How will you finance the conference? Quad conferences can get expensive, so it would be great to include a list of potential sponsors for the event. AIAS National is not responsible for debts accrued.

PROPOSED CHAIR

Who will be steering the planning process? Select a Conference Chair and provide a short bio, a resumé, and contact information (phone and email). Please include a letter of support, on behalf of the Chair, from the Chapter President and Faculty Advisor

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