

GreatLakesAffiliate
of College and University Residence Halls



CONFERENCE BIDDING CHECKLIST

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GENERAL CRITERIA



CRITERIA FOR ALL CONFERENCE BIDS

CONTENT

- All bids must be submitted in PDF format
- Bids must use at least 10-12 point font.
- All pages counting towards page count must have page numbers (dividers, appendices, letters of recommendation are included).
- All bids must include a table of contents.

TITLE PAGE

- Title pages must include:
 - Conference Name
 - Institution
 - Conference name, conference location, and respective year

LETTERS OF SUPPORT

- Highly encourage a minimum of two letters of support be included in all conference bids
- Host School Acknowledgement Form

CITATIONS

- A citation page must be included at end of bid if copyright material is used (copyright material must be altered at least 20% to be considered original material)
- Citations should be presented in MLA format.

BID TITLES

- Bid titles must contain the following in this order: institution name, conference abbreviation, and conference name and respective year
- Please consult the GLACURH Governing Documents (pg. 59-60) for conference abbreviations

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INDIVIDUAL BID CRITERIA



REGIONAL LEADERSHIP CONFERENCE

Refer to the GLACURH Governing Documents (Title 8) for general bid eligibility and submission requirements.

REQUIRED ELEMENTS

- ___ Title Page
 - ___ Conference Name
 - ___ Institution
 - ___ Conference name, conference location, and respective year
- ___ Letters of Support (highly encouraged)
- ___ Bid is no longer than thirty (30) pages in length
- ___ Regional Host School Acknowledgement Form

CRITERIA FOR SELECTION

- ___ Possible conference dates
- ___ Preliminary budget (may add a line item to their proposed budget, which will incorporate the equivalent of 20 Conference staff members' conference fees. Conference fees shall consist of housing, meals and/or delegate fees if they apply)
- ___ Projected conference costs for delegates, separate breakdown of conference staff costs
- ___ Estimated delegation capacity
- ___ Strongly advised that you consider including hosting the RBD for their fall retreat within the month of October
- ___ Must be able to host at least 400 conference delegates/advisors and 20 Regional Board members and guests and how many additional delegates it will be able to accommodate

PRESENTATION

- ___ Ten-minute oral presentation
- ___ Five-minute question and answer period



REGIONAL BUSINESS CONFERENCE

Refer to the GLACURH Governing Documents (Title 8) for general bid eligibility and submission requirements.

REQUIRED ELEMENTS

- ___ Title Page
 - ___ Conference Name
 - ___ Institution
 - ___ Conference name, conference location, and respective year
- ___ Letters of Support (highly encouraged)
- ___ Bid is no longer than thirty (30) pages in length
- ___ Regional Host School Acknowledgement Form

CRITERIA FOR SELECTION

- ___ Possible regional business conference dates
- ___ Preliminary budget
- ___ Projected regional business conference costs for the delegates, separate breakdown of conference staff costs
- ___ Strongly advised that you consider including hosting the RBD for their Winter Retreat within the last two weeks of January and the first two weeks of February
- ___ Must be able to accommodate for the GLACURH Regional Board, at least one NCC, one NRHH-CC, and one advisor from each GLACURH member school, plus bid teams

PRESENTATION

- ___ Ten-minute oral presentation
- ___ Five-minute question and answer period