



CALL FOR BIDS

2024 ANNUAL MEETING

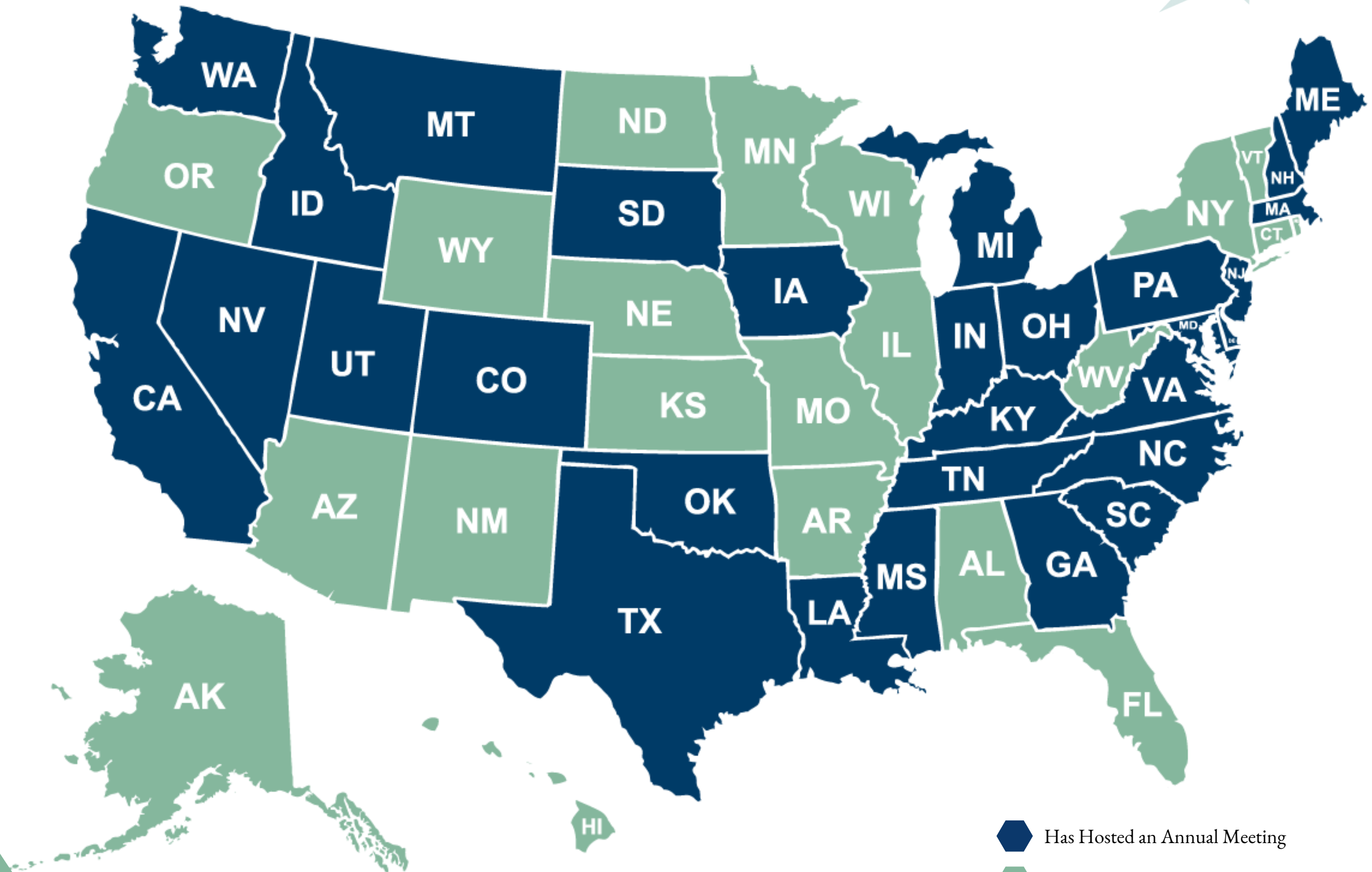


DEADLINE
12/9/2022



Past Annual Meeting Sites

1978 - New Orleans, LA	2002 - Indianapolis, IN
1979 - Seattle, WA	2003 - Portland, ME
1980 - Pittsburgh, PA	2004 - Biloxi, MS
1981 - Lansing, MI	2005 - Denver, CO
1982 - Atlanta, GA	2006 - San Antonio, TX
1983 - Wrightsville Beach, NC	2007 - Williamsburg, VA
1984 - San Antonio, TX	2008 - Oklahoma City, OK
1985 - Biloxi, MS	2009 - Park City, UT
1986 - Atlanta, GA	2010 - Atlanta, GA
1987 - Lexington, KY	2011 - New Orleans, LA
1988 - Charleston, SC	2012 - Jersey City, NJ
1989 - San Diego, CA	2013 - Henderson, NV
1990 - Denver, CO	2014 - Nashville, TN
1991 - Des Moines, IA	2015 - Seattle, WA
1992 - Baltimore, MD	2016 - Biloxi, MS
1993 - Seattle, WA	2017 - Portland, ME
1994 - Traverse City, MI	2018 - Rapid City, SD
1995 - Dover, DE	2019 - Indianapolis, IN
1996 - Boise, ID	2020 - Cancelled
1997 - Portsmouth, NH	2021 - Boston, MA
1998 - Napa, CA	2022 - New Orleans, LA
1999 - Columbus, OH	2023 - Denver, CO
2000 - Princeton, NJ	2024 - COULD BE YOU!
2001 - Big Sky, MT	



