

# The International Association of Official Human Rights Agencies Conference Planning Guide

## Appendix A- Formal Bid Package Criteria

The Formal Bid Package consists of information about the proposing agency (host committee), the city, state, country or province and the proposed host sites (hotels). This material will be considered by the Conference Planning Committee and compared with other submitted proposals. The Conference Planning Committee then makes a recommendation to the IAOHRA Board of Directors. Based on the Board's determination of the best and most responsive bid, a host site will be selected.

1. The bid must include written assurances that the proposal has the full support of provincial, state and or local officials, the agency commissioner, chair or director of the agency and other public and private organizations who can support and attest to the agency's ability to host the annual conference.
2. A written assurance that the proposing agency understands that it must commit to raise sufficient funds to cover the cost of hotel meeting space, meals; to include a minimum of an opening reception (hosted locally by the hotel or some other sponsor), daily continental breakfast, 2-3 luncheons and social activity costs and transportation, advertising and publicity, exhibitions and other related costs. A projection of 100-150 conference participants should be used for this purpose. Proposing agencies can meet this requirement through direct fundraising efforts, in-kind services or other resources of the agency or through sponsorship by the public and private sector. All funds raised should be payable to the IAOHRA Annual Conference and will be applied to pre-approved conference expenses.
3. Proposals for consideration should include at least three (3) proposed hotel sites with their projected "Best Rate" for single and double occupancy rooms. Note: hotels should be informed these are government employees and attempts should be made to be consistent with the federal government per diem rates. The proposal should also include meeting space specifications, diagrams, audio-visual resources and cost break down, room/ suite availability, complimentary policy and amenities, accessibility accommodations for persons with disabilities,

cancellation and liability policy, non-discrimination policy and the hotels' latest EEO-1 report. Hotel projections should be based on 100-150 conference participants. If possible video or graphic presentations should be made by the hotel, Convention and Visitors Authorities or a designee of the proposing agency.

4. A calendar of social activities that will indicate all conference events along with the cost of each event should be included. All proposed conference events should be itemized on the projected budget noted in item (2).
5. A digital proposal should be submitted to the Conference Planning Committee for consideration within 30 days of the date of this posting.
6. All funds over expenses will go to the IAOHRA Treasury.
7. All proposing agencies will receive consideration and a response on the success of their proposals.

## Appendix B- Host Hotel Requirement

1. The hotel must have the ability to commit one hundred fifty (150) rooms to this conference during the length of the conference. Generally, this commitment will include 3 -4 nights. Conference attendance will begin with approximately fifty (50) rooms on the first night and will peak on third night with approximately one hundred fifty (150) rooms. If rooms are needed for 4<sup>th</sup> night it will drop to 75-100 rooms.

The hotel must be totally accessible and conform to the ADAAA for accessibility standards. In addition, the hotel must show a policy of non-discrimination in its employment policies, including a copy of its most recent Equal Employment Opportunity Workforce Profile. It is also preferable that the hotel employs organized labor. The proposed hotel must provide its current rack rates for all guestroom accommodations, along with its proposed best rate for the IAOHRA Conference. This rate must include a list of any proposed amenities, which might be offered to IAOHRA Conferees.

The hotel must be available for pre-conference meetings, which include the IAOHRA Board of Directors Meeting.

An outline of the hotel's complimentary room policy should be provided. An explanation of the formula used to determine accumulation and distribution of room night credits should be included.

The association requires that the hotel selected as the Conference's site must provide one deluxe (Premium) Suite for the exclusive use of the Association's President on a complimentary basis for the duration of the conference activities. This suite is to be provided above and beyond the hotel's complimentary room policy in exchange for the decision to select the hotel as the Conference Site. Additionally, the hotel must provide a large parlor Hospitality Suite during the conference. It must be provided on the same basis as the suite for the President. It is preferred that the Hospitality Suite be located on a separate floor.

In addition to the block of 150 sleeping rooms, the hotel must be able to provide the following space:

- a) A minimum of 3-6 classroom style breakout rooms capable of accommodating between twenty-five (25) and fifty (50) participants.
  - b) A room capable of accommodating approximately 100-200 persons for Plenary Sessions (theater style) and banquet function (banquet round often). It is preferred that this item be accommodated in two separate rooms. If the hotel has only one room, which would fit these requirements, please indicate the average turnaround time required for luncheon functions, which might be preceded or followed by plenary functions.
  - c) The hotel should provide a description of its restaurant facilities including: hours of service; days when service is unavailable; average daily staffing and any special conference arrangements which may be considered when there are no planned conference meal functions taking place. This would include buffet breakfasts, luncheons and dinners that would be paid for individually by conferees.
  - d) All meetings space must be provided gratis. It is understood that any such rental be offset by planned meal functions that would be held in the hotel.
  - e) Room availability should be considered separate and apart from any discussions of guestroom pick- up.
  - f) If necessary, the hotel should provide space for up to twenty tabletop exhibits or vendors. This can be provided in a meeting room, ballroom, and foyer or lobby area.
2. The hotel must be able to reserve meeting space and guest rooms for a meeting of the Board Directors. This meeting is usually held in January but may be in early spring over a two and one half-day period, beginning on Friday afternoon and ending on Sunday morning, prior to the actual conference. The meeting space should be provided gratis, the cost being offset by meal and break functions, which will be paid for by the association. The guestrooms should be available at or below the rate confirmed by the hotel for the Annual Conference.
  3. The hotel should provide upgraded accommodations for IAQHRA Board members during the Annual Conference. These accommodations should be made to the

concierge or club level, whichever is available. The amenities normally provided in this section of the hotel should be available for all IAOHRA Board members.

4. The hotel should provide a description of the AV and digital equipment services in each of its room. The list should also other items for meetings including microphones, screens, electrical outlets, and any other items. If the hotel uses an outside vendor to supply audiovisual equipment, it must provide a list of available equipment and the associated rate schedule.
5. The hotel must be able to provide a secure space to be used as the conference office throughout the week. This room must be capable of providing storage, a tabletop workspace, and sufficient outlets and to operate necessary equipment.
6. The hotel must provide parking accommodations for Conference attendees on a gratis or reduced rate basis.
7. The hotel should indicate whether there is transportation available to and from the airport, shopping and area attractions.
8. The hotel must agree to host and pay for a reception to be held at the Annual Convention the year prior to the conference they have been awarded. The purpose of this reception is to introduce the conferees to both the hotel and the community, which will host the next Convention. This is a conference marketing tool and should be budgeted at a level that is appropriate and coordinated with the local host committee.

**Questions and more details are available by contacting [iaohra@sso.org](mailto:iaohra@sso.org) or [beverly.watts@tn.gov](mailto:beverly.watts@tn.gov)**