



Introduction

The Community Development Society (CDS) is currently soliciting bids from interested cities and institutions to host the 2018 annual international conference of the Community Development Society.

About the Organization

The Community Development Society's mission is to strengthen community development practice, policy, learning, and scholarship through connecting, convening, and collaborating. We view community development as a profession that integrates knowledge from many disciplines with theory, research, teaching, and practice as important and interdependent functions that are vital in the public and private sectors. We believe the Society must be proactive by providing leadership to professionals and citizens across the spectrum of community development. In so doing, we believe the Society must be open and responsive to the needs of its members through provisions and services which enhance professional development.

CDS members represent a variety of fields: education, health care, social services, government, utilities, economic development practitioners, citizen groups, and more. The Community Development Society provides leadership to professionals and citizens across the spectrum of community development. Members have multiple opportunities to learn what's new in the profession, to exchange ideas, to obtain the most current research and reference information available and to share professional expertise.

Submission

Please submit your proposal by February 10, 2017. The following pages include the information CDS needs to make an appropriate determination about a host location and institution. Please include as much of the proceeding outlined information as possible, as well as any additional information you feel supports your proposal.

Contact

Please send completed RFPs and requests for information to Cindy Banyai – cindy@banyaiconsulting.com, (239) 464-6976.



Community Development Society
Meeting and Exposition Specifications

2018 Annual Conference

Deadline for return: February 10, 2017

To be included with your written proposal

NOTE: This information should be customized to what you feel is most important in comparing apples to apples (cities to cities). I take this information and place it in a chart comparing cities by the same questions/information. Some questions are basic, but will allow you to compare price points.

Please provide the following information pertaining to your city and facilities for comparison purposes. A chart will be prepared for analysis by the annual meeting site selection committee.

City: _____

Proposed Dates: _____

Has your city previously hosted the CDS Annual Conference?

Yes _____ No _____ If yes, when? _____

Convention Center price per square foot: \$ _____

Are there additional charges with rental? Yes _____ No _____

If yes, please explain in detail:

What does the convention center charge for water in sessions? \$ _____

What does the convention center caterer charge for a gallon of coffee?

\$ _____

Is your city: Union _____ Non-Union _____

Can exhibitors set their own booths? Yes _____ No _____

Maximum number of 10' X 10' booths possible in proposal: _____

For the following, feel free to offer more than one suggestion for the venues listed. This will give CDS an idea of availability and diversity for these events.

Suggested location and maximum number of General Session seating (300 number theater):

Suggested location, maximum capacity and rental fees (if applicable) for the Special Event venue (reception for 300 people): Can be an off site venue – budget permitting.

Suggested location, maximum capacity and rental fees (if applicable) for the Welcome reception (reception for 300 people):

Suggested location, maximum capacity and rental fees (if applicable) for Closing luncheon venue (reception for 200 people):

Suggested location, capacities and rental fees (if applicable) for the concurrent sessions (50-100 theater; 20 classroom; a/v).

Please attach a list of participating hotels, number of committable rooms (single and double) at each, suites, distance from the convention center, and current year RACK rates for the month proposed. If possible, please provide these listings in a chart format.

Total number of rooms in block: _____

Total number of committable rooms: _____

Hotel room tax: _____%

Food tax: _____%

Other taxes/additional rates added to hotel cost: _____

Proposed headquarter hotel: _____

Cost of registration assistance in current year:

Supervisor: \$ _____ per hour

Registrar: \$ _____ per hour

Other charges for registration personnel: _____

Number of complimentary hours offered (if applicable): _____

General Information

Month/Year: July 2018

Rotation: Annual Conference

Major Arrival: TBD

Major Departure: TBD

Attendance:

*Anticipated Attendance: expected 300-500

Peak Room Nights

*Anticipated Peak Nights

Total Room Nights: 3

Convention Center:

Exhibit Dates: TBD

Tear Down:

Current Exhibit Space:

*Anticipated Space:

Note: Approximately "X" exhibiting companies utilizing "X" gsf Please refer to the enclosed program for the diagram of the exhibit hall (include your latest final program and copies of floor plans).

(*) These are estimates for (bidding year) based on history and anticipated future projections.

Room Block Pick Up Pattern

Tuesday	%
Wednesday	%
Thursday	%
Friday	%
Saturday	%
Sunday	%
Monday	%
Tuesday	%
Wednesday	%
Thursday	%

A copy of the latest room block pick up report is enclosed for your review. The hotel room rate must include the 10% commission to the housing company.

Hotels

SAMPLE:

Preference is for a headquarters hotel that is adjacent to the convention center with a minimum of “X” committable rooms. In addition, we require two Presidential type suites, concierge upgrades for our Board/VIP members and a 24-hour hold on meeting space beginning Friday and continuing through Tuesday of the meeting for the headquarters property.

