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THE NATIONAL FEDERATION OF THE GRAND ORDER OF PACHYDERM CLUBS, INC.

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2007 National Biennial Conference Bid Process

Event Overview:

The Pachyderm National Conferences are held once every two years and are structured to provide political education, club operations training and motivation to our attendees. The conference should span three days, Thursday through Saturday. Thursday will be a day for arrival and registration for attendees as well as a day of meetings for members of the National board. Friday and Saturday will include both board meetings as well as at least two tracks for educational sessions for attendees. Although the National Federation will allocate seed money to the conference committee if needed, the host club is responsible for repaying any such funds and covering any financial losses for the conference operations. Any profits from the conference are to be transferred to the National Federation for club extension use.

Attendees: Recent conferences have had approximately 150 registrants although local participation may substantially alter this count. In addition, the speaker selected for the evening banquets generally affect turnout at those functions.

Facilities:

Business Facilities:

Both the National Board and conference committee will require the occasional use of duplication and fax equipment. Such facilities need to be available in the conference hotel.

Meeting Rooms for Board use:

The selected hotel must have adequate meeting rooms available on Thursday to allow for three board committees to meet simultaneously. Each room would require space for 8-12 people. On Friday and Saturday, the Board will require a single meeting room able to accommodate 25 people.

Meeting Rooms for Regional Caucuses:

Twice during the conference, the delegates will be divided by regions and hold separate meetings each lasting one hour.

Meeting Rooms for Seminars:

The educational component of the conference will include two sets of seminars running at the same time. Rooms of adequate size to facilitate session participants must be available on both Friday and Saturday.

Committee of 100 reception:

In conjunction with the keynote banquet, a hosted reception is provided for members of the Committee of 100, the National Board and the featured event speakers. In addition, the host committee may utilize this venue to reward major sponsors of the conference. This event is usually held in a guest suite obtained for this purpose so as to allow outside food and beverages to be utilized. This suite may also be used as one of the small conference rooms required for the standing committees and as a sleeping room/ office for the president.

Sleeping rooms:

A block of 100 rooms must be held for Pachyderm until 30 days prior to the conference. Room rates should not exceed \$ 150 per night including tax for a standard single room. A list of lower cost alternative hotels in the area must also be available to members.

Restaurant / Banquet Facilities:

The conference hotel must contain a full service restaurant and adequate banquet facilities for both the evening events and luncheons. The host committee may at it's option hold one of the evening functions off site, but it must provide courtesy transportation to and from that site for attendees.

Seminars:

The conference must include at least two tracks of seminars which attendees can move between. The first track is a Pachyderm information track that will include the following; a presentation of the PPP program, a session on new club development, a session on membership retention and growth and a q&a session with the National officers. The other Track should be campaign training and current issues and as such will be subject to alteration and local concerns.

Cost to delegates:

Conference attendance is tied closely to the overall cost of the attending the event. We have little control over airfare, but we need to exert all possible effort on keeping the cost of the room and the conference itself as low as possible. The ultimate cost of the registration will be set by the National Federation with consultation from the host club. The method used successfully in the past to keep the registration costs down is to enlist corporate sponsors to host meal functions. Proper recognition of such donations can be made in the conference program, via banners or signs at the function and from the podium. The host committee should plan to keep the registration cost at \$ 150 or below.

Management of Event:

The day to day management of the conference is the responsibility of the host committee although the theme, schedules, pricing of events and any changes in the conference plan must be approved by the National Headquarters. A member of the National Board will be assigned to act as a liaison between the host committee and the National Office. The local committee shall establish a separate bank account for the conference and shall provide to the National Headquarters a conference budget as well as monthly status and financial reports.

Assistance from National Office:

The National office will provide seed money to pay for conference startup costs if necessary. The National office will utilize all routine communications of the organization to advertise the conference in advance. National will provide assistance with the design and creation of promotional materials as well as mailing lists. If the host committee prefers, the National office will coordinate and produce all required mailings through it's mail vendor. The National office will assist with the arranging of speakers, presenters and coordinate contact with the offices of the RNC. National will also provide press releases for use by the host committee.

Bid Process Time line:

Preliminary bid packages will be reviewed at the National Conference in Chattanooga. The selected host club will then begin to work with the National office to formalize details and create the overall conference plan. The overall conference plan will then be submitted to the National Board for approval during it's spring meeting in 2006. Should the selected host committee be unable to formalize the plan to the board's satisfaction, the board reserves the right to move the conference to another city.

Preliminary bid Package:

The preliminary bid package must contain the following information. Please submit three copies.

- 1) Copy of a resolution from the host club(s) board of directors agreeing to the conditions set forth in this document and pledging their support to the endeavor.
- 2) The name of the conference chairman and vice chairman.
- 3) Name of proposed conference facility and detailed information about their capabilities. Including a current catering menu with pricing.
- 4) Proposed dates for event.
- 5) Estimated hotel rates for event.
- 6) Information about accessibility via air, car and rail.
- 7) General information about the host community and area attractions.