



APPLICATION TO HOST 2020 WINTER MEETING

Thank you for your interest in submitting a bid to host the 2020 NASSCED Winter Meeting, which will take place on Thursday December 3 and Friday December 4, 2020. Please carefully read the information below BEFORE completing this application!

To be taken under consideration by the Board of Directors, this completed application and all supporting documents must be mailed (or e-mailed) to NASSCED Treasurer Les Anderson with a postmark date no later than **June 1, 2018**.

TYPICAL REQUIREMENTS FOR A HOST HOTEL:

LOCATION & PRICING

- The hotel should be within reasonable distance of a major airport, so that members can easily travel to and from the Winter Meeting. Transportation to and from that airport should be readily available, either through a provided shuttle (preferred) or alternatives (taxi, mass transit, Uber, etc.) that are relatively inexpensive to obtain.
- The location of the hotel should be convenient to potential off-site activities, such as the Membership Dinner (Thursday night), or be a destination with sufficient facilities for on-site activities that would be of interest to our members. This will also be an important consideration in bidding for the NAWD National Conference on Student Activities.
- The per night room rate should be reasonable, given that often State Associations are paying for it along with travel expenses. In recent years, the room rate has been between **\$90-\$140 per night** (exclusive of taxes).

ROOM BLOCK

Tuesday evening December 1, 2020	10 hotel rooms (for early birds)
Wednesday evening December 2, 2020	50 hotel rooms
Thursday evening December 3, 2020	50 hotel rooms for NASSCED; please note that NAWD will need about 200 (?) additional rooms for their block

NOTE: *Conference room rates should extend from **two days prior** to major check in for NASSCED (Monday November 30) to **two days following** major checkout for NAWD (Tuesday December 8).*

FUNCTION SPACE (anticipated)

Thursday December 3, 2020

- 8:00 a.m. to 12:00 p.m. – meeting room for Board of Directors (12 people)
- 11:00 a.m. to 12:00 p.m. – lunch for Board of Directors (12 people)
- 12:00 p.m. to 5:30 p.m. – large room for General Membership Meeting (70 people), preferably in rounds of 8-10 seats. Also, 4 or 5 breakout rooms for Small Group Workshops (15-20 people)

Friday December 4, 2020

- 8:00 a.m. to 12:00 p.m. – large room for (working) Membership Breakfast (70 people) and General Membership Meeting
- 12:00 p.m. to 1:00 p.m. – large room for Membership Lunch & Recognitions (70 people)
- 2:00 p.m. to 4:00 p.m. – Speaker Showcase or other Training Option (70 people); facilities would depend on program needs

All facilities should be reserved for NASSCED from 7 a.m. Thursday (Dec. 3) to 5 p.m. Friday (Dec. 4)



APPLICATION TO HOST 2020 WINTER MEETING

MEMBER NAME: _____

STATE: _____

PROPOSED CITY/TOWN: _____

In the space below, please tell us more about your proposed city/town (including points of interest to our members) and why we should seriously consider hosting our Winter Meeting there. Feel free to insert an additional page if necessary.

TRAVEL INFORMATION:

Closest Major Airport: _____

Major airlines serving airport: _____

Distance from and available transportation to potential hotels will be requested on the following pages of this application.

THURSDAY MEMBERSHIP DINNER: Please provide up to three potential locations for our traditional Thursday evening Membership Dinner (about 70 people).

Restaurant #1: _____

Method of Transportation: _____

Type/Specialty: _____

Typical Cost per person (w/o alcohol): \$ _____

Other information: _____

Restaurant #2: _____

Method of Transportation: _____

Type/Specialty: _____

Typical Cost per person (w/o alcohol): \$ _____

Other information: _____

Restaurant #3: _____

Method of Transportation: _____

Type/Specialty: _____

Typical Cost per person (w/o alcohol): \$ _____

Other information: _____

*On the next pages of this form, you may provide information about up to three potential hotels that could host the Winter Meeting. You do not have to commit to any one hotel at this time. For each hotel option, please provide all of the information requested and attach any necessary backup documentation. **DO NOT under any circumstances sign any contracts;** this is done by the NASSCED Treasurer (Les Anderson) only after the Board has approved the proposal.*

HOTEL #1: _____

Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Contact Person: _____

Phone Number: _____

Distance from Airport to Hotel: _____ miles

Transportation options from Airport to Hotel and approximate cost:

Shuttle Provided?	YES _____	NO _____	Cost _____
	_____		Cost _____
	_____		Cost _____

Room Rates:	Single King	\$ _____ per night
	Double Queen	\$ _____ per night
	Other _____	\$ _____ per night

Meeting Rooms:	General Session	\$ _____
	Breakout Rooms (4 or 5)	\$ _____ each
	Other _____	\$ _____
	Anticipated A/V Costs	\$ _____

Meals on site:	Friday (working) Breakfast	\$ _____ per person
	Other _____	\$ _____
	Other _____	\$ _____