The entire hotel package should be as condensed as possible, preference is for the block to be within walking distance of the convention center. A range of rates is required. One half of the block should consist of “economy” type properties with lower rated rooms. The highest overall rate paid, to date, is \$X single \$X double.

Most Recent Meeting Summary of Events

The enclosed matrix will provide a detailed summary of every event held at the headquarters hotels (list latest HQ hotels) and the XYZ Convention Center.

Highlights of requirements include:

LIST YOUR REQUIREMENTS.

SAMPLE:

- Breakout rooms – approximately 50 (can be divided between center and headquarters hotel)
- General Session area for 300-500 (conference style with extensive a/v)
- Concurrent session area for 20-50
- Welcome Reception for 300
- Auction and awards banquet
- Closing luncheon for 200

Vendors

Following is a current listing of these service providers. They are subject to change.

SAMPLE:

- Service Contractor/Decorator
- Audio Visuals
- Security
- Destination Management
- Housing
- Registration
- Travel
- Photography

Other vendors typically hired locally have included:

- Florist
- Entertainment
- Computers/Equipment Rental
- Communications/Phone Rental
- Restaurant Reservations
- Audio Taping
- Business Center
- Catering
- Shuttle

Typical Annual Meeting Schedule (based on current logistics)

SAMPLE:

Saturday, July 23, 2016

1:00 pm – 6:30 pm CDS Board of Directors Meeting

7:00 pm Dinner for Board members and Local Host Committee

Sunday, July 24, 2016

8:30 am 5:00 pm Pre-conference Workshops:

5:00 pm – 6:30 pm Drinks Reception

6:30 pm – 8:30 pm Opening Night Reception & Sponsor Appreciation. Welcome by Local Host Committee/CDS

Monday, July 25, 2016

7:00 am – 8:00 am Breakfast and Networking

7:30 am – 6:00 pm Registration

8:00 am – 6:00 pm Exhibits and Silent Auction open

8:00 am – 8:15 am Welcome

8:15 am – 9:15 am Keynote Address –

9:30 am – 11:00 am Concurrent Session I

9:30 am Early Mobile Learning Workshops begin*

11:00 am – 11:30 am Networking and Silent Auction

11:30 am – 5:00 pm Mobile Learning Workshops & Box Lunches*

6:30 pm – 9:30 pm Special Event

Tuesday, July 26, 2016

7:30 am – 6:00 pm Registration

8:00 am – 5:00 pm Exhibits and Silent Auction

7:30 am – 9:00 am Breakfast, Business Meetings and Committee Roundtables

9:00 am – 10:00 am Plenary Session

10:00 am – 10:15 am Networking Break and Silent Auction

10:15 am – 11:45 am Concurrent Session II

12:00 pm – 1:30 pm Lunch, Presidential Addresses

1:45 pm – 3:15 pm Concurrent Session III

3:30 pm – 5:00 pm Concurrent Session IV

5:00 pm – 6:30 pm Poster Session

6:30 pm – 8:30 pm Awards Banquet and Silent Auction

Wednesday, July 27, 2016

7:00 am – 8:00 am Breakfast and Networking

7:00 am – 8:00 am Editorial Board meeting

8:00 am – 11:30 am Registration

8:00 am – 9:30 am Concurrent Session V

9:30 am – 10:00 am Break and Hotel Checkout

10:00 am – 11:30 am Concurrent Session VI

11:45 am – 1:00 pm Closing Luncheon and Keynote Presentation

1:30 pm – 5:00 pm Board meeting

Note: for a full schedule of current events taking place during the annual meeting, please see the enclosed Final Program. Number and sizes of rooms required are outlined on the enclosed meeting room matrix for the headquarters hotel and the convention center. Locations will vary depending upon availability at the proposed facilities.

Economic Impact (per MPI calculations):

GET LATEST UPDATE FROM IACVB:

The average expenditure is \$X, based on average registration (\$X), 3-night hotel stay @ \$150 per night – (\$X), average airfare (\$X), and other expenditures (\$2X); **Total economic impact is \$X MIL**, based on average expenditure per attendees, plus cost to stage annual meeting, plus the sponsorship total multiplied by the number of attendees (X); *Cost to stage annual meeting: \$X; and *Sponsorship total: \$X.

Future Annual Meeting and Exposition Dates

2019 Columbia, MO, University of Missouri

July 14-17

Please return, along with your written proposal to:

Contact Name and Information

Deadline to receive proposal is **February 10, 2017**

THANK YOU for your interest in serving Community Development Society.

