ASSOCIATION OF INTERMOUNTAIN HOUSING OFFICERS

AIMHO Annual Conference Host Bid Proposal Form

Thank you for your interest in putting in a bid to host a future AIMHO Conference. We appreciate your support of the region through your interest in this process. Please complete the form and submit it to the AIMHO Past-President Barb Remsburg, BRemsburg@housing.utah.edu, two weeks (minimally) prior to the annual AIMHO conference in November. For information on AIMHO or dates of the conference, visit the website at www.aimho.org.

A Host Committee (school) bids to host AIMHO at the annual conference two years prior to their hosting year (e.g. bid presented at 2016 conference for hosting the 2018 conference).

In addition to completing this form, schools interested in bidding to host the annual AIMHO conference should be prepared to present a 5-15 (maximum) minute Power Point presentation (or any other form of presentation equivalent in time) at the annual conference highlighting the details found in this form. The information requested for inclusion in the presentation is indicated with an * on the form.

In addition, schools are not required to provide any written information about their conference bid as a means of supporting sustainability efforts. If, however, they receive printed brochures (free) from the hotel of choice, they may distribute them if they wish. Schools are not required or requested to provide any giveaways when presenting a bid proposal.

The hosting site is expected to be attend the annual summer meeting that is held two years prior to the annual conference and one year prior to hosting the summer meeting. The hosting site is expected to be prepared to present the conference budget at the annual summer meeting the year they are hosting the annual conference for approval.

Contact Information

Contact Person's Name: Contact Person's Title:
Contact's Phone: Contact's Email:
University/College Name:
Is your institution an AIMHO Member through the payment of Dues? ☐ Yes ☐ No

Institutional Support
The Senior Housing Office at the bidding institution is asked to submit an email in support of the bid to the Past President at the email address identified above.

General Information

* Conference Location – Please share a few bullets/brief information on your conference site location (e.g. history of the town, size, location, etc.)

* Conference Host Institution(s) – Please list all colleges and/or universities who will assist in hosting the annual AIMHO conference on this bid proposal form.

* Proposed Conference Dates – Note: The annual AIMHO conference is typically held in early November with care given to avoid the annual NACAS, IACURH and other ACUHO-I affiliated regional conferences.

NEW for 2018 – as the implementation of FLSA will have an impact on housing professionals in our region, we are asking that bidding schools be prepared to support AIMHO College and the entirety of the conference during the work week. The anticipated schedule for the conference should also support no more than 8 hours of required conference attendance.

* Transportation to/from Conference Site – Please describe how participants get to the conference location (e.g. driving, plane, etc.) and what the nearest/most economical airport would be for those choosing this type of transportation.

* Host Committee Staff Support – How many staff has the host committee identified to assist with the planning an implementation of the annual conference.

Conference Hotel Information

Hotel space for the annual conference needs to accommodate approximately 200-250 attendees and corporate sponsors (vendors). Single and double accommodations should be offered. Cost of rooms should be taken into consideration, as school budgets are often very limited. Typically 6 breakout (programming) rooms are needed for the conference. Breakout room size should ideally accommodate 35-50 attendees In addition to the breakout rooms, banquet space for the entire delegation (attendees and corporate partners) is also needed. Please also identify if there is an opportunity to provide gender-neutral restroom facilities. The annual conference typically begins on a Sunday afternoon and ends either with Closing Banquet on Tuesday evening.

* Proposed Lodging Rates:

* Features in the Hotel – Please share a few highlights of what the hotel has to offer (e.g. wireless, business center, fitness room, etc.)

Conference Meeting Information/Facilities

See narrative under "Conference Hotel Information" regarding meeting space needs for the annual conference.

* Are there 6 breakout (program) rooms available for the conference? ☐ Yes ☐ No

* Is there banquet space for meals accommodating 250 participants? ☐ Yes ☐ No

*Is there an opportunity to provide gender-neutral facilities? ☐ Yes ☐ No

*Are the gender-neutral facilities near conference rooms? ☐ Yes ☐ No

Catering – Please share a rough estimate (average) of the cost of breakfast, lunch, and dinner at the conference hotel: Breakfast = $ Lunch = $ Dinner = $

* Are other meeting rooms available in the hotel? ☐ Yes ☐ No If "yes", please describe

* Is meeting space (e.g. breakout rooms, banquet space, etc.) located in the hotel?
☐ Yes ☐ No If "no", please explain location

Corporate Partner Exhibit Space

Space for approximately 30-45 Corporate Partners (vendors) is needed for the annual conference. Booth sizes typically range from 10 x 10 and 20 x 10 foot spaces. Conference participants will need to have access to the booth spaces during the conference as a group, so space needs to also be taken into account to accommodate this need.

Please note that the AIMHO Corporate Partner Advisory Committee is required to raise $35,000 from Corporate Partners donations. These funds are deposited into the Host Committee account. Once that is achieved, the Host Committee is required to return $15,000 to the AIMHO association. The Host Committee can use the remaining $20,000 for the express purpose of covering expenses for hosting the annual AIMHO conference. Any money raised above the $35,000 cap can be used by the Host Committee for any additional expenses in hosting the conference. Any money left over once expenses have been subtracted is returned to the AIMHO association by the Host Committee.

