



**2020 FALL QUADRANT
CONFERENCE BIDDING GUIDE**
SOUTH + MIDWEST



BIDDING TIMELINE

INTENT DEADLINE

NOV 15

Interested in hosting a Quadrant Conference at your university? The deadline to declare your intent is November 15, 2019. You must declare your intent to your Quadrant Director and copy the National Vice President. This serves as the first step in the process and as a means to ensuring your chapter understands the requirements and obligations.

INFORMATIONAL CALL

NOV 18

Once you have declared your intent to host, you are invited to join us for an informational call on Monday, November 18th where we will discuss hot topics, things you need to keep in mind, and any other important information you may need to host. Additionally, this is a great time to ask questions and have a clear understanding of what you are about to undertake.

BID PACKET DUE

DEC 1

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 respective Quadrant Director and the National Vice President, via email:

northeast@aias.org / south@aias.org / midwest@aias.org / west@aias.org
vicepresident@aias.org

The bid packet must be in PDF format and no larger than 25 MB. To verify bids, the Quadrant Director and Vice 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 with the presentation.

PRESENTATION DUE

DEC 10

Each chapter bidding for the conference will be required to deliver a 5-6 minute presentation during their respective Quadrant Breakout Session at the upcoming AIAS FORUM Conference in Toronto, Ontario. Details are outlined on a following page.

The digital version of this presentation must be turned in by 11:59 PM EST to the Quadrant Director and Vice President via email.



BID PACKET REQUIREMENTS

1_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!

2_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!

3_REGISTRATION

How much will this cost an attendee? Include a proposed registration fee in your packet. Please keep in mind that the suggested non-member rate should be at least \$47 higher than the member rate to encourage non-members to join.

4_PROPOSAL DATES

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

5_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.

6_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. 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, we are happy to assist. Please reach out.

IMPORTANT: Under no circumstances should any chapter sign a contract for venues without the prior consent of the AIAS National Executive Director. Under no circumstances should any chapter sign a contract for hotels, ever. AIAS National does not allow for, approve of, or authorize any contracts/agreements with hotels, particularly ones that require "attrition". There are significant financial liabilities at stake with hotel contracts, which have put chapters in jeopardy in the past. As an alternative, we suggest host chapters request a "courtesy block". In many instances, hotels will provide the same discounted rate as a courtesy, but



BID PACKET REQUIREMENTS

apply a much earlier reservation deadline, after which time the rooms become available to the public.

7_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.

8_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.

9_FUNDING, SPONSORSHIP, & BUDGET

How will you finance the conference? Plan to outline a tentative budget that is realistic in expectations. The National office has a lot of resources that we can share with you to prepare you for budgeting. Quad conferences can get expensive, so also include a list of potential sponsors for the event. AIAS National is not responsible for debts accrued.

10_MARKETING & COMMUNICATIONS

How will you market the conference? What sort of promotion do you have planned and how can National support your endeavors? Propose a marketing plan and indicate how National and your Quadrant Director can support your marketing efforts.

11_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 biography and a resume for the proposed chair.



PRESENTATION REQUIREMENTS

CONTENT

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

1_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
- REGISTRATION
- PROPOSAL DATES
- PROPOSED SCHEDULE

All presentations should be formatted on a landscape 8.5” x 11” slide. The required video should be included in the slide show. 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.

2_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, but you can adjust this however you wish. Videos should be embedded in the PDF that is submitted to your Quadrant Director and National Vice President. For information on how to do this, see this link: bit.ly/QuadVideo.

3_COLLATERAL MATERIAL (OPTIONAL)

Each bidding chapter also has the opportunity to hand out collateral material to the membership during your Quadrant 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.

NOTE: In addition to the submitted file of the slide show with embedded video, the bid presenter must have the file on a jump drive at the presentation. **All materials must be available offline.**

