

Organization Contact Information

Institution: _____

Organization: _____

Mailing Address: _____

City: _____ State/Province: _____ Postal Code: _____

Phone: _____ Fax: _____

Adviser: _____ Student Conference Chair: _____

Adviser's Email: _____

Student Chair's Email: _____

Conference Bid Agreement

As a bidding organization for the district conference, we understand that if chosen as the conference host we must:

- Follow all ASAP and District policies and procedures in place for conference hosts. These policies and procedures are subject to change at any time.
- Provide periodic budget updates to the district representative and ASAP program coordinator.
- Abide by the enclosed proposed budget within reason. Under no circumstance should the delegate or hotel fees be increased without the consent of the district representative and ASAP program coordinator.
- Contact the district representative with any questions or concerns as soon as they develop.
- Provide the conference that is being promised in this bid. While a certain degree of change is possible, we agree to consult with the district representative and ASAP program coordinator before making any changes to the program or agenda.
- If possible, send the student chair[s] and adviser to the 2007 Network Convention for a training workshop.

We have read and agree to comply fully with all guidelines and policies as outlined by ASAP and the District office:

Signature - Organization's Adviser: _____ Date: _____

Signature - Conference Chair: _____ Date: _____

Signature - Director of Sponsoring Office: _____ Date: _____

Please return completed packets to:

1. **Cheryl Wesley, ASAP Program Coordinator, CASE**
1307 New York Ave, NW Suite 1000
Washington, DC 20005-4701
2. **Ashleigh More, ASAP District 4 Representative**
c/o UNM Alumni Relations Office
MSC01-1160
1University of New Mexico
Albuquerque, NM 87131

Conference Host Bid Submission Requirements

1. Only organizations geographically located in the district are eligible to serve as conference host.
2. Bidding organizations shall not mail any publicity or make any phone calls to solicit votes. Bidding organizations in violation face disqualification.
3. All questions and/or concerns regarding the bid procedure shall be directed to the district representative or ASAP program coordinator.
4. Bid packets must be typed.
5. Bid packets should include the following (additional materials will not be considered):
 - _____ Registration and Signed Agreement Form (included in this packet)
 - _____ Proposed Budget Form (included in this packet)
 - _____ Overview of conference activities, theme, curriculum format, and potential speakers (2 pages)
 - _____ Schedule of events (1 page)
 - _____ Accommodations/travel information including distance from airport/train/bus terminal (1 page)

Conference Host Bid Submission Review and Selection Process

1. The ASAP program coordinator and the district representative will review all bids.
2. The district representative will communicate necessary changes and recommendations directly to the bidding organization.
3. Each member organization in the district shall have one vote for the selection of the next district conference site. Voting will take place at the 2007 District Conference. Organizations not in attendance at the district conference will be required to submit their absentee ballot to ASAP by three weeks past the district conference date.
4. All bidding organizations will be expected to present a 5-minute presentation at the 2007 District Conference.
5. Notification of bid winners will be made during the 2007 District Conference business meeting by the district representative or shortly thereafter.

Conference Agenda Guidelines

- ◆ For 3-day conferences (Thursday pm – Sunday am), the conference schedule must include:
 - 1 Adviser's reception
 - Award's banquet (semi-formal)
 - Campus tour and bookstore visit
 - District meeting (at least 45 minutes)
 - Two keynote speakers (at least 45 minutes each)
 - 9 – 1 hour workshop session blocks including concurrent adviser's track
- ◆ For 2-day conferences (Friday pm – Sunday am), the conference schedule must include:
 - 1 Adviser's reception
 - Award's banquet (semi-formal)
 - Campus tour and bookstore visit
 - District meeting (at least 45 minutes)
 - One keynote speaker (at least 45 minutes)
 - 5 – 1 hour workshop session blocks including concurrent adviser's track

Proposed Budget Form

Budget Item	Per Person Cost	Total Cost
Thursday dinner	_____	_____
Friday breakfast	_____	_____
Friday lunch	_____	_____
Friday dinner	_____	_____
Saturday breakfast	_____	_____
Saturday lunch	_____	_____
Saturday dinner	_____	_____
Sunday breakfast	_____	_____
Breaks	_____	_____
Entertainment	_____	_____
Transportation	_____	_____
Notebooks	_____	_____
Nametags	_____	_____
T-shirts/other giveaways	_____	_____
Printing	_____	_____
Postage	_____	_____
Speakers	_____	_____
Facilities/Audio-Visual	_____	_____
Decorations	_____	_____
District Awards	_____	_____
District Rep Fees/Travel	_____	_____
Miscellaneous (<5%)	_____	_____
TOTAL COSTS	_____	_____
Delegate Fee	_____	_____
Lodging (per room/night)	_____	_____

General District Conference Guidelines

The purpose of the ASAP district conference is to provide member organizations with an annual, regional education program with the opportunity to share ideas and information. It is a primary benefit of ASAP membership. Organizations send delegates to educational programs in order to equip their members with new and reinforced skills, which will directly benefit the organization. The ASAP Executive Board realizes that district traditions and customs play a role at each conference. It is not the intention of the Board to infringe on these traditions and customs. Rather, it is our desire that district conference hosts use incorporate these into a memorable and valuable experience for all attendees.

1. The site for a district conference is determined by a majority vote of the members in that district. A centralized bidding process has been instituted to maintain consistency among districts. In the event that a site cannot be located through the bid process, the district's headquarters will serve as host.
2. Any delegate from an organization who is not an ASAP member may register for a district conference, but must pay a surcharge of \$85.00 in addition to the conference registration fees.
3. The ASAP Executive Board requires each host to complete a post-conference evaluation to be kept on file at ASAP headquarters. The report serves as a summary of the district conference and a planning document for future conference hosts.
4. All conference mailings should be coordinated through the ASAP headquarters office. The ASAP program coordinator will process mailing list requests. The district representative and the ASAP program coordinator must approve all conference mailings prior to distribution. Conference mailings are to be mailed to all district members and potential members as well as to the ASAP Executive Board.
5. ASAP uses the term "convention" to refer to the Network Convention. The term "conference" should be used when referring to a district conference. ASAP has adopted *adviser* as the correct spelling of the word.
6. During the bid process, a proposed budget (including delegate fee) must be presented. The conference host is expected to abide by this budget within reason. Under no circumstance should the delegate fee be increased without the consent of the district representative and ASAP program coordinator.
7. Delegate registration fees and lodging expenses for the district representative should be included in the budget.
8. The conference host is expected to provide the conference as outlined in this bid. While a certain degree of change is possible, the host should consult with the district representative and ASAP program coordinator before making any changes to the approved program and agenda.
9. During the district conference planning process, the conference host should provide periodic budget updates to the district representative and ASAP program coordinator.
10. ASAP forbids the use of any alcoholic sponsorship. Serving alcohol (or the availability of alcohol) at any conference function is not permitted.
11. ASAP does not endorse "Swap Shop" as an open exchange of gifts. Swap Shop is intended to be an exchange of organizational literature. The ASAP program coordinator or district representative can provide alternative options for the exchange of clothing and other gifts.