> **NEW: The Executive Committee is reviewing the budget strategy that would transfer any returned amount to the following year's Host Committee account so that they would know what their annual conference budget would be. This would mean that the funds returned from the previous year would be utilized by the next year's Host Committee in their budget planning.**

In order to be more sustainable and good stewards of registration money, Hosting schools are discouraged from utilizing Corporate Partner funds or registration dollars on give-aways at the conference.

* How much exhibit space (square feet) is available for the Corporate Partner Fair?
Please note that Exhibition Space should be separate from Program Break-Out Rooms. In addition, the space for the Corporate Partner Luncheon should be separate from both the Exhibition Space

and Program Space as the current conference schedule precludes room transition due to the tight time schedule.

* Can the space accommodate 30-45 booths (size listed above in the narrative)? ☐ Yes ☐ No

* Is the Corporate Partner space located in the hotel? ☐ Yes ☐ No If "no", please describe the location and transportation plans to and from the hotel

Pre-Conference Professional Development Opportunities: AIMHO College, SHO Institute, Others

Two pre-conference professional development opportunities have been offered participants prior to the annual November conference: AIMHO College and The SHO Institute. Each of these workshops has accommodated 30-40 participants, faculty, and committee members. Over the past years, the meeting space needed has included 1 meeting room for each group along with 1 meeting room for each group for meals. The AIMHO College and SHO Institute also share one meal together.

Does the hotel have space for these pre-conferences? ☐ Yes ☐ No

Can meals be provided for these pre-conferences? ☐ Yes ☐ No

Are there a minimum of 4 meetings rooms (accommodating approximately 30-40 people) available for these pre-conferences? ☐ Yes ☐ No

* Note: For the purposes of the Power Point presentation, a brief comment about what is available pre-conferences is all that is needed.

Pre-Conference Activities

Although Host Committees are not required to offer pre-conference activities to conference participants arriving early to the annual conference, possible options are often offered by the Host Institution. If you are interested in offering any pre-conference activities (outside of AIMHO College and the SHO Institute), please describe them below.

* Note: If pre-conference activities are being offered to participants, you may want to briefly highlight them during your power point presentation.

Appendix B: AIMHO Conference Schedule (Sample)

Conference schedules change based on the location and transportation needs at the specific location.

If you would like previous copies of the conference schedule, please request them of the AIMHO Past-President.

Appendix C: Corporate Partner Information

The Corporate Partner Agreement Information can be found online under the Corporate Partner section of the AIMHO website.

Appendix D: Annual Conference Planning Calendar:

TWO YEARS PRIOR TO ANNUAL CONFERENCE

October

- Host Bid Proposal Form submitted to the Executive Committee a minimum of 2 weeks prior to the annual conference.

November

- Bid awarded at annual conference
- Review responsibilities in the Conference Planning Manual
- Designate a conference Host Committee Chair for the Executive Committee.

December

- Agree and sign the AIMHO Engagement Form
- Secure preliminary space in hotel including sleeping and meeting rooms and catering needs and rates. (Note: A copy of all hotel and catering contracts must be submitted to the AIMHO Treasurer for review prior to signing any contracts).
- Designate Host Committee sub-committee chairs in the following areas:
  - Registration
  - Website & Marketing
  - Hospitality
  - Hotel/Catering
  - Night-on-the-Town
  - Entertainment
  - Audio-Visual
  - Corporate Partner Liaison to AIMHO Corporate Partner Advisory Committee
  - Program Book
  - Pre-Conference (e.g. SHO and AIMHO College)
- Join current Host Committee on scheduled conference calls if and when appropriate

April

- The Host Committee Chair only (or another designee of the Host Committee if the Chair cannot attend) should begin making plans to attend the Summer Business Meeting.

May/June

- The Chair of the Host Committee should attend the Summer Business Meeting to shadow the current Host Committee for ideas on the planning for the annual conference.

August

- Coordinate one monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments. Discuss advertising campaign for upcoming annual conference. Include:
  - Information Table/Display
  - Sticker or small ways to announce the conference location
  - Presentation at the Closing Banquet
  - Giveways at Closing Banquet (Note: This is not a requirement and does not need to be followed by every Host Committee)
- Submit information about your conference host site to the current Host Committee for putting into their conference binder.

September

- Register your delegation for annual conference. Be observant of the happenings during the conference to gain information for the next year when you will be hosting.
- Coordinate a meeting with the Host Committee members attending the conference to discuss:
  - Who will attend
  - Who will shadow appropriate host committee chairs at the annual conference
  - How will information be collected to share back to the Host Committee
  - Who will attend sessions
  - Who will attend different social and planned events.

