



2026 QUAD& INTERNATIONAL CONFERENCE BIDDING GUIDE



INDEX

- 3 BIDDING TIMELINE
- 4 HOST SCHOOL / AIAS STAFF RESPONSIBILITIES
- 6 BID PACKET REQUIREMENTS
- 8 SAMPLE SCHEDULE
- 9 BUDGET CONSIDERATIONS
- 11 PRESENTATION REQUIREMENTS



BIDDING TIMELINE

BID PACKET DUE

JUNE 31

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 bid packet must be turned in by 11:59 PM EST to your respective Director, as well as the AIAS President and Executive Director, via email:

midwest@aias.org | northeast@aias.org | south@aias.org | west@aias.org
president@aias.org | ed@aias.org

The bid packet must be in PDF format and no larger than 25 MB. To verify bids, the Quad Director and AIAS Office 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

JUNE 31

Each chapter bidding for the conference will be required to create a 5-6 minute presentation on the plans, themes, dates, and focus of your conference, which can be delivered either live or recorded. All materials for the presentation are due to your Quad Director and AIAS HQ via email for review by 11:59 EST PM.

PRESENTATION

AUGUST 3

The AIAS hopes to have all presentations made during our Grassroots conference in Washington, DC, during the final day of the conference, August 3rd. The presentations will be given during the Summer Council of President's meeting. All presentations will be made available electronically to those quad members unable to attend the conference. If there is no one from a bidding school able to attend Grassroots, a pre-recorded presentation can be made and will be played live during the meeting with any other bids.

EMAIL VOTING + COP VOTING

AUGUST 3

Voting will open and close on August 3rd during the Summer COP meeting. Using their official @aias.org* chapter email, all chapters will send their vote for the host school(s) to their Director before 11:59PM EST via Google Form ballot.

*If you need access to your @aias.org email, contact vicepresident@aias.org.



AIAS QUAD CONFERENCE RESPONSIBILITIES

AIAS restructured the Quad Conference bid packet and planning process so that the student teams can focus on developing the conference theme and graphics, creating the conference experience, identifying speakers/sessions/tours, and recommending venues for events. We don't want students to have the hassle or responsibility of negotiating contracts, so the AIAS staff will handle all meeting planning logistics. Please investigate if your school requires their staff to handle logistics, sponsorship, and/or any other element of the event before submitting a bid.

AIAS HQ STAFF

01_BID PACKET GUIDELINES

- Create forms & instructions

02_SCHEDULE TEMPLATE

- Provide schedule template (can be adjusted as needed)
- Propose potential dates for conference

03_BUDGET TEMPLATE

- Provide budget template/sample budget
- Work with Student Team to develop a budget for the conference when selected as host
- Track all income and expenses

04_REGISTRATION

- Set up registration portal through AIAS.org; provide updates to student team on attendance

05_NEGOTIATE ALL HOTEL AND VENUE CONTRACTS, WHEN APPLICABLE

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

06_SPONSORSHIP REQUEST LETTER TEMPLATE

- Provide sample/template sponsorship letter
- AIAS will invoice all sponsors and track revenue

07_MARKETING & COMMUNICATIONS

- Using the student team's graphics and information about programming, tours, etc., AIAS will prepare periodic email blasts for distribution to quad members
- AIAS will also send out a "Know Before You Go" email to registered attendees a few days before the conference starts, using information prepared by student team
- AIAS will also send out a post-conference survey.



BID PACKET REQUIREMENTS

STUDENT TEAM

01_BID PACKET

- Overview
- Conference Title & Theme Description
- Confirm Dates
- Proposed Schedule
- Transportation (if applicable)
- Support
- Budgets & Sponsorships
- Graphics & Marketing (with original AI & Photoshop files provided)
- Proposed Chair & Team Roles

02_VOLUNTEER RECRUITMENT

- Registration desk volunteers
- Tour volunteers
- Etc.

03_PROGRAMMING DEVELOPMENT

- In partnership with staff
- Speaker recruitment
- Venue decisions

04_COMMUNICATIONS

- Participate in planning calls with the AIAS Office (bi-monthly at first, weekly closer to the event)

DIRECTOR

01_COMMUNICATIONS

- Supervise student planning team throughout the entire process
- Participate in planning calls with AIAS HQ (bi-monthly at first, weekly closer to the event)
- Take the lead on social media promotion



BID PACKET REQUIREMENTS

01_OVERVIEW

Please provide a brief overview of your school, your chapter, your proposed host city, and your ideas for conference programming to help give a feel of why you are best suited to host a quad conference. Your conference can be inward-facing and workshop-based, city-based and tour-focused, or a combination of the two. There is no one way to plan a conference, so make yours unique!