- Has Hosted an Annual Meeting
- Has Not Hosted an Annual Meeting

HOST STATE RESPONSIBILITIES

The following responsibilities of the host state in regards to the proposal, planning, and implementation of the Annual Meeting.

DECISION TIME FRAME

Members of the NASPE Executive Committee will make the final location decision at the 2023 Mid-Year Meeting in Washington, DC. Please be sure a representative will be on hand to present your state's bid and to answer questions. The committee will meet the afternoon of Friday, January 27. Details will be communicated closer to the time of the Mid-Year Meeting.

HOTELS/MEETING SITES

As a potential host state, your suggestions for meeting hotels/conference space are welcome. However, the host state should not contact any possible venue as it becomes confusing to the hotel/venue if they are contacted by more than one party for the same event. In addition, NASPE utilizes a partner with international hotel contacts and strong buying/negotiating power to solicit bids and assist with contract negotiations, including pricing. This pricing will not be available if the hotel has already been contacted by the host state. NASPE staff signs all contracts.

ON-SITE ASSISTANCE

NASPE does request on-site assistance from host state staff. Host state assistance is helpful beginning late Sunday morning through the course of the Annual Meeting, which ends on Wednesday morning. The assistance varies from staffing the meeting registration to host state tables, to providing audio-visual support during the presentations, to providing a person(s) to take photographs throughout the meeting. Typically, two people are needed for the registration and host state tables on Sunday and Monday and only one person for Tuesday and Wednesday. It is also helpful to have one or two people available to staff meeting rooms and assist with any set-up picture-taking and material distribution.

FUNDRAISING

The host state is not responsible for fundraising for the event. However, providing contacts to NASPE staff for local businesses that may be willing to make donations or sponsor the meeting would be appreciated.

NASPE COMMITTEE PARTICIPATION

A member of the host state will serve as Host State Chair on the Executive Committee for the 2023-2024 program year. In addition, a member of the host state should plan to serve on NASPE's Meetings Committee, which is chaired by NASPE's Vice President. The Meetings Committee is responsible for the educational (speakers, presenters, discussion topic) portion of the conference.

SOCIAL EVENTS

NASPE staff will rely on the host state to provide suggestions for social events and activities at the conference. This includes entertainment and off-site venues. NASPE staff will sign contracts and monitor budgeting and planning for these events.

DATES

The NASPE Annual Meeting is typically held on Sunday-Wednesday pattern in July. You do not have to propose dates as this will be determined by hotel/meeting venue availability.

PROGRAM

While the host state has no direct responsibility for planning the educational portion of the program, suggestions for speakers, particularly local speakers/experts is always welcome. Program planning will begin in Fall 2023.

PREPARING TO BID

Due December 9, 2022

Proposals should include:

- ◆ Proposed location (city)
- ◆ Airport accessibility and airlines flying into the city
- ◆ Possible meeting venues (hotels where you'd like to have the meeting. Please do not contact the hotels.)
- ◆ Area attractions for social events (again, please do not contact the venue.)
- ◆ Ability to provide on-site support

DECEMBER

proposals are due to
Leslie Scott
(lscott@csg.org) by
December 9, 2022

JANUARY

once received,
NASPE staff will
work to contact
hotels, solicit
availability, and
room rates to present
to the Executive
Committee at the
Mid-Year Mtg.

FEB-APR

NASPE staff will
conduct a site visit in
the Spring 2023 with
the goal of finalizing
contracts by late
Spring 2023

SELECTION CRITERIA

Members of the NASPE Executive Committee will select the location for the Annual Meeting based upon the following criteria:

- ◆ Quality, appropriateness and cost of lodging, and meeting accommodations.
- ◆ Accessibility of hotels to restaurants, shopping, recreation, entertainment, sightseeing, and other social activities for spouses and guests.
- ◆ Availability of suitable conference dates.
- ◆ Accessibility of accommodations from a major airport.
- ◆ State's regional location. (Ideally, meetings should alternate among regions of the country from year to year.)
- ◆ Consideration of the bidder's overall participation in NASPE, including state's representation at meetings and host state volunteer responsibilities.
- ◆ Likelihood that location will attract the largest number of members.

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