October

- Gather all supplies needed for conference attendance (e.g. presentations, giveaways, advertising for next year's conference, etc.)
- Prepare a short presentation for the Closing Banquet at the annual Conference in November. Include:
  - Conference Theme
  - Location of Conference
  - Dates of Conference
  - Cost of Attendance (if known at time)
  - Highlights of Conference Schedule
  - Night on the Town event

November

- Attend pre-conference meeting with hotel to double check preliminary rates prior to attending the annual conference.
- Attend the annual AIMHO Conference
- Shadow Host Committee members and make notes about activities during the conference.
- Final preparation for presentation at the Closing Banquet
- Coordinate monthly meetings with Host Committee chairs after the conference.

December

- Update preliminary budget for annual conference
- Update preliminary budget for summer business meeting
- Update preliminary schedule for annual conference and send a draft to the Executive Committee for feedback.
- Coordinate monthly meetings with Host Committee chairs.
- Propose summer business meeting dates to the Executive Committee, Program Committee, and subcommittee chairs.

APPENDIX E: ANNUAL CONFERENCE PLANNING CALENDAR: ONE YEAR PRIOR TO ANNUAL CONFERENCE

January

- Develop a list of deadlines for the following
  - Registration and Late Registration
  - Hotel Reservations
  - Publications
  - Space Needs
  - Audio-Visual needs
  - Catering needs
  - Catering counts/Meal counts
- Coordinate one monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

February

- Share list of deadlines with Executive Committee
- Share updated budget with the Executive Committee; including any confirmed and contracted sponsorship dollars in budget revenue
- Share update conference schedule with Executive Committee
- Coordinate one monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

March

- Begin making arrangements for Summer Business Meeting and share with Executive Committee.
- Work with the Coordinator of Technology to integrate Conference information on the AIMHO website.
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

April

- Send out information on summer business meeting (early April). Track RSVP information.
- Continue to work on Summer Business Meeting agenda (with AIMHO President).
- Continue to work on AIMHO Conference Schedule (consultation with Executive Committee)
- Update annual conference budget
- Begin meal menu and housing needed for summer business meeting.
- Send out registration (mid-April) for attendees at Summer Business Meeting; include lodging and meal choices.
- Continue to work on Conference Website
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

May

- Finalize Summer Business Meeting housing and meal needs for group.
- Finalize Summer Business Meeting Agenda (in consultation with AIMHO President).
- Continue to work on AIMHO Conference Schedule draft to share at Summer Business Meeting.
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

June

- Coordinate and attend Summer Business Meeting
- Submit Host Committee report to Executive Committee at Summer Business Meeting.
- Submit updated AIMHO Conference Schedule to Executive Committee at Summer Business Meeting.
- Submit updated budget to Executive Committee at Summer Business Meeting.
- Tour hotel and meeting rooms and review list of needs with committee chairs for space, AV, meals, etc.
    - Program rooms for conference with Program Committee
    - Room for Case Study Handout with Program Committee
    - Large room for New Member Orientation and Welcome with Program Committee

- Corporate Partner Fair space with Host Committee Corporate Partner Liaison, Corporate Partner Advisor, and Treasurer
- Business Meeting space with AIMHO President
- Banquet presentations and layout with Executive Committee
- Monday Night-On-The-Town with Executive and Program Committees
- Executive Committee Meeting room (prior to the conference) with AIMHO President.
- Program Committee room with Program Committee Chair and Co-Chair

July

- Finalize any contractual details and update deadline calendar
- Send reminders to Executive Committee about upcoming deadlines
- Continue monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.

August

- Work on layout for Corporate Partner Fair. Work with the Corporate Partner Liaison to confirm enough space for CP's during conference. Keep in touch with AIMHO Corporate Partner Advisory Committee and Treasurer as to plans.
- Open Registration for the annual conference
  - Send announcements to the State & Provincial Representatives
  - Send announcements to the Executive Committee
  - Send announcements to AIMHO membership and AIMHO SHO list
- Continue to firm up Corporate Partner details with AIMHO Corporate Advisory Committee.
- Begin bi-monthly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.
- Arrange meeting room space for Host Committee, Program Committee, and Executive Committee beginning on Saturday prior to the conference.

September

- Begin weekly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.
- Remind Executive and Program Committee (and pre-conference committees) about any upcoming deadlines

October

- Hold weekly meeting with Host Committee sub-committee chairs. Go over deadlines and assignments.
- Monitor when registration closes for annual conference and late registration begins.
- Begin working on a draft of the Conference Evaluation to be distributed either during or right after the conference.

November

- Attend annual conference. (Note: Any members of the Host Committee attending any or all of the annual conference must pay the full registration fee to attend the conference).
- Attend the Executive Committee meeting prior to the annual conference start-up.
- Generate "Thank You" letters and gifts (if appropriate) for Corporate Partners and any key individuals who attended and/or assisted with the conference.
- Finalize the Conference Evaluation to be distributed to those in attendance at the conference either during or right after the conference ends (confer with Executive Committee and Program Committee on questions).
- Submit final budget to the AIMHO Treasurer and Executive Committee.

December

- Close out conference budget (if all checks have cleared).
- Work with Treasurer to pay bills to appropriate venue(s) if appropriate.
- Share Conference Evaluation results with Executive Committee for distribution to committee Chair