**Alpha Chi Sigma Fraternity**

**57th Biennial Conclave Bid Instructions**

Conclave is a meeting held in even numbered years where Brothers of Alpha Chi Sigma Fraternity gather to conduct the business of the Grand Chapter, to exchange ideas about chapter operations, and to interact with each other to further the Objects of the Fraternity. More information about Conclave can be found on the [website](https://www.alphachisigma.org/about-us/conclave).

Each Conclave is hosted by either a collegiate chapter, professional chapter, or dedicated group of Brothers. Conclave will require involvement from your entire chapter/group. The host chapter is responsible for the following:

* Providing manpower during the week of Conclave.
* Assist staff and manage breaks, arrange transportation and help direct Conclave attendees, and help with logistics.
* Attend to the needs of VIP attendees and attendees with special needs.
* Provide aides to the National Office staff and the Supreme Council for various errands during Conclave,
* Work with the Grand Master of Ceremonies to plan and implement the Conclave and Honor initiations.
* Help set up the poster session and Kuebler Banquet,
* Provide information for social media/website/Hexagon.
* Any additional tasks as requested by the Supreme Council and National Office.
* You will work the Grand Master Alchemist and the National Office staff to prepare in the year leading up to conclave.
* Any contracts must be submitted to the Assistant Grand Recorder for review and approval.

As the host chapter, you will get to propose the design of the official Conclave logo and t-shirt, with final approval from the Grand Master Alchemist. ***The host chapter is not responsible for paying any Conclave expenses, only to collect estimates. If your chapter/group is selected to host Conclave, the National Office will take care of paying all necessary bills and sign any contracts. Do not sign any contracts, forward them to*** [***agr@alphachisgma.org***](mailto:agr@alphachisgma.org) ***for review and signature.***

**Conclaves in the past 20 years**



**Conclave Details**

Conclave begins on a Monday afternoon and ends on a Saturday morning, traditionally in late July or early August. The number of attendees is usually around 225.

**Housing –** Accommodations usually are in a dormitory, though hotels may be acceptable, and should have elevators or facilities available on a ground floor. The housing facility also should include a large area for registration as well as a conference room or other meeting area. The housing facility should be convenient to dining facilities, a banquet location, and meeting rooms. Individual suite bath arrangements are preferred over common bath facilities. Linen rental/service is required including bedsheets and bath towels. Attendees prefer fitted sheets for the beds. A small number of attendees will request a single room. The rooms must be available for the duration of Conclave. A few attendees, such as the Supreme Council, will arrive the day prior to conclave and will need to check in an evening early.

**Meals –** Food service is required from Monday dinner through Friday dinner and should be close to the housing and meeting facilities. It is preferrable to be able to pay by meal for each attendee, rather than a flat rate.

**Meeting Rooms –** The meeting rooms usually are located in proximity to the housing accommodations and are typically in the chemistry building or another general classroom building and should be accessible from approximately 7:30 a.m. to 10 p.m. every day of Conclave. Meeting rooms should be convenient to each other as well as to the dining and housing facilities.

A lecture hall that seats up to 250 people should be available for the duration of Conclave for the fraternity’s exclusive use. This will be the location for the Grand Chapter sessions. This room should have wireless internet access, a large area in the front of the room for at work table and speaker’s podium, a whiteboard, a projections system, and outlets for attendee’s laptops or tablets. One to three small meeting areas that are convenient to the lecture hall are helpful for committee meetings. Meeting areas should be able to accommodate up to 30 people. The Supreme Council will meet twice during Conclave. A larger meeting room convenient to the lecture hall is preferred for these meetings.

**Model Initiation Room –** The model initiation is a very important part of Conclave. At this event, the Grand Master of Ceremonies, using the host chapter’s resources, demonstrates to the Fraternity how an initiation should be conducted.

An auditorium is the preferred location for the model initiation. It is important that the auditorium is large enough to seat up to 250 people. The audience must be able to see and hear everything on the stage. Microphones and amplifier systems are preferred. The host chapter must have the necessary provisions to quickly change sets between stations, so a large stage and backstage are required. This room should be secured, with two keys available.

**National Office –** The National Office staff will need a room in the same building as the meeting rooms and as close to the lecture hall as possible. The room must be large enough to set up two computer stations and a six-foot table to display merchandise. The room also must be able to accommodate Conclave attendees who visit the staff. The room must have 24-hour access and be secured. The room must have wireless Internet access.

**Group Photo Site –** Each Conclave, a group photo is taken prior to the Kuebler Award Banquet. The photo site should be convenient to the housing facilities and the banquet location. An amphitheater or wide steps to a building would be suitable. The site must be able to accommodate up to 250 people.

**Kuebler Award Banquet Location –** This is the most formal event of Conclave and is typically an evening meal held on the 4th night of conclave. The banquet facilities should accommodate a sit-down dinner in a formal setting for up to 250 guests. There also should be enough space to display up to 30 posters and allow guests to review the posters and mingle prior to the banquet. At some conclaves, appetizers and light refreshments are available for the poster session. The banquet location should be within walking distance of the group photo site. If on-campus facilities are not available, off-campus facilities and transportation should be included in the estimate. The Kuebler Banquet location also needs to be able to accommodate a dance floor and DJ.

**Local Transportation –** The host chapter must provide transportation to and from the airport, as well as to and from any outings, tours or other off-campus events. The host chapter also should consider how to transport attendees with special needs to and from the dining, housing and meeting facilities.

**ADA Accommodations—**Given that conclave is attended by Brothers of all ages, it is important to know how your university would accommodate blind, geriatric, and mobility-challenged individuals as well as those with special dietary needs.

**Submitting the Bid**

Complete and email the 2024 Conclave bid submission form and attachments to [conclavebids@alphachisigma.org](mailto:conclavebids@alphachisigma.org) by **July 1, 2023.** The Supreme Council will examine and compare the submitted bids and will select a host chapter.