



2023-2024 AIAS QUAD CONFERENCE BIDDING GUIDE

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BIDDING TIMELINE

BID PACKET DUE JULY 7

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 Quad Director, as well as the National President and Executive Director, via email: midwest@aias.org, northeast@aias.org, south@aias.org, west@aias.org, president@aias.org, ed@aias.org.

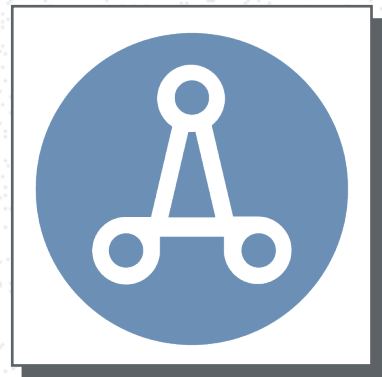
The bid packet must be in PDF format and no larger than 25 MB. To verify bids, the Quad Director and National Office will review the packet and follow up with any questions, requests for clarification, or edits. If edits are required, a final packet must be turned in with the presentation.

PRESENTATION DUE JULY 10

Each chapter bidding for the conference will be required to create a 5-6 minute presentation on the plans, themes, dates, 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 JULY 22

AIAS hopes to have all presentations made during our Grassroots conference in Washington, DC, July 20-22. They 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 at the session with any other bids.



EMAIL VOTING JULY 24-26

Voting will open July 24 and close July 26. 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 votes the day after voting closes, and the winning schools will be announced and will get to work planning their conference!

*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 any contracts, so the AIAS staff will handle all meeting planning logistics.

NATIONAL OFFICE STAFF

Bid Packet Guidelines

- Create forms & instructions

Schedule Template

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

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

Registration

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

Negotiate all hotel and venue contracts, when applicable

Sponsorship Request Letter Template

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

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

Assist with Programming Development

- Assist student team with any issues related to programming, speakers, tours

Sign contracts and pay all bills

STUDENT TEAM

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

Volunteer Recruitment

- Registration desk volunteers
- Tour volunteers
- Etc.

Programming Development

- In partnership with staff
- Speaker recruitment
- Venue decisions

Communications

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

QUAD DIRECTOR

Communications

Supervise student planning team throughout the entire process

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

Take the lead on social media promotion

BID PACKET REQUIREMENTS

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!



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!

CONFIRM DATES

The South and West Quad Conferences are hosted in the spring, so the National Office recommends avoiding the most popular Spring Break dates.

For 2024, the National Office recommends the following dates:

South Quad: February 29 - March 3, March 7 - 10, or March 21 - 24**

West Quad: February 29 - March 3, March 7 - 10, or March 14 - 17**

The Northeast and Midwest Quad Conferences will be hosted in the fall, so the National Office recommends avoiding scheduling in early September and from early November onward (Late September through October is okay).**

Please confirm the dates proposed by the National Office for your Quad are compatible with your university's schedule and local events.

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

BID PACKET REQUIREMENTS

PROPOSED SCHEDULE

What will attendees be doing during your conference? Reference the sample schedules on pages 9-12 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 Quad Director.

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 National 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.

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).

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.

BUDGET & SPONSORSHIPS

Consider how the conference will be financed. Outline a preliminary budget, based on the budget considerations on pages 13-14, that is realistic in expectations. The National Office can collaborate with you in the detailed development of this budget and your fundraising strategy.

The National Office 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) and firms local to your area.

