**Alpha Chi Sigma Fraternity**

**57th Biennial Conclave Bid**

**from       Chapter/Location**

**To host the 57th Biennial Conclave in 2024, submit a bid to the Supreme Council by July 1, 2023.** Bids should be emailed to conclavebids@alphachisigma.org. The Supreme Council will review submitted bids and will typically select a conclave location/host chapter mid-summer 2023.

Conclave is the biennial national business meeting and leadership retreat for the Grand Chapter of Alpha Chi Sigma. Conclave typically consists of 5 overnights and 4.5 days of business meetings. Typical attendance is approximately 100 delegates. Including observers and guests about 200 people attend conclave for the week. Registration for conclave is an all-inclusive package for delegates and guests. Bids must provide for transportation to and from the nearest major airport, a plated coat and tie banquet (Kuebler Banquet), room and board on-site for attendees, and meeting spaces. Some attendees elect room and board off-site, typically 5-7 rooms. Off-site hotel blocks, while not necessary, may be provided in bid materials but should not be factored into the cost of the bid.

Follow these steps to prepare and complete the bid:

**1. Review the Conclave Bid Guide**

Review the Conclave Bid Instructions to determine if your chapter has the resources to host Conclave.

**2. Prepare a Cover Letter**

The cover letter is a one-page letter addressed to the Supreme Council that briefly states the desire and reason to host Conclave at your particular chapter/location, the proposed dates and the estimated total cost excluding delegate travel. Use the cover letter to highlight to the Supreme Council any notable considerations.

**3. Solicit and Collect Supporting Letters** (required for bids from Collegiate Chapters)

These brief, one-page letters may be addressed to the Supreme Council or the chapter submitting the bid. At a minimum, the bid must include supporting letters from the Chapter Advisor and the head of the chemistry and/or chemical engineering department(s). Other letters of support may be solicited, but are not required, from the local Alpha Chi Sigma professional chapter, the university’s director of housing, administration (such as dean, provost, chancellor, president).

**4. Cost Proposal** (required or bid will be rejected without review)

Alpha Chi Sigma Fraternity will use these estimated expenses to complete the proposal budget based on historic attendance numbers and airfare expenses. These costs are used to prepare the budgetary quote for comparison between bids and are not binding. If the bid is from a university, costs should be obtained from residential life, conference services, or equivalent. Provide costs rounded to the nearest dollar.

* Housing Expenses:
  + If meals are included in the housing cost, note here:
  + Cost of single occupancy room per night, per person:
  + Cost of double occupancy room per night, per person:
  + If not included, daily cost of towels and linens, per person
  + Any additional costs (explain):
* Meal Expenses:

*Meals typically are buffet/cafeteria, if ala carte, please describe in Section 5*

* + Cost of breakfast, per person per day:
  + Cost of lunch, per person per day:
  + Cost of dinner, or daily meal cost, per person per day
  + Opening Mixer (light appetizer assume 250 people):
  + Light beverages/coffee and snack for mid-day breaks (assume 150 people):
* Dinner Banquet (Kuebler Banquet) Expenses (assume 250 attendees)

*Meals are plated and served salad, entrée, dessert, non-alcoholic beverage, etc. Cash bar is permissible if desired to be included in the bid contract. If available, please provide catering guide/menu.*

* + Cost of banquet room rental:
  + Cost of meal:       Per person or total:
  + Cost of gratuity/tip:       Per person or total:
  + Cost of linens/seat-covers, etc.:
  + Cost of stage rental/skirting with podium and table:
  + Cost for audio/visual for oral presentation:
  + Poster presentation room rental:
  + Dance floor rental:
  + DJ:
  + Poster easel rental (assume 30):
  + Poster Presentation Reception (optional, if provided light appetizer):
  + Transportation cost to and from banquet:       Per person or total:
  + Any additional costs (explain):
* Meeting Room Expenses (assume 250 attendees)
  + Cost of 250 person lecture room 1 for 5 days:
  + Audio/Visual cost for lecture room 1 for 5 days:
  + Cost of 250 person lecture room/theater for 2 days:
  + Cost for sound for 250 person lecture room/theater for 2 days:
  + Cost of 20 person break-out room for 5 days:
  + Cost of 20 person room for sales and merchandising for 3 days:
  + Any additional costs (explain):
* Transportation Expenses

