



CONFERENCE HOSTING

BID PACKAGE

RECREATION FACILITY PERSONNEL

The following document is intended to be a detailed planning document, which will allow the AARFP Board of Directors to evaluate each community vying to host the AARFP Annual Conference. This document also outlines, to the local planning committee, the commitment required in planning the Annual Conference. Please complete the following package and return it to the AARFP office. Additional information may be added to elaborate or enhance your bid package. You may use your own format as long as the information required in this document is included. All questions related to this bid package should be directed to the AARFP Office.

Recreation Facility Personnel
P.O. Box 100
Cochrane, AB
T4C 1A4

Phone: 1-888-253-7544

Fax: (403) 851-9181

Web Page: www.aarfp.com

Email: office@aarfp.com

Deadline

Submission and presentation of this bid package is due August 15 each year, at which time the Board will review all submissions and make their decision at their Fall Retreat. The successful bidder of the following year's conference will be notified once a decision has been made and announced at the next AGM of AARFP (held at the annual conference). At that time the host committee/chair will be expected to make a PowerPoint presentation to the membership highlighting their community and ideas for hosting the conference.

Things to consider

The Conference format from year to year has little change. Conference delegates remember conferences based on the educational content and the unique features of the conference. It is recommended that you incorporate as many unique locations or events as possible in your planning. This can be done through activities that may be unique to your community and also entertainment that may be locally based.

If your conference requires transportation (bussing), the transportation should be available for the entire conference program. This item is a big logistical component of the conference if it is a requirement and the schedules will need to be advertised and posted as much as possible. Transportation is necessary for after the social events and if the venue and/or hotels are not within walking distance of each other (5-10 min.).

The delegates attending the conference have expressed that buffet meals are preferred to plate service except for the banquet where the dress code is a bit more business casual to dressy (it ranges) and plated service is appreciated. Continental breakfasts are not recommended and a variety of healthy choices for meals and breaks are necessary.

It is recommended that all Conference related facilities be within a five-minute walking distance from each other, including the Hotel(s). Ideally a hotel that can host all the sessions as well as house all the delegates (275-350) and exhibitors (150+) is preferred by our members.

When ordering delegate-clothing items, large and extra large sizes should be of the greatest quantities along with adequate quantities of small and medium. If you are going with clothing for the delegate pkg. its best to get a company in that will print the logo onto clothing of the delegates' choice to eliminate excess clothing leftover after conference. The RFP Office can provide more information on this option as we have used in in 2008 and 2009 and it worked very well. The company typically comes in and will offer, for example, two t-shirts or one hoodie of the delegate's choice, and imprint the logo for them right there. At the end of conference the company will just provide a bill for what clothing was supplied. Other items that you may choose for the delegate pkg. should be related somehow to your conference theme and/or community. When budgeting for the delegate pkg. the standard rule of thumb is \$50/delegate and to keep in mind that there must also be something for the exhibitors, preferably one for each which is usually about 150 exhibitors. The exhibitor item(s) can be different than the delegate item(s).

Delegates enjoy getting together in large groups after scheduled conference sessions. Delegates use this time to network and renew friendships. Incorporating this into your planning is very important and highly recommended. This can be done in the same area that all meals are hosted or can be a local business establishment that serves alcohol. Typically if its hosted in a bar or nightclub, the club shuts down to other patrons during this time, which usually isn't an issue as it is usually a Sunday/Monday/Tuesday night.

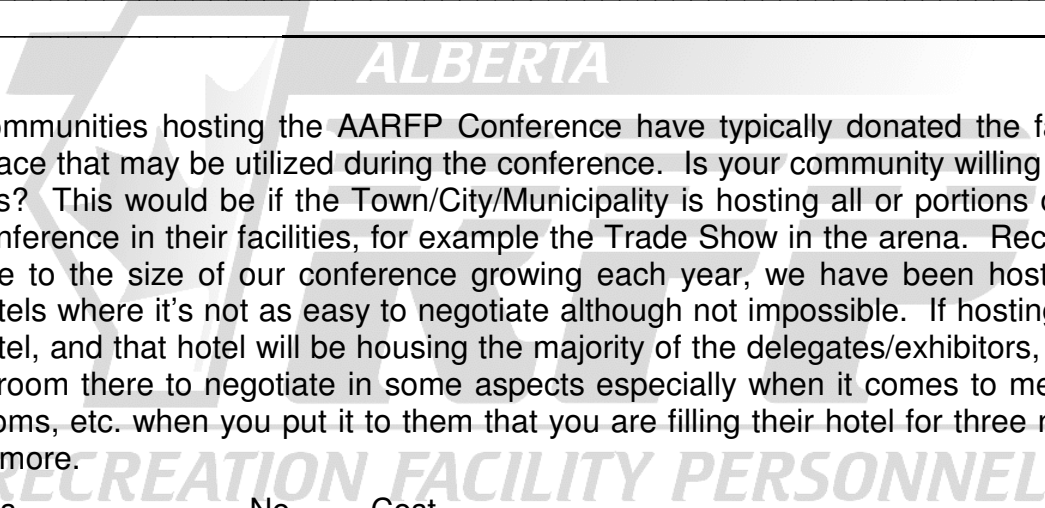
Have a plan "B" for all sessions or activities that may be affected by inclement weather. When planning activities, there must be enough spots, total, in all activities to accommodate your expected number of delegates at minimum.

