2025 QUAD
CONFERENCE BIDDING GUIDE

INDEX

AIAS

BID PACKET DUE   JUNE 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 bid packet must be turned in by 11:59 PM EST to your respective Quad Director, as well as the AIAS 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 AIAS 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 1

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

PRESENTATION   JULY 19

AIAS hopes to have all presentations made during our Grassroots conference in Washington, DC, July 18-20. 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.

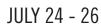## EMAIL VOTING   JULY 24 - 26

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 via Google Form ballot.

*If you need access to your @aias.org email, contact vicepresident@aias.org.

AIAS

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 contracts, so the AIAS staff will handle all meeting planning logistics. Please investigate if your school requires their staff to handle logistics, sponsorship, and/or any other element of the event before submitting a bid.

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

AIAS

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 AIAS Office (bi-monthly at first, weekly closer to the event)
- Take the lead on social media promotion

AIAS

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_CONFIRM DATES

The South and West Quad Conferences are hosted in the spring, so when selecting dates for your conference, we recommend avoiding the most popular Spring Break dates for schools in your quad.**

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

Please also confirm your proposed dates are compatible with your university's schedule and local events.

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

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, career expo, and an informal Council of Presidents Meeting, which will be run by your Quad Director.

05_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 AIAS 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.

AIAS

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).

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. If your school does not have any requirements, please note in the bid packet.

07_BUDGET & SPONSORSHIPS

Consider how the conference will be financed. Outline a preliminary budget, based on the budget considerations on page 9, that is realistic in expectations. The AIAS Office can collaborate with you in the detailed development of this budget and your fundraising strategy.

The AIAS 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. Where applicable, the AIAS Office may negotiate sponsorships with its partners for all quad conferences.

08_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 AIAS Office will collaborate with you to develop a marketing and communications plan. The AIAS Office will also send out coordinated email blasts to quad members to promote your conference.

09_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.

7   THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS   1012 14th STREET NW, WASHINGTON, DC 20005   202.808.0075   MAILBOX@AIAS.ORG

AIAS

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

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?

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?

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?

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)
- Conference Bags
- Lanyards
- Other conference attendee giveaways

AIAS

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?

AIAS

CONTENT

Your presentation must be kept within the 5-6 minute time slot. This is your opportunity
to sell the membership of your quad on why your chapter and city are the destination that they want to attend.
It is recommended that the proposed Chair or Co-Chairs 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
- 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.

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

AIAS