



# 2018 - AIAS NATIONAL QUAD CONFERENCE BIDDING GUIDE



# BIDDING TIMELINE

## INTENT DEADLINE

JUNE 10

Interested in hosting a regional quadrant conference at your university? The deadline to declare your intent to your Quad Director and Quad Director Elect 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

JUNE 24

One of the main requirements for showcasing your chapter's ability to host the conference exists in the form of your bid packet, the details of which are outlined on the following page.

This digital bid packet must be turned in by 11:59 PM EST to your Quad Director and Director Elect, via email:

[midwest@aias.org](mailto:midwest@aias.org)

[northeast@aias.org](mailto:northeast@aias.org)

[west@aias.org](mailto:west@aias.org)

[south@aias.org](mailto:south@aias.org)

The bid packet must be in PDF format and no larger than 25 MB.

To verify bids, the Quad Director and Quad Director Elect 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 with the presentation.

## PRESENTATION DUE

JULY 08

Each chapter bidding for the conference will be required to deliver a 5-6 minute presentation during the respective Quad Breakout Session at the Grassroots Leadership Conference in Washington, DC. Details are outlined on a following page.

The digital version of this presentation must be turned in by 11:59 PM EST to your respective Quad Director and Director Elect via email.



# BID PACKET REQUIREMENTS

## OVERVIEW

What makes your program unique? What keeps your chapter running? 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 a quad 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 packet.

## PROPOSED DATES

Tell us when you'd like to host the conference! Be sure to take your university's schedule into account.

## 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. Be sure to leave room for a Beaux Arts Ball, and it's proposed venue, general sessions, and a Council of Presidents Meeting.

## TRANSPORTATION

How will attendees arrive to your city? How will they get around? Is important to be aware of the estimated travel time and cost for potential attendees. It may be helpful to showcase travel times and options for each chapter within your quadrant.

## 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.



# PRESENTATION GUIDELINES CONTINUED

## 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 ship? Please include a letter of support from the Chapter President and Faculty Advisor. In addition, please also include a short bio and a resume for the proposed chair.

# PRESENTATION GUIDELINES

## CONTENT

Your verbal and digital presentation can include as little or as much information as you desire, just as long as you keep it within the 5-6 minute time slot. It is suggested that you cover the information outlined within your bid packet. This is your opportunity to sell the membership on why your chapter and city are the destination that they want to attend. After you present, there will be a brief amount of time for Q&A.

## 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 Quad Director. For information on how to do this, see this link: [bit.ly/QuadVideo](http://bit.ly/QuadVideo).

## FORMAT

All presentations should be formatted on a landscape 8.5" x 11" slide. Due to the embedding of videos, it is suggested that Adobe InDesign be used for creation. Upon exporting, be sure to select the "Interactive PDF" option. Please try and keep the file size as small as possible so as to ensure easy uploading, downloading, and running. In addition to the submitted file, the bid presenter must have the file on a jump drive at the presentation. [All materials must be available offline.](#)

## COLLATERAL MATERIAL

Each bidding chapter also has the opportunity to hand out collateral material to the membership during your quad breakout session. This can range from a sticker to a postcard to a small manufactured item. It should connect with the theme and convey information about the bid. Please keep the size of this item reasonable, if printed, it should be no larger than 8.5"x11." All material must be gathered at the end of the breakout session. Materials left scattered after the close of the Breakout Session could be grounds for bid disqualification. No more than 250 pieces of material should be produced.

