



**2021 SPRING QUADRANT  
CONFERENCE BIDDING GUIDE**  
NORTHEAST + WEST



# BIDDING TIMELINE

## INTENT DEADLINE

AUGUST 31

Interested in hosting a Quadrant Conference at your university? The deadline to declare your intent is August 31, 2020. 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. An intention to bid is not a binding commitment.

## INFORMATIONAL CALL

WEEK OF SEPTEMBER 7

Once you have declared your intent to host, you are invited to join us for an informational call during the week of September 7, 2020 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 AND PRESENTATIONS DUE

SEPTEMBER 21

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. Due to time constraints, the presentations will be given that same week. Each chapter bidding for the conference is required to deliver a 5-6 minute presentation during a special Quad-wide meeting held and hosted by the Quad Director. Details are outlined on a following page, and additional questions can be answered by each Quad Director.

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](mailto:northeast@aias.org) / [south@aias.org](mailto:south@aias.org) / [midwest@aias.org](mailto:midwest@aias.org) / [west@aias.org](mailto:west@aias.org)  
[vicepresident@aias.org](mailto:vicepresident@aias.org)

The bid packet must be in PDF format. 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.



# BID PACKET REQUIREMENTS

## 1\_OVERVIEW

What makes your program unique? What keeps your chapter running? What is the allure of your theme? 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! Even though we may not be able to visit your city, 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 and speakers. 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. The National Office can suggest an appropriate virtual conference price if you like.

## 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/watch, 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 virtual venues, but a general break down of a schedule is acceptable too. Be sure to leave room for a Beaux Arts Ball, general sessions, and a Council of Presidents Meeting.

## 6\_SUPPORT

Who, outside of your chapter, can support the conference? We don't expect you to get a letter of recommendation from your School Head or Dean, but in order to make sure that you and your planning team are encouraged to be hosting the conference, please assure the National Office that someone in charge at your school knows of your intent to bid.

## 7\_FUNDING, SPONSORSHIP, & BUDGET

How will you finance the conference? Plan to outline as real of a budget as you can that is realistic in expectations. The National office has a lot of resources that we can share with you to prepare you for budgeting. If you're considering a conference with lots of add-ons or that you'll have to pay for virtual tours, also include a list of potential sponsors for the event. AIAS National is not responsible for debts accrued, but is happy to help walk through acquiring speakers and other things we've learned through hosting a virtual conference.



# BID PACKET REQUIREMENTS

## 8\_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.

## 9\_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, at the discretion of the Quad Director.

## 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

## 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.

## 3\_COLLATERAL MATERIAL (OPTIONAL)

Each bidding chapter also has the opportunity to distribute one 8.5" x 11" flyer to the membership in your Quad. It should connect with the theme and convey information about the bid. Your flyer must be submitted to your Quad Director by a deadline they set - they will then distribute all the flyers of those bidding prior to the voting period.

