



**ASSOCIATION OF
INTERMOUNTAIN
HOUSING OFFICERS, INC.
www.AIMHO.ORG**

Host Site 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 President at president@aimho.org 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 2007 conference for hosting the 2009 conference).

In addition to completing this form, schools interested in bidding to host the annual AIMHO conference should be prepared to present a 5-10 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 give-aways when presenting a bid proposal.

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

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 and IACURH conferences.

* 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). Both 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 include 4 of the rooms accommodating 35-45 attendees and the other 2 rooms accommodating 15-25 participants. In addition to the breakout rooms, banquet space for the entire delegation (attendees and corporate partners) is also needed. The annual conference typically begins on a Sunday afternoon and ends either with dinner on Tuesday, or brunch on Wednesday (as determined by the Host, Program, and Executive Committees).

* 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 200-250 participants? 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 20-35 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 Host Committee required to raise \$35,000 from Corporate Partners donations. Once that is achieved, the Host Committee is required to return \$12,000 to the AIMHO association. The remaining \$23,000 can be used by the Host Committee for the express purpose of covering expenses for hosting the annual AIMHO conference. Any money raised by the Host Committee 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.

* How much exhibit space (square feet) is available for the Corporate Partner Fair?

* Can the space accommodate 20-35 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. Both pre-conference workshops typically begin the Friday afternoon prior to the annual conference and conclude midday on the Sunday that the annual AIMHO conference begins. (Please note: The SHO Institute has not been determined to be an annual pre-conference. So there is a possibility that when putting a bid together, this pre-conference may not occur).

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.