



# **2023 SPRING QUAD CONFERENCE BIDDING GUIDE**



## INDEX

- 3 BIDDING TIMELINE
- 4 HOST SCHOOL / AIAS STAFF RESPONSIBILITIES
- 5 BID PACKET REQUIREMENTS
- 7 SAMPLE SCHEDULE
- 8 BUDGET CONSIDERATIONS
- 10 PRESENTATION REQUIREMENTS
- 11 HYBRID PROGRAMMING REQUIREMENTS



# BIDDING TIMELINE

## INTENT DEADLINE

AUGUST 20

Interested in hosting a Quadrant Conference at your university or virtually? The deadline to declare your intent is August 20th, 2022. You must declare your intent to your Quadrant Director and copy the National President and 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

AUGUST 25

Once you have declared your intent to host, you are invited to join us for an informational call on August 25th 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

SEPTEMBER 10

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 or Regional Director **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 DUE

SEPTEMBER 17

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

SEPTEMBER 27

All presentations, either live or recorded, will be given in Quad-wide Zoom meetings on Tuesday, September 27th. Recordings of the presentations will be posted on the AIAS website the following day.

## EMAIL VOTING

SEPTEMBER 27-30

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!

## National Office Staff

### Bid Packet Guidelines

Forms & Instructions

### Schedule Template

Can be adjusted as needed

### Budget Template

### Registration

Portal through aias.org

Waivers and registrant forms

### Hotel Contract

\*With input from student team

### Finances

\*In collaboration with Conference Chair

Funding & Sponsorships

Budget Development w/ Student Team

### Marketing & Communications

\*Using Student Team's Graphics Package

### Programming Development

\*In partnership with Student Team

Venue & Speaker Logistics

### Safety Regulations

## Student Team

### Bid Packet

Overview

Conference Title and Theme Description

Proposed Date and Schedule

Support

Graphics Package

Proposed Chair and Team Roles

Local COVID Restrictions

### Hotel and Transportation

Three Hotel suggestions

Available transportation

### Sponsorship Request Letter

General letter for all requests

### Volunteer Recruitment

### Programming Development

\*In partnership with Staff

Speaker Recruitment

Venue Decisions

## Quad/Regional Director

### Communications

Supervise Planning Team

Facilitate Communication Between Staff and Student Team

# AIAS Quad Conference Responsibilities





# 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\_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.

## 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, and an informal Council of Presidents Meeting, which will be run by your Quad/Regional Director.

## 05\_HOTEL & TRANSPORTATION

Where will attendees stay during the conference? The conference can be "based" at another location (i.e. your campus, etc.), but please provide three hotel suggestions. You are encouraged to do basic research and contact the potential hotels to discuss availability, but you **will not sign any contract with the hotel - the National Office will manage all legal agreements with hotels**. Based on hotel locations, how do you plan for attendees to get around your city? Give an idea of available modes of transportation and associated costs.

## 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 Conference" (RotB 13.732).

## 07\_BUDGET & SPONSORSHIPS

How will the conference be financed? Outline a preliminary budget, based on the budget considerations on page 8, that is realistic in expectations. The National Office can collaborate with you in the detailed development of this budget and your fundraising strategy. Craft a general "Request for Sponsorship" letter, outlining why a sponsor would want to contribute to your conference, that can be adapted for specific potential donors.



# BID PACKET REQUIREMENTS

## **08\_GRAPHICS & MARKETING**

What's the vibe? What will your marketing look like, and how will it communicate the theme and intent of the conference? Based on these ideas, the National Office will collaborate with you to develop a marketing and communications plan.

## **09\_PROPOSED CHAIR & TEAM ROLES**

Who will be steering this ship? Please include a letter of support from the Chapter President and Faculty Advisor. The National Office advises that your Chapter President does not serve as the Conference Chair, but that is up to you. Include a short biography and a resume for the proposed chair. 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.

## **10\_LOCAL COVID RESTRICTIONS**

What COVID safety guidelines are in place in your city, at your school, and in your proposed venues? Give an idea of what attendees will need to be aware of to attend the conference; when to wear a mask, any vaccination or testing requirements, etc.

Day 1

2:00p - 6:00p

**Registration**

Venue A

7:30p - 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**

On own

1:00p - 4:00p

**Tours and/or Workshops**

Venue B

5:00p - 7:00p

**Evening Session**

Ballroom 1

9:00p - 11:00p

**Optional Evening Activities**

Venue C

Day 3

noon - 4:00p

**Tours and/or Workshops**

Venue B

5:00p - 7:00p

**Closing Session**

Ballroom 1

8:00p - midnight

**Beaux Arts Ball**

Ballroom 2

Day 4

9:00a - 11:00a

**Council of Presidents (COP) Meeting**

Venue C

**AIAS Quad Conference**

# Sample Schedule





# BUDGET CONSIDERATIONS

If your school is selected as the host of the Quad 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

### **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?

### **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?
- Will you need to hire a DJ or is there a student at your school who could provide this service?
- Does the venue require you to hire security? Would that make things easier?

### **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?

### **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.)?

### **Supplies:**

Consider costs of:

- Signage
- Conference bags
- Lanyards
- Badges
- Bracelets for Beaux Arts Ball (to indicate those who can be served alcohol)
- Other conference attendee giveaways





## REVENUES

### **Registration:**

- How much are you proposing charging members? Nonmembers?
- Will you charge any additional fees for particular workshops and/or tours?
- How many people do you think might attend the conference?

### **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?



# 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 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
- HOTEL SUGGESTIONS
- TRANSPORTATION

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, but you can adjust this however you wish. Videos should be embedded in the PDF that is submitted to your Quadrant or Regional Director and the National President. For information on how to do this, see this link: [bit.ly/QuadVideo](https://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 presentation. 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 or Regional Director.