Midwest and East Coast assume 100 attendees flying, West Coast 200 attendees flying

* + Cost of transportation to airport (one day):
  + Are airport transportation costs per person or total?
  + Cost of campus parking per vehicle (assume 40 vehicles):       Per day or week:
* Conference Service Fee (if any):
* Wi-Fi expenses (if any):       Per person per day/week or total per day/week:
* Tours (optional and ticketed per person):
* Memento cost is negotiable upon award of bid
* Other Expenses—Any other expenses not listed above. Summarize here and provide itemized list on separate sheet.

**5. Description of Expenses and other details:**

*Alpha Chi Sigma will arrange to purchase special event general liability coverage unless otherwise stipulated.*

**Proposed Dates** **–**Specify which dates are available for your campus to host Conclave. The Supreme Council prefers that Conclave be held between mid-June to early August, Monday through Saturday*.*

**Housing Facility –**Describe the proposed housing facilities, including the number of rooms available and the room furnishings. Provide details regarding bath/shower arrangements, linens, towels, housekeeping, availability of lounge and meeting facilities in the evening, Internet access, fees for debunking beds, American with Disability Act accommodations (including the possibility of golf cart rental), location in respect to meeting rooms and any restrictions for accessing the facility. Are there keys/cards for staying in the housing facilities? What is lock-out/lost key policy? Is there a damage deposit? Describe the nearby hotel for award winners and their families and other attendees who do not want to stay in the provided accommodations*.*

**Dining Facility –**Describe the proposed dining facilities, including serving styles, seating capacity, sample menus, accommodations for dietary restrictions. Meals will begin with dinner on Monday evening and will conclude with dinner on Friday evening*.*

**Kuebler Award Banquet Facility –***Describe dates of availability, deposit amount, the proposed location, including a room layout.* *Provide a sample menu and a transportation plan, if possible.*

**Meeting Facility –**Include the names and descriptions of the buildings and rooms. Be sure to include seating capacity, seating style and A/V resources available for each room. Describe any usage fees or rental charges for any of the proposed facilities*.*

**Transportation and Parking Expenses** **–**Select only one airport, provide its name and location and indicate how far away the airport is to campus. If there are more than one airport in the area, select the airport nearest that has the greatest number of carriers. Describe the method and costs for transporting people from the airport to housing Monday of Conclave and from housing back to the airport Saturday of Conclave. Transportation expenses should include tour/outing bus rental and banquet transportation, if needed. It is preferable to use commercial or public transportation services. If meeting rooms, the housing location and the meal location are not located within a short walking distance of each other, include the cost for transporting elderly and disabled attendees. Include information about where parking is located and any restrictions to the parking area*.*

**Wi-Fi –***Provide information about Wi-Fi including locations where it is available, if a login in needed for attendees and if there is a charge for access.*

**Tours and Outings (Optional)** **–**Provide a breakdown of the costs and activities for the tours and outings. Some possible options include a plant tour of a well-known local corporation, a tour of unique research facility, or a local cultural or scientific site. This is a non-mandatory ticketed event.

**6. Maps:**

Provide hyperlinks of detailed map(s) showing housing facilities, dining facilities, banquet location, group photo site, meeting rooms and parking facilities. Be sure the map is enlarged with streets clearly identified. Provide other information here as necessary.

**7. Sponsorships (if any):**

Indicate if local (non-alcohol related) vendors, companies and alumni that may be willing to sponsor select Conclave events or expenses.

**8. Contact name, numbers, and email:**

Provide contact name, phone number, and email for conference services, dining, housing, chapter advisor (if collegiate chapter), local point of contact for this bid, and any other pertinent contacts.

**9. Supporting Documentation:**

Attach to this bid any supporting documentation such as letters of support, menus, maps, additional cost explanations, etc.

**10. Submitted (this must be an individual point of contact):**

Chapter/Entity:

Name:

Phone Number

Email:

Send bids by email to [conclavebids@alphachisigma.org](mailto:conclavebids@alphachisigma.org) Retain a copy.