The time of year that the conference is held is usually during the last two weeks of April or the first week of May. It starts on Sunday and finishes on Wednesday immediately following lunch. The preferred timing is the last week of April due to the timing of staffing changes in recreation as this is usually the short time frame between closing down the winter season and starting the spring/summer season. Always be aware of the dates for Easter/Spring Break as these will affect the conference in terms of attendance if you don't.

Community Information

Describe why your community is a good choice for the hosting of the AARFP Annual Conference. This may be where you highlight a new facility or facilities/hotels that the community may have as well as unique features/activities, etc.

What is the size of your community and where is it located in Alberta (distances from Calgary, Edmonton).


Communities hosting the AARFP Conference have typically donated the facility space that may be utilized during the conference. Is your community willing to do this? This would be if the Town/City/Municipality is hosting all or portions of the conference in their facilities, for example the Trade Show in the arena. Recently, due to the size of our conference growing each year, we have been hosted in hotels where it's not as easy to negotiate although not impossible. If hosting in a hotel, and that hotel will be housing the majority of the delegates/exhibitors, there is room there to negotiate in some aspects especially when it comes to meeting rooms, etc. when you put it to them that you are filling their hotel for three nights or more.

Yes _____ No _____ Cost _____

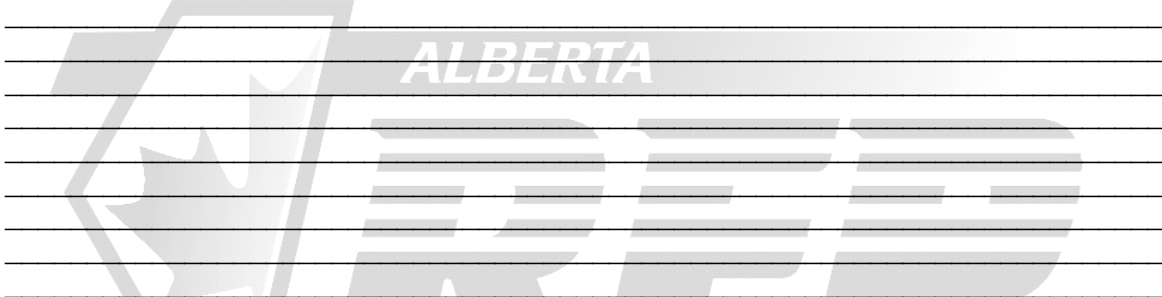
What potential is there for local sponsorship of the conference? How much? What (goods, services, donations)? RFP has a Sponsorship package that we have developed and is sent out with the Exhibitor package for the Trade Show. This package can also be used on local businesses who may be willing to sponsor some aspects of the conference. It is also a great way to introduce your local businesses that you may deal with regularly, to RFP and what we do, which in turn allows them to become more involved with the association as possible Associate members.

Committee Structure

Please outline your Conference Committee Structure. It may include the following but is not limited to these positions:

- Chairperson(s)
- Secretary*
- Treasurer* *may be combined
- Program Chair
- Facilities and Hospitality Chair
- Sponsorships and Promotions Chair (optional)
- Transportation and Tours (optional)

This does not have to be complete at the time of the bid submission but to have the support of people who you have asked or have offered to help with the conference is always a benefit to your bid. Also, having the support, in writing, of your Council/Management is also a great added benefit.



Hotels (lodging)

The size of the Conference has grown to 300-350 delegates, 150 tradeshow exhibitors and up to 20 education presenters. It is recommended that one hotel in your community serve as the host hotel. If the host hotel can accommodate the delegates, a majority of the education sessions and the social activities it will greatly enhance your conference. The Committee must guarantee at least 200 300+ hotel rooms in addition to the possibility of additional rooms at surrounding hotels, available for our conference to be successful in this bid. There also must be some kind of guarantee of the rates they can give us for the conference time period. Sometimes this is difficult due to the fact that you are preparing the bid at least 1-1/2 years in advance of the conference, but usually they will give you a range and once you have officially been awarded the conference, then contracts can be secured with the hotel(s).

Hotel	Amenities (restaurant, etc.).	Cost per Night

Budget Info/Program Guidelines/Roles

This information is available by separate documents and can be provided by contacting the office. They are all key to hosting the conference and will help tremendously during your preparation of the bid as it will outline how things work with the budget, how the program schedule is setup, identifies the various streams that must be included and the timelines for sessions/meals/breaks, etc. It will also be valuable in terms of identifying what the Committee has sole responsibility for and what the RFP Board/Staff is responsible for. Also, session evaluations and the final conference and Trade Show evaluation from the prior year can be provided to help you learn what the delegates liked and didn't like about that particular conference. These documents are extremely valuable in building your program, activities, social events and meal planning as they provide critical, personal opinions from the delegates and trying to address as many of those issues as possible will ensure that delegates keep coming back each year.

