

RHO ALPHA SIGMA

National Resident Assistant Honor Society



2016 CONFERENCE HOSTING BID PACKET



Welcome Letter

Conference Hosting Bid Packet

The Rho Alpha Sigma Annual Conference is a phenomenal educational event intended to enhance the experience of both student members and advisors of Rho Alpha Sigma. The conference is held annually in February or early March and provides student staff and professionals within the organization an opportunity to learn, grow, and network with the national membership. The conference is also a unique opportunity for student staff members to present and share best practices, and to continually strengthen our collective efforts on campuses across the nation. Our first three conference hosts, (Ramapo College in 2014, Stevens Institute of Technology in 2015, and Drew University in 2016), executed three impressive and informative conferences.

We are looking forward to what you can add to this great momentum,
and excited to see where PAΣ will go next!

The following bid packet will provide you with an overview of things to consider in order for you to host the conference. All conference bids must be received by **noon on Friday, December 16, 2016** by sending this completed packet by email to education@rhoalphasigma.org. The Rho Alpha Sigma Board of Directors will select one school and/or supporting chapter to host this amazing conference, and we look forward to receiving your consideration. In the event that the size of the conference is unmanageable for one institution, schools are encouraged to consider pooling resources to co-host together. Notification of the winning bid(s) to host the 2016 Rho Alpha Sigma Conference will be sent by email the week of December 21st and will be shared with the entire community shortly after.

We hope that you seriously consider this opportunity to enrich your organization, and to bring recognition to your institution as well. If you have any questions regarding the conference, please do not hesitate to contact me directly using the information below, or to include your questions in Section 3 of the conference proposal.

Respectfully,

Kurtis Watkins
Director of Educational Programs
education@rhoalphasigma.org

CONFERENCE HOSTING BID PACKET

Rho Alpha Sigma Leadership Development Conference

I. General Information

Please complete the enclosed form in its entirety and return by email to education@rhoalpsigma.org. Proposals are due by email no later than noon on Friday, December 16, 2016.

Name: _____

PAΣ Chapter: _____ Advisor: _____

Host Institution Name: _____

Full Host Location Address: _____

Conference Theme or Title: _____

Conference Date(s) (and alternative) _____

Full Mailing Address (if different from host location): _____

Phone Number(s): Cell: _____ Work: _____

E-mail Address(s): _____

If our bid is not chosen, please consider us for any additional conferences/ opportunities. Yes No

II. Projected Attendance

The actual attendance from each conference will vary depending on program content, geographical location, date, and other factors. If your institution is awarded the opportunity to be the host of the conference, the Board of Directors will provide additional assistance to the host in planning and executing the conference.

Closest area Rho Alpha Sigma Chapters (if known): _____

Estimated Attendance: (Previous year's attendance 65): _____

III. General Comments/ Questions for the Board of Directors

IV. Program Information

Please provide a sample tentative schedule in the text area (see example below). Please also show how your institution would be able to accommodate a 2 day conference (if possible).

Agenda-Format:

8-9am	Registration/Continental Breakfast
9-10am	Welcome and Keynote Address
10:15-11:15	Session I
11:30-12:30	Session II
12:30-1:15	Lunch
1:30-2:30	Session III
2:45-3:15	Closing Reception

Please attach additional paper if necessary

V. Conference Host Proposal Guidelines

Please create a similar outline or narrative addressing the ideas below. This outline is to be used as a guide and may be followed exactly or with omissions as you see relevant. You may also add to ideas to this resource.

