



## REQUEST FOR PROPOSAL

To host [2019](#) District 5580 Conference

August 2016

From: District Governor, Herb Schmidt, and District Governor-Nominee, Blaine Johnson

To: District 5580 Rotary Clubs (copy to Assistant Governors)

In accordance with Article X, Section 10.020.1 of the District 5580 Bylaws, proposals are now being accepted from clubs interested in hosting the **2019 District Conference**. The process for site selection calls for the District to send a Request for Proposal (RFP) to all District Clubs inviting them, individually or jointly with one or more clubs, to submit a proposal to host the District Conference. In addition, the RFP includes general information regarding scheduling and requirements for the Conference. Please note the following information/guidelines when putting together your proposal.

**NON-SMOKING POLICY**: Rotary District 5580 requests that there be a **NO-SMOKING** Policy in all meeting rooms, restrooms located in meeting room area, hallways and gathering spaces located outside of meeting rooms, public restaurant areas, and basically any and all areas utilized by D5580 for its District Conference activities. A completely non-smoking hotel is the preference. If the hotel permits smoking in some lodging rooms, a sufficient number of non-smoking rooms should be available. This is important for the general health and well-being of the attendees, in addition to the Youth Exchange Students, Rotaract Students and Interact Students that will be in attendance. **Assurance of compliance will be a definite consideration when deciding on the facility to be used for the Conference.**

### Dates:

**Preferred dates are Thursday through Saturday of the last week in April, but the weekend before or after would also be considered.** The District Conference may not be held within 8 days before or after the International Convention. The 2019 International Convention is scheduled for **June 1-5**, in Hamburg, Germany. Please check to make sure that Easter Sunday does not fall on your selected Conference Weekend. **Easter Sunday in 2019 is April 21.** **District Conferences should not be scheduled after the 1<sup>st</sup> weekend in May.**

### Days:

The Conference and related activities typically require 2 days of scheduled activities for most attendees, being Friday and Saturday. There will be a few events on Thursday that will require meeting rooms for various events that take place prior to the opening of the Conference. They are listed below. Sunday has been used as a travel day.

### Thursday Activities include:

- ) Leadership Meetings (Executive and Finance and Past Governors' Council) in the morning.
- ) A Grant Management Seminar is to be scheduled for Thursday afternoon.  
The Governor's Appreciation Dinner will be Wednesday or Thursday evening at the option of the District Governor.
- ) The Ice Breaker Social may be held Thursday evening or Friday Evening.

### Facility Requirements for Thursday:

- ) Registration/Credentials Desk area should open.

- ) One private meeting room for up to 30 people for Leadership Meetings in the A.M.
- ) One Meeting Room to accommodate 25 people for a Grant Management Seminar using Round Tables.
- ) One room to accommodate 85 people for the Governor's Appreciation Dinner.
- ) Lodging rooms for up to 400 people. Rotarians and Youth Exchange Students will be arriving on Thursday.

**Friday:**

This is also known as the **District Training Assembly**, and this first full day of Conference Activities includes Opening Ceremonies and Flag Presentations, welcoming remarks, breakout sessions, and a keynote luncheon, all coordinated by the **District Governor-Elect** and the **District Training Team** (in cooperation with the District Governor). Breakout Sessions focusing on Rotary projects, programs and education are planned. The evening activity may include a meal or the **Ice Breaker Social (with a meal)**, and Hospitality Rooms are open. The Project Fair is set up and the Silent Auction to benefit the Rotary Foundation **Annual Programs Fund**) takes place before, during and after dinner.

**Facility Requirements for Friday:**

- ) Registration/Credentials area.
- ) Large meeting room for up to 300 people throughout the day.
- ) Breakout rooms (3-4) for up to 50 people throughout the day with AV and WiFi services.
- ) Project Fair opens. A separate room that can be locked is suggested.
- ) Breakfast room for up to 150 persons.
- ) Luncheon room for up to 400 persons.
- ) Area for Silent Auction (within the Ice Breaker Event)
- ) Ice Breaker Social with Dinner/Silent Auction (Room for up to 400 persons with cash bars available).
- ) Hospitality Rooms/Areas open following the Social/Dinner. Up to \$1,200 is available within the District 5580 Budget for the next year's Conference Promotion Hospitality Room. From the Conference Subsidy, there is up to \$600 for 3 additional Hospitality Rooms.
- ) Entertainment.
- ) Lodging rooms for up to 400 persons.

**Saturday:**

All Saturday sessions/activities/training breakouts are planned by the **District Governor and District Training Team**, and will include additional speakers, presentations by the Youth Exchange Students and other presenters. A second **Keynote Luncheon** is also held. On Saturday afternoon, the **Annual Business Meeting** takes place, and the District Governor's **Gala Banquet** is held that evening.

**Facility Requirements for Saturday:**

- ) Registration/Credentials area.
- ) 2-3 private meeting rooms (up to 15 people) for committee meetings.
- ) Large meeting room for up to 300 people throughout the day.
- ) Breakout rooms (3-4) for up to 75 people throughout the day.
- ) Project Fair area.
- ) Breakfast room for up to 150 persons.
- ) Luncheon room for up to 400 persons.
- ) Room for up to 400 persons for the District Governor's Banquet with cash bars available prior to and during the banquet.
- ) Small private room for up to 40 people for District Governor's Private Social (prior to banquet).
- ) Lodging rooms for up to 400 persons.