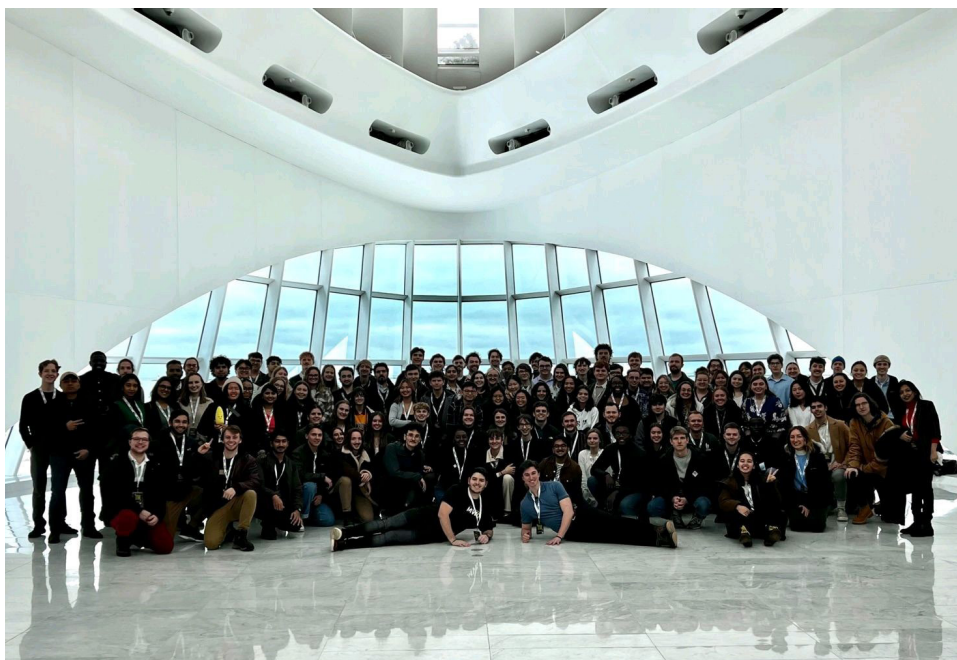
BID PACKET REQUIREMENTS

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 National Office will collaborate with you to develop a marketing and communications plan. The National Office will also send out coordinated email blasts to quad members to promote your conference.

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 National Office 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.



SAMPLE SCHEDULE



Schedule

Thursday March 30th			Friday March 31st		
8	00		Conference		
	30		Check-In		
9	00				
	30				
10	00				Firm
	30				Tours
11	00				
	30				
12	00				
	30				
1	00				
	30				
2	00		Workshops		
	30				
3	00				
	30	Conference			
4	00	Check-In			
	30				
5	00				Career
	30				Expo
6	00				
	30				
7	00				
	30	Opening			
8	00	Ceremony			
	30		Evening		
9	00		Activities		
	30				
10	00				
	30				
11	00				
	30				

SAMPLE SCHEDULE



Schedule

Saturday April 1st			Sunday April 2nd		
8	00				
	30				
9	00	Downtown Scranton Tours	Informal CoP Meeting		
	30				
10	00				
	30				
11	00				
	30				
12	00				
	30				
1	00	Workshops			
	30				
2	00				
	30				
3	00				
	30				
4	00	Closing Ceremony			
	30				
5	00				
	30				
6	00				
	30				
7	00	Beaux Arts Ball			
	30				
8	00				
	30				
9	00				
	30				
10	00				
	30				
11	00				
	30				

SAMPLE SCHEDULE

SCHEDULE

FRIDAY - 3/10

SATURDAY - 3/11

8am

9am

10pm

11pm

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

9pm

10pm

11pm

12am

REGISTRATION
Location: UWM SARUP

CAREER FAIR
Location: UWM SARUP

REGISTRATION
Location: UWM SARUP

OPENING NIGHT KEYNOTE
Erin Besler
Location: UWM ZELAZO Center

TOURS
-Milwaukee Art Museum Architecture Tour
-Floerly Forum Tour & EUA Tour
-Ascent Apartment Building & Korb + Associates Architects Tour
-Bradley Symphony Center & Kahler Slater Tour

EVENING GENERAL SESSION
Location: Mitchell Park Domes

EVENING DOME TOUR
Location: Mitchell Park Domes

SAMPLE SCHEDULE

SUNDAY - 3/12

MONDAY - 3/13

8am

9am

10pm

LUNCH & FIRM TOURS

Location: TBA

11pm

12pm

TOURS & WORKSHOPS

1pm

-Waste Water Plant TOUR & SKETCH

2pm

-Pabst Brewery TOUR & SKETCH

3pm

-St. Josephat's Basilica TOUR & SKETCH

-Milwaukee by Bike TOUR & SKETCH

MORE TO COME!!!

4pm

CHAPTER/TRAVEL TIME!!

5pm

CLOSING SESSION

6pm

Location: VUE Rooftop Ballroom

7pm

8pm

BEAUX ARTS BALL

9pm

10pm

11pm

12am

Location: VUE Rooftop Ballroom

COP MEETING

Location: UWM SARUP

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.

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?

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?

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.

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?

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

- 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)
- Other conference attendee giveaways



BUDGET CONSIDERATIONS

REVENUES

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?

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

Your 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.

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
- Dates (Based on suggestions provided by the National Office)
- 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.

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. Videos should be embedded in the PDF that is submitted to your Quad Director, as well as the National President and Executive Director.