I. Getting Started

- a. Site Location/availability
- b. Identify number and size of rooms needed (seating capacity for venue, breakout presentations)
- c. Consider location of sites (ease of walking, parking, signage on campus, etc.)
- d. Availability of equipment (presentation ready rooms, audio, access)
- e. A campus map, directions, site location
- f. A letter of support from chief housing officer (include with proposal)
- g. Secure institutional support from supporting constituents and offices
- h. Confirm support from facilities, catering, supporting constituents
- i. Establish organizational/leadership structure throughout the conference preparation
- j. Establish internal committees (Recommended: Logistics, Outreach, Program Selection)
- k. Establish committee chairpersons, and number of people needed, and tasks assignments
- l. Articulate full understanding and schedule of time commitment needed to plan a conference
- m. Budget (see Proposed Budget on attached page)
- n. Timeline (create a timeline of from date of notification of hosting to the conference date)

II. Planning and Publicity

- a. Selecting a date, include potential alternative date
- b. Theme and logo (gimmicks, surprises, and giveaways)
- c. Registration/check-in (registration materials)
- d. Speaker(s)
- e. Accommodations (on campus, local hotels: cost/location)
- f. Publicity and promotions (mailings, website, listserv, newsletter, regional coordinators, etc)
- g. Troubleshooting

