

# **How to Make a Bid to Host the 2018 USCA Annual Meeting**

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## ***Who may make a bid to host a USCA Annual Meeting?***

Anyone may make a bid. *However*, because volunteers are required both before and during the meeting, bids from paddling clubs (especially *USCA Club Affiliates*) or other organized groups with willing volunteers will probably be preferred.

Hotels and convention centers may directly approach *USCA's* Annual Meeting Coordinator (AMC), Larry Latta [latta1013@aol.com](mailto:latta1013@aol.com). *However, they will be directed that they should with a host group.* The AMC will advise of local paddlers and groups that may be willing to work with the hotel or convention center.

## ***What are the dates for the 2017 and 2018 Annual Meetings?***

Bids to host the Jan 12-14, 2018 A.M. must be presented at the Jan 13-15, 2017 A.M.

## ***What is required at the Annual Meeting?***

The guide to requirements for hosting a USCA Annual Meeting is available on the web at: [http://www.uscanoe.com/Organizational\\_Educational\\_D\\_C44.cfm](http://www.uscanoe.com/Organizational_Educational_D_C44.cfm)

Please read this carefully before constructing your bid. Contact *USCA's* Annual Meeting Coordinator with any questions you may have.

## ***What format should the bid have, and what is the deadline?***

Bids must:

- \* be in writing
- \* be delivered electronically (by email with attachments) to the AMC
- \* have as an attachment a confirmation of terms in writing from the host facility or facilities
- \* be delivered to the AMC at [latta1013@aol.com](mailto:latta1013@aol.com). by midnight EST, December 1st, 2016.

## ***What information must the bid contain?***

The written bid should contain the following information:

1. Name of host and contact name and details (individual, club/association, corporation).
2. Location (name of hotel(s), meeting site(s), banquet site(s) - and distances between them if the hotel, meeting site, and/or banquet site are separate).
3. Lodging: # of rooms in hotel, # of rooms committed to, special rates, dates rates will apply (# days before and # days after meeting), booking deadline, rates if booking deadline is missed, room descriptions, smoking/non-smoking.
4. Size and location of hospitality suite for Friday evening. Cost, if any. Whether food/drink may be brought in. Cost, if any.
5. Size and location of meeting room, and table and chair layout. Cost if any. Availability of podium, microphone/sound system, projection and screening equipment. Cost, if any. Whether food/drink may be brought in. Cost of supplying food/drink (water/coffee/tea).
6. Distance from nearest main airports, shuttle to/from hotel, cost.
7. Major airlines serving airport.
7. Breakfasts: typical menu, whether cost is included with room, or typical cost.
8. Other hotel benefits offered to guests (i.e. free local transport to area attractions).
9. Saturday Banquet: menus, if available, cost per head, minimum attendance required.
10. Commitment to fulfill host responsibilities outlined in the meeting requirement guidelines.

## ***Any other advice?***

Yes. Feel free to ask the AMC for additional advice, for example, on negotiating with hotels. Or ask any other question you may have concerning the bid process.

----- *Larry Latta, Annual Meeting Coordinator, [latta1013@aol.com](mailto:latta1013@aol.com).* -----