

Western Association of College and University Housing Officers (WACUHO) Annual Conference - Request for Proposal

Purpose: This following Request for Proposal is intended to provide qualified, interested parties information which will enable them to respond with a detailed proposal to provide hotel and meeting facilities for the Western Association of College and University Housing Offices (WACUHO), a regional professional organization that has members in California, Nevada and Hawaii.

Event profile: Mission: The Western Association of College and University Housing Officers (WACUHO) is the professional organization that is dedicated to exceptional collegiate residential experiences by promoting meaningful connections and providing innovative, relevant professional development and services to its members. In order to advance our mission, we strive to: Enhance professional competencies through innovative relevant programs and opportunities; Provide the most innovative, current, and relevant resources to our members to better serve students; Build and maintain meaningful connections that encourage personal and professional growth and fulfillment; Develop leaders of tomorrow through a variety of volunteer service and leadership opportunities for members to apply their knowledge and skills.

The WACUHO Annual Conference and Exposition (WACE) is held annually to gather our members to exchange of information, share best practices, network, and to meet with vendors to learn about new and improved products in services to support our mission.

Attendee profile: Approximately 200 participants. In addition, there are approximately 50 vendor exhibitors who may bring one or two additional staff. Our attendee's range in age from early twenties to the 50's to 60's. A small number of attendees will bring family members to stay for two or more.

Dates: March or April 2014 (insert preferences here).

Arrival / Departure pattern:

- a. Pre-conference meetings are held on Saturday for about 50 – 60 participants. Approximately one quarter will stay on Friday night, and about 75% of pre-conference attendees will stay on Saturday night.
- b. Conference registration begins at 1 pm on Sunday. Depending on the location and ease of travel, up to 100 will check in on Sunday.
- c. Conference registration continues on Monday and Tuesday morning. The remaining attendees will register for one or two days, and most likely will not be staying the hotel due to travel restrictions as they work in the vicinity.

- d. The conference concludes by 12 noon on Wednesday.
- e. Pre and Post conference date when conference rate would be honored

Anticipated number of sleeping rooms:

- a. A majority of the attendees who register for all three days will stay in their own room; with the remaining number will share with another attendee.
- b. Most of the exhibitors will stay one night.
- c. Upgraded hotel requests (i.e. number of “comped” rooms to be used for President (President hosts a social on Saturday night for all committee members), special guests (i.e. Keynote(s), PACURH and/or ACUHO-I rep, Hospitality Suite)

Reservations: WACUHO has an on-line conference registration process, and we can include a page and/or link to your hotel on-line registration process. Attendee’s register individually, with some reservations made by administrative assistants of the attendee.

Tentative AV needs: Screens and possibly projectors. Many presenters will bring their own lap tops. For large gatherings (Sunday evening, Monday and Tuesday lunch, Monday morning keynote, Tuesday evening banquet, Wednesday closing session) a projector, screen, podium and microphone is needed. (Depending on the cost to provide the projector and screen by the hotel vendor, it may be preferable to ask the hotel if these items can be brought in by member schools who will share this equipment for the conference.)

Meeting space needs:

- a. Opening Reception on Sunday night: venue for no host cocktails, dinner and program for approximately 100 – 150 participants.
- b. Opening Speaker on Monday morning: seating for approximately 200 participants theater style.
- c. 5 meeting rooms to hold approximately 15-30 people for Friday, Saturday, and Sunday. In addition, one room would be available the entire conference time for administrative purposes of Host and Program Committee.
- d. Easily identifiable and accessible locations for Registrants and Exhibits registration for the conference.
- e. Meeting rooms with internet accessibility
- f. 7 - 10 meeting room capable of holding 20-80 participants set up in classroom or theater style
- g. Ability to provide 6’x8’ folding tables in the back of each room for handouts and water
- h. Ability to provide a smaller room for hospitality room (either a large “comped” hotel room or smaller meeting space).

- i. Ideally the location of the meeting room and smaller rooms will be in close proximity to the residential unit where the participants are being housed
- j. Will need a room for materials to be stored in prior to conference (i.e., binders, t-shirts, etc).
- k. Maps to be provided to participants

Meals:

- a. Seating for approximately 200 for meal functions (150 for Sunday and Wednesday event)
- b. Meal dates and times:
 - i. Sunday dinner, Monday and Tuesday lunch, Tuesday dinner banquet and Wednesday morning brunch.
 - ii. Breakfast for Monday and Tuesday night is optional depending on WACE budget, cost, breakfast options and preference of chairs.
 - iii. Monday night participants are on their own.
- c. No host bar for Sunday and Tuesday dinner is preferred. Cost for bar set up?
- d. Hotel provide local dining options
- e. Ability to bring food into hotel (hospitality suite)
- f. A dining area separate from the meeting facilities, but in close proximity.

Exhibits

- a. A room of approximately 6500 square feet for Exhibit space
 - i. Does hotel have union guidelines regarding set up of Exhibit space? If yes, what are these?
 - ii. Location of loading dock?
 - iii. Preference of "Pipe and Drape" company?
 - iv. Define when Exhibits area is available for set up and tear down before and after exhibits
 - v. Can exhibitors bring their own booth set up?
 - vi. When needed: Historically, Exhibits has been open on Tuesday morning through lunch; set up on Monday afternoon, with "kick off / welcome" events on Monday evening with Exhibitors.