III. Meals/Refreshments

- a. Lunch, Refreshments at closing, Other

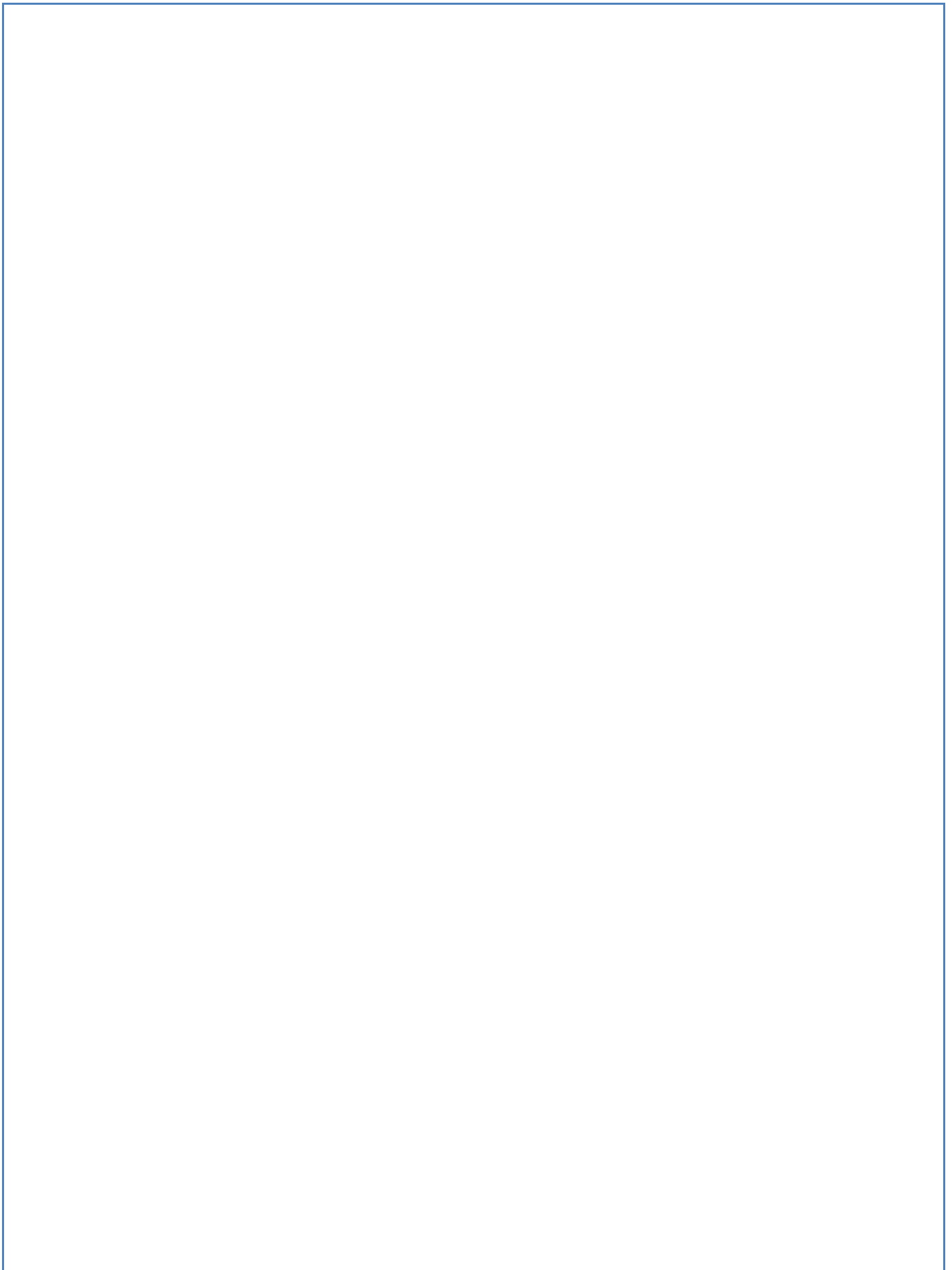
IV. Program and Content

- a. Schedule
 - i. The number of programs offered during each session should correlate with the number of registered attendees. You can offer a campus tours to substitute for a program.
 - ii. Depending upon the distance traveled, institutions may leave early. Consider this when planning. Also plan for a possible 2 day conference schedule.
- b. Program proposals
- c. Program selection
- d. Assigning rooms and equipment
- e. Assigning committee members to moderate each program
- f. Special activities (the night prior to the conference for those who may stay over)
- h. Evaluations (per session/overall)

V. Evaluation and Reports

- a. Process the evaluations
- b. Summary and report
- c. Close the budget
- d. Thank you's

Provide sample outline below:

A large, empty rectangular box with a thin blue border, occupying most of the page below the instruction. It is intended for the user to provide a sample outline.

Provide sample outline below (additional page if necessary):

VI. Conference Host Proposal Guidelines

Please complete this budget sheet as a template for how you will manage the conference budget. This template is to be used as a guide and may be followed exactly or with omissions as you see relevant. You may also add to ideas to this resource.

BUDGET INFORMATION

INCOME

Registration Fee (early bird)	25.00	per person	(x) # _____	of participants	Total _____
Registration Fees (members)	30.00	per person	(x) # _____	of participants	Total _____
Non-members	35.00	per person	(x) # _____	of participants	Total _____
Late Fees (if applicable)	\$5.00	per person	(x) # _____	of participants	Total _____
Processing Fee (if applicable)	\$5.00	per person	(x) # _____	of participants	Total _____
Other: _____	_____	per person	(x) # _____	of participants	Total _____
Host institution financial support					Total _____

PRINTING, PROMOTIONAL, REGISTRATION EXPENSES

Program Schedule	Total _____
Campus Maps	Total _____
Parking Permits	Total _____
Confirmation Letters	Total _____
Pad/Pens/Folders/Brochures	Total _____
Name Tags	Total _____
Delegate Roster	Total _____
Travel Directions	Total _____
Directional Signs on Campus	Total _____
Individual Program Evaluations	Total _____
Overall Evaluations	Total _____
Program Announcement	Total _____
Publicity	Total _____
Postage	Total _____
Other: _____	Total _____
Other: _____	Total _____

OTHER EXPENSES

Meals (Breakfast)	Total _____
Meals (Lunch)	Total _____
Facility Expenses	Total _____
Equipment Rental	Total _____
Speaker Fee	Total _____
Misc. Expenses	Total _____
Other: _____	Total _____
Other: _____	Total _____

GRAND TOTAL **TOTAL** _____

VII. Final Thoughts

Conference preparation is a shared responsibility and your Board of Directors will work with you to ensure a high quality conference and educational experience for all who attend. If you are chosen as the host, you will work in detail with the Director of Educational programs in the following areas:

- Coordination with Board of Directors with conference planning
- Conference program submissions from potential presenters
- Conference attendee registration
- National conference promotion

We thank you for submitting your request to host the upcoming Rho Alpha Sigma Conference, and we will take your proposal into full consideration for this opportunity. Proposals will be evaluated based on the information submitted and any supporting documentation offered. Is there any additional information that you would like to share that may enhance your proposal and increase your potential for hosting? Please share below.



National Resident Advisor Honor Society, www.rhoalphasigma.org
 Director of Educational Programs, education@rhoalphasigma.org

Rho Alpha Sigma thanks you for your involvement!