**Thursday/Friday/Saturday:**

**Youth Exchange Students and Chaperones will need separate lodging facilities in a hotel that is close to the main Conference Hotel. The same hotel housing Rotarians can be used for YE, but**

**their lodging, along with chaperones, needs to be in a separate area.** Youth Exchange will involve approximately 25 students and several chaperones. Hotel security will need to be in place at all times. Students will begin arriving on Thursday, and YE will work with the Conference Registration Committee on lodging and registration.

**Rotaract and/or Interact Activities MAY be held during the District Conference on Friday or Saturday or possibly both days depending on school attendance requirements.** These activities will need to be planned well in advance and utilize the District Rotaract/Interact Chairs who will assist the Conference Committee with the coordination of facility arrangements and special requirements.

### **Other:**

It is preferable for purposes of convenience (but not absolutely mandatory), that all Conference Activities (**except the Ice Breaker**) be held in **one** facility. Remember that we have Rotarians who have difficulty walking long distances, and all facilities should be handicapped accessible. If more than one facility must be used, bus transportation **MUST** be available to and from all hotel locations to the conference events. Note: Clubs could host an off-site Ice Breaker Event, but that would involve transporting the Silent Auction Items to that location unless some other type of arrangement giving sufficient exposure to the Silent Auction items can be determined. **Clubs submitting a proposal should include the following in your proposal information:**

- ) Letter of Confirmation from Conference Hotel (Headquarters) that dates for the 2019 Conference are available.
- ) Information from host clubs regarding Conference Facility, including:
  - Name, location and lodging rates of Conference Host Hotel.
  - List of nearby hotels and rates for overflow, with rates.
  - Approximate basic registration fee (not including meals). This has generally been around \$50.00. Offering a **reduced rate for Rotary partners and 1<sup>st</sup> time Conference Attendees is suggested.**
  - Amenities (swimming pool, in-house restaurant and size, nearby restaurants, shopping, etc).
  - Possible tours available.
  - Audio Visual and Wi-Fi capabilities.
  - Bussing/Transportation.
  - Activities in the area for families.
  - Lodging information and rates for Youth Exchange Students/Chaperones (Youth Exchange Students are generally 4 to a room with boys and girls on separate floors. The number of rooms will depend upon the number of Inbound/Outbound Students. We would suggest reserving 3-4 rooms per floor. Chaperones are interspaced between YE Rooms with 1-2 Chaperone rooms per floor. Security should be in place on each floor where YE Students are housed. Students and the YE Committee will require a large room for meeting, gathering, rehearsal and snacks.
  - Available rooms for possible Rotaract/Interact Breakouts or Programs.
  - Closest Airport.
- ) Any other information about your city or host club(s) that will help the District Leadership in making its selection.

### **CONFERENCE SUBSIDY:**

The District Conference Committee is provided with a subsidy (currently \$15,000) by the District to assist them with costs associated with putting on the District Conference. This amount can be paid upon request by the committee to the District Treasurer, ½ after July 1 the year of the Conference, and the other ½ at a later date as needed. These costs can include speaker fees and travel expenses, RI Representative expense for lodging and registration fees, including a spouse (if one is requested by the DG), sound and lighting systems, and other expenses involved in putting on the Conference. The District Office is available to answer questions and to meet with your committee to review items necessary for inclusion in your budget.

In addition to registration fees, revenue can also be generated by the **securing of sponsorships, and it is expected that the committee will actively pursue this revenue source.** **Any funds remaining in**

**the Conference Bank Account after all income and expenses are final should be returned to District 5580. The Conference Treasurer should establish a separate bank account for the District Conference titled: Rotary District 5580 Conference 2019. DO NOT SET UP YOUR BANK ACCOUNT UNTIL CONSULTING WITH THE DISTRICT OFFICE** for ID Number and suggested banking institution.

The host club(s) selected will be asked to prepare and submit a **preliminary Conference Budget** and the District Treasurer and District Secretary will assist you with that.

**Note:** Daily Conference Activities are subject to change at the discretion of the District Governor, District Governor-Elect and other District Leaders. The above daily activities are designed to provide you with a general overview, based on previous District Conferences. **IMPORTANT NOTE: ANY CREATIVE OR INNOVATIVE WAYS TO REDUCE COSTS AND ENCOURAGE ATTENDANCE, WHILE MAINTAINING THE PURPOSE OF THE DISTRICT CONFERENCE, WILL BE ENCOURAGED.**

We invite all clubs, individually or jointly, to consider this opportunity to host the 2019 District Conference. **Please transmit your proposal ON OR BEFORE JANUARY 2, 2017, as follows:**

**By regular mail: Send 2 copies.**

**or**

**By Electronic Mail: Email 1 copy.**

Send or Email to:

Diane Collins  
District Admin. Secretary  
1209 Springside Drive  
Lake Shore, MN 56468

Email: [bigfish@uslink.net](mailto:bigfish@uslink.net)  
Phone: 218.568.6027

Again, the above are suggested guidelines. Your proposal should give the District Leadership a good overview and information regarding the fit of available facilities to needs. All proposals will be evaluated by this year's District Governor-Nominee, and discussed at the Mid-Winter District Executive and Finance Committee at its meeting on January 27, 2017. Clubs in D5580 will be asked to approve the site selection.

Thank you for your consideration and District 5580 looks forward to receiving your proposal.