



# 2022 FALL QUAD CONFERENCE BIDDING GUIDE



# BIDDING TIMELINE

## INTENT DEADLINE

NOVEMBER 29

Interested in hosting a Quadrant Conference at your university or virtually? The deadline to declare your intent is November 15th, 2021. You must declare your intent to your Quadrant Director and copy the National 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

DECEMBER 1

Once you have declared your intent to host, you are invited to join us for an informational call on November 18th where we will discuss hybrid programming requirements, themes, 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

DECEMBER 17

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 or Ambassador **and** the National President, via email:

[midwest@aias.org](mailto:midwest@aias.org) | [northeast@aias.org](mailto:northeast@aias.org) | [south@aias.org](mailto:south@aias.org) | [west@aias.org](mailto:west@aias.org)  
[latinamerica@aias.org](mailto:latinamerica@aias.org) | [middleeast@aias.org](mailto:middleeast@aias.org)  
[president@aias.org](mailto:president@aias.org)

The bid packet must be in PDF format and no larger than 25 MB. To verify bids, the Quadrant Director and National 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 MATERIALS DUE

JANUARY 28

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

## PRESENTATION

FEBRUARY 5

All presentations, either live or recorded, will be given in Quad-wide Zoom meetings on Saturday, February 5th. Recordings of the presentations will be posted on the AIAS website the following day.

## EMAIL VOTING

FEBRUARY 5-11

Using their official @aias.org chapter email, all chapters will send their vote for the host school(s) to their Quad Director before 11:59PM EST. Quad Directors will tally and report votes the day after voting closes, and the winning schools will get to work planning their conference!



# BID PACKET REQUIREMENTS

## **01\_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, your proposed host city and your hybrid programming strategy to help give a feel of why you are most suited to host a quad conference! Whether or not we will be visiting your city, showcase your program or relevant theme. Conferences can be inward facing and workshop based rather than city based!

## **02\_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 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 throughout the process!

## **03\_REGISTRATION**

How much will this cost an attendee? Include proposed registration fees in your packet, giving consideration to both in-person and virtual attendees. 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 assist you by suggesting appropriate pricing. What is your expected and target attendance size? How many people do you expect to be in person vs virtual?

## **04\_PROPOSED DATES**

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

## **05\_PROPOSED SCHEDULE**

What will everyone do/watch, and when? How will the in-person and virtual schedules interact with and depart from one another? 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 breakdown of a schedule is acceptable too. Be sure to leave room for a Beaux Arts Ball, general sessions, and an informal Council of Presidents Meeting, which will be run by your Quad Director.

## **06\_HYBRID PROGRAMMING STRATEGY**

How do you plan to facilitate accessible programming for those who cannot attend in person? What resources (cameras, other equipment, meeting spaces, etc.) are available to you for the creation of high-quality virtual programming? To what extent and scale do you plan to have in-person programming? Remember, conferences can be anywhere on the spectrum from fully hybrid to fully virtual. The National Office will also be available to meet with you to discuss or brainstorm these strategies. While your programming does not need to be fully planned and detailed yet, your proposal needs to include a detailed strategy to meet these questions!

## **07\_IN PERSON REGULATIONS** (not applicable to entirely virtual conferences)

Does your institution have a cap on in person attendance? Does your institution have any vaccination rules for gathering in person? Are there any other regulations from your institution that need to be followed? What safety measures will your team be instituting such as mask requirements, in-person spacing, etc?



# BID PACKET REQUIREMENTS

## **08\_HOTEL** (not applicable to entirely virtual conferences)

Where will your in-person attendees stay? Specifying a conference hotel is appropriate in some cities, while allowing attendees to find their own lodging may work well in others. 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 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 apply a much earlier reservation deadline, after which time the rooms become available to the public. The National Office is available to answer questions and guide you through this process!

## **09\_TRANSPORTATION** (not applicable to entirely virtual conferences)

How will attendees arrive in 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.

## **10\_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 Conference” (RotB 13.732) and, in the case that a hybrid conference is being proposed, the statement must reflect an understanding by the School or Department that the conference will be held partially in-person.

## **11\_FUNDING, SPONSORSHIP, & BUDGET**

How will you finance the conference? Plan to outline as thorough a budget as you can that is realistic in expectations. The National Office can provide resources for planning out and formatting a comprehensive budget. A fundraising timeline, sponsorship strategy and a list of potential sponsors for the event should also be included. 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.

## **12\_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 Quad Director can support your marketing efforts.

## **13\_PROPOSED CHAIR**

Who will be steering this 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.

## 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
- REGISTRATION
- PROPOSAL DATES
- PROPOSED SCHEDULE
- HYBRID PROGRAMMING STRATEGY (if applicable)

All presentations should be formatted on a landscape 16:9 aspect ratio slide. The optional video (below) 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, but you can adjust this however you wish. Videos should be embedded in the PDF that is submitted to your Quadrant Director or Ambassador and the National President. For information on how to do this, see this link: [bit.ly/QuadVideo](http://bit.ly/QuadVideo).

## 03\_MARKETING MATERIAL (OPTIONAL)

Each bidding chapter also has the opportunity to provide one flyer, graphic, etc. to the membership during your Quadrant Breakout Session. It should connect with the theme and convey information about the bid. Please keep the size of this item reasonable; if printable, it should be no larger than 8.5”x11”. You will be responsible for distributing this item, with assistance from your Quad Director or Ambassador.



# HYBRID PROGRAMMING REQUIREMENTS

In order to ensure a **high-quality** virtual experience, if a hybrid event is being proposed at the majority of conference programming must be available in a virtual setting, while a smaller amount of programming can be made available solely in person.

**NOTE:** For example, if a hands-on workshop could not be recreated to a high quality virtually, this could be an entirely in person element that would be counted as part of the solely in person programming. While these requirements are subjective based on the value, time and focus of the programming in question, whether or not this requirement has been adequately met will be at the National Office's discretion.

Certain elements must be available virtually, including but not limited to:

- Welcome/General sessions
- Keynotes
- Regular programming/workshops/sessions
- Some networking events
- Informal Council of Presidents meeting

Any additional content that may be entirely or partially in person should be brought to the attention of both your Quad Director or Ambassador and the AIAS National President over email.

## SAFETY REQUIREMENTS

All attendees will be required to provide either proof of vaccination or proof of a negative COVID test taken less than 72 hours before arriving at the conference. Upon registering for the conference attendees will also be required to agree to a liability waiver of AIAS responsibility in the case that they contract COVID while at the conference.

**DISCLAIMER:** In the case of an outbreak or any other events that may impact the safety of an in-person event, the National Office reserves the right to cancel in-person events and programming at any point.

**DISCLAIMER:** Caps for attendance to in-person events instituted by your University, as well as caps for attendance at all venues, must be observed.

