

Guidelines for Submitting a Regional Meeting Bid

A successful Regional Meeting requires significant planning and the active support and participation of various key groups and individuals representing the Local Section(s), the Region, ACS Technical Divisions, ACS staff, and other interested parties. These guidelines are designed to help the Local Organizing Committee and Regional Board by highlighting key factors, identified by previous Regional Meeting organizers, which may impact the success of the proposed meeting. Considering these factors early, i.e. during the bid process, will greatly enhance the likelihood that the meeting will meet all of the Organizing Team's goals and objectives.

I. SUBMISSION PROCEDURES AND DEADLINES

- A. A bid should be submitted at least three-four years in advance of the proposed meeting dates.
- B. Two months prior to the meeting of the Regional Board, documentation of the Bid Package must be submitted electronically or in written/hard copy form (20 copies) to the Secretary of the Region.
 - 1. The Secretary of the Region will assume the responsibility of distributing the documents to the appropriate individuals.
 - 2. In the case of electronic submission at least five copies of ancillary materials, pictures, brochures and information from Convention and Visitors Bureaus, etc. must be sent to the Secretary of the Region.
- C. A representative from the Host Local Section(s), preferably the designated General Chair or Program Chair of the proposed meeting, must be present at the meeting of the Regional Board to make a brief oral explanation of the bid and answer questions posed by the Board.
- D. The Secretary of the Region will inform the Host Local Organizing Committee (LOC) of the date and time for the presentation.

II. PREPARATION OF THE BID PACKAGE

- A. Before preparing a bid the LOC should review the "Memorandum of Understanding for the Planning, Organizing, and Conducting of a Regional Meeting" (MOU). This document defines the Roles, Authorities, Responsibilities, and Accountabilities of each Party concerned. See Appendix A.
- B. The bid package must contain a brief description of the meeting plans including, but not limited to, the following:
 - 1. Proposed dates
 - 2. Proposed site(s). Additionally, list all other sites that were considered and the reason(s) why they were rejected. This information will be useful to future meeting organizers.
 - 3. Proposed LOC members (include affiliation: academic, industry, government, etc.)

- a. General Chair
 - b. Program Chair(s)
 - c. Exposition Chair
 - d. Treasurer
 - e. Other members
4. Anticipated size of meeting
 - a. Members
 - b. Students (graduate, undergraduate, high school, etc.)
 - c. Teachers
 - d. Others
 5. Estimated number of exhibitors
 6. Basic elements of the technical program [See Core Program Requirements and Core Program Suggestions, Appendix B.]
 7. Possible program collaborations with other ACS and non-ACS organizations
 8. Elements of non-technical programs: awards, banquets, breakfasts, luncheons, other social events, tours, workshops, etc.
 9. Highlights and themes for the meeting (is a logo planned?)
 10. Meeting room availability (number and types of rooms, occupancy levels, etc.)
 11. Map of the site (hotel/university) to allow discussion of "flow", locations of sessions, posters, exhibits, workshops, etc.
 12. Preliminary budget
 13. Travel facilities (ease of access, such as air, train, bus options; local bus routes, parking)
 14. Housing options (hotels, area motels, university dorms, etc.)
 15. Letters of support from local governments, hotel associations, participating academic institutions, the Convention and Visitors Bureau, other local organizations/individuals that may be involved in helping host/plan the meeting, etc.
 16. Special requests of the LOC to the Regional Board or the ACS Office of Regional Meetings (ORM)
 17. Concerns about the meeting and/or sites that should be revealed to the participating groups (possible interfering construction, etc.) [Anticipating problems beforehand is a key to success.]
 18. Any additional information that would be helpful to the Regional Board in making the site selection; for instance, pictures of the proposed site(s), materials from the local Convention and Visitors Bureaus, etc.
 19. A letter that indicates an acknowledgement of the commitment from, and acceptance of responsibility by, the Host Local Section(s). The current chair, secretary, and one councilor should sign this letter.

III.ACCEPTANCE OF BID BY REGIONAL BOARD

- A. Upon acceptance of a bid by the Regional Board, the Chair(s) and Secretary(ies) of the Host Local Section(s), the General Chair of the Local Organizing Committee, an Executive (President/Chair) of the Regional Board, and the Manager of the ACS Office of Regional Meetings must agree and sign the MOU before the authorization to host the meeting is binding. See Appendix A attached.

Amended ReACT 1/30/05