02_TITLE & THEME

How do you plan to showcase your city, its culture, and its architecture? The theme of a conference serves as an organizational framework for programming and speakers. 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; your theme can evolve throughout the process.

03_CONFIRM DATES

Your team will have the option to host your conference in Spring or Fall of 2026. If you decide to host your conference in the Spring, when selecting dates for your conference, we recommend avoiding the most popular Spring Break dates for schools in your Quad or Region. AIAS HQ recommends avoiding scheduling in early September and from early November onward (late September through October is okay).**

Please confirm your proposed dates are compatible with your university's schedule and local events. Additionally, please be aware of events hosted by our Allied Organizations and the AIAS Board Meetings.

- ACSA Annual Meeting: March 26th - 29th (Chicago)
- NOMA Conference: October 2026
- AIAS BoD Meetings: September 27th (Fall), April 11th (Spring)

**In order to prevent two quad conferences from occurring on the same dates, AIAS HQ reserves the right to propose new dates for your conference. AIAS HQ will confirm the dates are compatible with your university's schedule and local events.

04_PROPOSED SCHEDULE

What will attendees be doing during your conference? Reference the sample schedule on page 7 to develop a preliminary schedule. Your response can be as detailed as outlining specific events and venues, but a general breakdown of a schedule is acceptable, too. Be sure to leave room for a Beaux Arts Ball, general sessions, career expo, and an informal Council of Presidents Meeting, which will be run by your Director.

05_HOTEL & TRANSPORTATION

Where will attendees stay during the conference? The conference should be based at your school's campus. Please provide recommendations of the hotels closest to your school's campus, or those that are in safe areas. (Note: You do not need to contact any hotels; the AIAS Office will manage all communications and contract negotiations with hotels.)

Based on recommended hotel locations, how do you plan for attendees to get around your city? Is it walkable? Give an idea of available modes of transportation and associated costs.



BID PACKET REQUIREMENTS

06_SUPPORT

Who, outside of your chapter, can support the conference? While a full letter of recommendation from your School Head or Dean is not necessary, a faculty representative must provide a “declaration of the school’s awareness of the chapter’s desire to seek to host a Quad [or International] Conference” ([RotB 13.732](#)).

Does your school require that you work with an event planner or other official from your school? Please be sure to indicate any requirements your school may have. If your school does not have any requirements, please note in the bid packet.

07_BUDGET & SPONSORSHIPS

Consider how the conference will be financed. Outline a preliminary budget, based on the budget considerations on page 9, that is realistic in expectations. The AIAS HQ can collaborate with you in the detailed development of this budget and your fundraising strategy.

The AIAS HQ will provide a template letter that can be used to request sponsorship, outlining why a sponsor would want to contribute to your conference. This letter can be adapted for specific potential donors. We encourage you to reach out to your local AIA component(s), Allied Organizations, and firms local to your area. Where applicable, the AIAS HQ may negotiate sponsorships with its partners for all quad and international conferences.

***IMPORTANT: To support the sustainability and shared success of our organization, AIAS HQ will retain a maximum of 10% of the net revenue generated by the Conference Planning Team. This contribution helps cover overarching administrative and operational support.

Importantly, in the event that the conference operates at a loss, AIAS HQ will not collect any portion of the revenue. Our goal is to ensure that the team is empowered to succeed without undue financial pressure.

08_GRAPHICS & MARKETING

What will your marketing look like, and how will it communicate the theme and intent of the conference? Based on these ideas, the AIAS HQ will collaborate with you to develop a marketing and communications plan. The AIAS Office will also send out coordinated email blasts to quad members to promote your conference.

09_PROPOSED CHAIR & TEAM ROLES

Who will be steering this ship? Please include a letter of support from the Chapter President and Faculty Advisor. If your Chapter President is serving as the Conference Chair, the AIAS HQ requires you also have a co-Conference Chair. We also strongly encourage having a Co-Conference Chair in general as sometimes unforeseen circumstances happen and having an additional lead can help keep planning on track. Please include a short biography and a resume for the proposed chair (or co-chairs). Additionally, list the positions and roles that might be included in your team; you don’t need to have these assigned yet, but outline what your ideal team looks like.