*Please attach **supporting documentation** for the information provided above.*

HOTEL #1: ADDITIONAL INFORMATION/REQUESTS:

INTERNET ACCESS FOR GUESTS

_____ Free/Complimentary
_____ Available at a cost of \$ _____ per day

GUEST PARKING

_____ Free/Complimentary
_____ Available at a cost of \$ _____ per day

ADDITIONAL CONSIDERATIONS

Please check all the following considerations this hotel is willing to provide:

- _____ Complimentary accommodations at the hotel for ____ nights
- _____ Complimentary meeting space
- _____ Complimentary standard guest room for every ____ consumed rooms
- _____ One complimentary King Executive Suite
- _____ Two complimentary upgrades to Executive King Suites
- _____ Three customized VIP welcome amenities
- _____ Five (5) staff rooms at a discounted rate of \$____ per room per night
- _____ Complete pre-conference planning assistance
- _____ Dedicated Conference Planner assigned for your program execution
- _____ Premium internet access for instructors/presenters
- _____ Full-size pad, pencil, water, glasses and candy
- _____ Full access to Business Center including complimentary internet access
- _____ OTHER _____
- _____ OTHER _____

FOOD/BEVERAGE GUARANTEE:

Please check all of the following that apply:

- _____ None
- _____ Minimum of \$_____, INCLUSIVE of _____% service charge and _____% sales tax.
- _____ Minimum of \$_____, NOT inclusive of service charge and sales tax.

HOTEL #2: _____

Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Contact Person: _____

Phone Number: _____

Distance from Airport to Hotel: _____ miles

Transportation options from Airport to Hotel and approximate cost:

Shuttle Provided?	YES _____	NO _____	Cost _____
	_____		Cost _____
	_____		Cost _____

Room Rates:	Single King	\$ _____ per night
	Double Queen	\$ _____ per night
	Other _____	\$ _____ per night

Meeting Rooms:	General Session	\$ _____
	Breakout Rooms (4 or 5)	\$ _____ each
	Other _____	\$ _____
	Anticipated A/V Costs	\$ _____

Meals on site:	Friday (working) Breakfast	\$ _____ per person
	Other _____	\$ _____
	Other _____	\$ _____

*Please attach **supporting documentation** for the information provided above.*

HOTEL #2: ADDITIONAL INFORMATION/REQUESTS:

INTERNET ACCESS FOR GUESTS

_____ Free/Complimentary
_____ Available at a cost of \$ _____ per day

GUEST PARKING

_____ Free/Complimentary
_____ Available at a cost of \$ _____ per day

ADDITIONAL CONSIDERATIONS

Please check all the following considerations this hotel is willing to provide:

- _____ Complimentary accommodations at the hotel for ____ nights
- _____ Complimentary meeting space
- _____ Complimentary standard guest room for every ____ consumed rooms
- _____ One complimentary King Executive Suite
- _____ Two complimentary upgrades to Executive King Suites
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- _____ Full-size pad, pencil, water, glasses and candy
- _____ Full access to Business Center including complimentary internet access
- _____ OTHER _____
- _____ OTHER _____

FOOD/BEVERAGE GUARANTEE:

Please check all of the following that apply:

- _____ None
- _____ Minimum of \$_____, INCLUSIVE of _____% service charge and _____% sales tax.
- _____ Minimum of \$_____, NOT inclusive of service charge and sales tax.

HOTEL #3: _____

Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Contact Person: _____

Phone Number: _____

Distance from Airport to Hotel: _____ miles

Transportation options from Airport to Hotel and approximate cost:

Shuttle Provided?	YES _____	NO _____	Cost _____
	_____		Cost _____
	_____		Cost _____

Room Rates:	Single King	\$ _____ per night
	Double Queen	\$ _____ per night
	Other _____	\$ _____ per night

Meeting Rooms:	General Session	\$ _____
	Breakout Rooms (4 or 5)	\$ _____ each
	Other _____	\$ _____
	Anticipated A/V Costs	\$ _____

Meals on site:	Friday (working) Breakfast	\$ _____ per person
	Other _____	\$ _____
	Other _____	\$ _____

*Please attach **supporting documentation** for the information provided above.*

HOTEL #3: ADDITIONAL INFORMATION/REQUESTS:

INTERNET ACCESS FOR GUESTS

_____ Free/Complimentary
_____ Available at a cost of \$ _____ per day

GUEST PARKING

_____ Free/Complimentary
_____ Available at a cost of \$ _____ per day

ADDITIONAL CONSIDERATIONS

Please check all the following considerations this hotel is willing to provide:

- _____ Complimentary accommodations at the hotel for ____ nights
- _____ Complimentary meeting space
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- _____ Full access to Business Center including complimentary internet access
- _____ OTHER _____
- _____ OTHER _____

FOOD/BEVERAGE GUARANTEE:

Please check all of the following that apply:

- _____ None
- _____ Minimum of \$ _____, INCLUSIVE of ____% service charge and ____% sales tax.
- _____ Minimum of \$ _____, NOT inclusive of service charge and sales tax.