DAY 1

2:00p - 6:00p

REGISTRATION

Venue A

7:00p - 9:00p

WELCOME RECEPTION

Ballroom 1

DAY 2

8:00a - noon

REGISTRATION

Venue A

9:00a - 11:00a

MORNING GENERAL SESSION

Ballroom 1

11:00a - 1:00p

BREAK/ LUNCH

Venue A

1:00p - 4:00p

TOURS AND/ OR WORKSHOPS

Venue A

5:00p - 7:00p

EVENING SESSION

Ballroom 1

DAY 3

noon - 4:00p

TOURS AND/ OR WORKSHOPS

Venue A

5:00p - 7:00p

CLOSING SESSION

Venue A

8:00p - midnight

BEAUX ARTS BALL

Venue C

DAY 4

9:00a - 11:00a

COUNCIL OF PRESIDENTS (COP) MEETING

Venue C

**2026 QUAD&
INTERNATIONAL**
CONFERENCE SAMPLE SCHEDULE





BUDGET CONSIDERATIONS

If your school is selected as the host of the Quad or International Conference, AIAS staff will work with you on assembling a more detailed budget. Below, however, are some questions you'll need to answer for your bid to be fully considered.

EXPENSES

01_GENERAL SESSION VENUE:

- Will there be fees associated with using this space, particularly over a weekend?
- Will AV equipment/assistance be included, or will there be a charge for that?

02_KEYNOTE SPEAKERS:

- It is not AIAS policy to pay an honorarium for keynote speakers. If you are planning to invite a speaker that charges an honorarium, please consider whether you will seek sponsorship support or support from your school for this expense.

03_BEAUX ARTS BALL VENUE:

- Will there be fees associated with renting this space (including clean-up fees)?
- Will you need to decorate the space or will it be fine as is?
- Will you need to get a liquor license in order to serve alcohol?
- What kind of food would you want to serve? Approximate costs per person?
- Who will provide music?
- Does the venue require you to hire security? Would that make things easier?

04_TRANSPORTATION:

- Is the distance between the proposed hotel and conference programming walkable, or will you need to provide transportation?
- Is the distance between the proposed hotel and Beaux Arts Ball venue walkable, or will you need to provide transportation?
- If transportation is needed, how much will it cost to transport students to and from their destination?

05 TOURS/WORKSHOPS:

- Will there be costs associated with any of the tours and/or workshops you're planning to offer (e.g., admission, transportation, supplies, etc.)?

06_SUPPLIES:

- Signage
- Badges (What kind of badges will you use? Will you print them in-house or have them printed professionally?)
- Bracelets for Beaux Arts Ball (to indicate those who can be served alcohol)
- Conference Bags
- Lanyards
- Other conference attendee giveaways



BUDGET CONSIDERATIONS

REVENUES

01_REGISTRATION:

- Based on 110 to 200 attendees, how much are you proposing charging members? Nonmembers?
 - For context, regular registration prices from recent conferences were around \$75.
- Will you charge any additional fees for particular workshops and/or tours?
- How many people do you think might attend the conference?

02_SPONSORSHIP:

- Does your planning team have connections to local firms/businesses from which you can seek sponsorship?
- How much sponsorship do you think can be raised in total?

IMPORTANT: To support the sustainability and shared success of our organization, AIAS HQ will retain a maximum of 10% of the net revenue generated by the Conference Planning Team. This contribution helps cover overarching administrative and operational support.

Importantly, in the event that the conference operates at a loss, AIAS HQ will not collect any portion of the revenue. Our goal is to ensure that the team is empowered to succeed without undue financial pressure.



PRESENTATION REQUIREMENTS

CONTENT

Your presentation must be kept within the 5-6 minute time slot. This is your opportunity to sell the membership of your quad on why your chapter and city are the destination that they want to attend. It is recommended that the proposed Chair or Co-Chairs for the conference lead the presentation. After you present, there will be a brief Q&A.

01_SLIDE SHOW PRESENTATION

It is suggested that you cover the information outlined within your bid packet, but at a minimum, the following must be highlighted within the slide show presentation:

- Overview
- Theme
- Proposed Dates
- Proposed Schedule
- Transportation (if needed)

All presentations should be formatted on a landscape 16:9 aspect ratio slide. If you choose to create a video, it should be included in the slide show. For embedding videos, it is suggested that Adobe InDesign be used for creation of the presentation. 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.

02_VIDEO (OPTIONAL)

Each bidding chapter is encouraged to present a short promotional video on behalf of their bid. Suggested duration is 0:30 to 1:30. If there is no one from a bidding school able to attend Grassroots, a pre-recorded presentation can be made and will be played live at the session with any other bids. Videos should be embedded in the PDF that is submitted to your Quad Director as well as the AIAS President and Executive Director.

