

Fierté Canada Pride

2019 Conference & AGM

Call for Bids/Proposals

Purpose

To establish the requirements that potential hosts must meet in bidding to host the Annual National Conference of the Organization and establish the procedures through which bids are presented to and accepted by the Organization.

Section 1 - Organization Eligibility

In order to be eligible to bid as a potential host of the Annual World Conference of the Organization, a member organization must:

1. be a Full Member organization (or done in partnership with a Full Member organization) in good standing for at least two (2) consecutive years;
2. the Full Member Organization must have attended one (1) of the previous two (2) Annual National Conferences or InterPride Annual Conference;
3. be a fiscally-stable organization with no operating deficit exceeding ten percent (10%) of revenues in a two (2) year period.

Section 2 - Location Eligibility

In order to be eligible to bid as a potential host of the Annual National Conference of the Organization, any proposed host city must have at least one airport (within 60 km of host venue*) offering direct national (from major urban airports) flights and have substantial airline service from at least one major airline.

*Alternate Eligibility:

1. Provide a transportation plan from the closest major airport

Section 3 - Notice

Any eligible member organization intending to make a bid to host a future Annual National Conference must present such bid to the Board of Directors **no later than January 27th, 2018**. This is intended to provide the conference committee and the board time to review the bid to ensure it meets the requirements of this standing rule or other standing rules or policies and procedures as may, from time to time, be adopted by the Board of Directors.

Letters of Intent to Bid MUST be submitted electronically to info@fiertecanadapride.org by 11:59PM EST on **December 31st, 2017**.

Bids must be submitted electronically to info@fiertecanadapride.org by 11:59PM EST on **January 27th, 2018**.

All key due dates can be found on page 5 of this package

Section 4 - Conference Details

1. Fierté Canada Pride (FCP) will take on the fiscal responsibility of the conference. This includes (please note that anything indicated as “In Partnership” means that FCP will work with the host organization on these):
 - a. Budgeting
 - b. Sponsorship (In Partnership)
 - c. Marketing & Branding (Nationally & Internationally)
 - d. Workshop Planning (In Partnership with Host Organization)
 - e. Hotel & Conference Venue Contracts
 - f. Social Activities (In Partnership)
 - g. FCP will have event insurance in place for the conference that will list the Host Organization as a named insured
 - h. Supply a detailed work plan of key deadlines and dates once a conference date and location have been determined
2. Should FCP have a national Hotel Sponsor, it may be required by the organization to host the conference at this hotel chain.
3. Registration is hosted on the FCP [Website](#)
4. The conference will be operated and managed by a committee comprised of FCP Board Members (minimum of 3 - Treasurer, Director - Communications, Director - Regional Rep covering the host location), Hosting Organization (3 people), and up to 3 volunteers at large. All operating plans, budgets, and conference details must be approved by the FCP Board of Directors.
5. FCP will be responsible for Nationally and most Corporate Sponsorships. The FCP Sponsorship person will be responsible for creating the Official Sponsorship Package in conjunction with the Conference Organizing committee. It will be the responsibility of the host organization to work with local sponsors (FCP will be the sole collector of funds for all cash related sponsorships). In the event the conference produces a profit this will be shared at a ratio equivalent to the cash amount raised (excluding in kind) by each organization (FCP & The host). The profit sharing will be calculated with 30 days of the conclusion of the conference and funds will be dispersed via cheque or FCP’s payment provider within 30 days of the profit calculation.
6. FCP will host a Facebook Event Page for the conference and all evening social events. The host organization must not create a separate Facebook page for the AGM & Conference.
7. FCP will recognize the host organization in any marketing related material.
8. FCP will set the Member Early, Regular, and Late registration rates.
9. After the bid is awarded, the host organizing committee and FCP will ensure open communication and dialogue by a minimum of monthly conference calls and sharing of planning documents. If needed conference calls may increase as the conference date approaches. The frequency will be mutually agreed upon.
10. The host organizing committee is expected to:
 - a. Plan & organize evening social events (Budgets will be determined in Partnership)
 - b. Provide volunteers (5 to 15) for the execution of the conference & logistics
 - c. Market the event locally
 - d. Solicit local Sponsors & Partners (In Partnership with the FCP Sponsorship person)
 - e. Workshop Planning (in partnership with FCP) ie.topics,local workshop presenters, facilitators & entertainers
 - f. Host Organization will have event insurance in place that lists FCP as a named insured. Any additional premiums will be added to the overall conference budget
11. The successful bid date must be maintained. Any date changes must be approved in partnership with the host organization and the FCP Board.

Section 5 - Bid Content Requirements

Any bid presentation made by a member organization to host the Annual National Conference must include the following:

1. General information concerning the host city including the local culture, cost of living, population, population density, language(s) spoken, surrounding areas, etc.
2. Copy of host organization minutes that include the approved motion to Bid on the conference (must include the names of any partner organizations if applicable) .
3. Endorsements or letters of support or invitation from (at least two of the following):
 - a. local, state/provincial, and/or national governments;
 - b. tourism offices and/or convention/visitors' Bureau;
 - c. airline(s), car rental agencies, bus & rail transportation.
4. Detailed information on possible host hotel and conference venue(s), including room rates and a letter of intent from the potential host hotel.
5. Proposed dates of the Annual National Conference. The conference must be at least two and a half (2.5) days long, include both days of a given weekend and take place from mid January to mid February.
6. Draft schedule of the potential social events. Please also include a list of potential local presenters, facilitators and entertainers
7. Detailed information on the local LGBTTI2S community infrastructure including a map showing the city, points of LGBTTI2S interest and the location of the proposed host hotel and conference venue(s).
8. Detailed information demonstrating an understanding of diversity in relation of those likely to attend the Annual National Conference, including (but not limited to) accessibility, gender neutrality, translation and interpretation services and dietary requirements.
9. Details about potential local sponsors who have been or will be approached to support the conference
10. A schedule of transportation costs that delegates could incur attending the Annual National Conference in the proposed host city.
11. If the bidding organization requires FCP to complete a Request for Proposal (RFP) for host hotels this is due **December 31st 2017** with the letter of intent. FCP commits to completing this within one week of receiving the RFP.

Section 6 - Bid Timeframe

The Membership of the Organization at any AGM (National) shall decide the venue for the Annual National Conference approximately one year hence. Only bids relating to the Annual National Conference to be held in that year shall be permitted to make a presentation to the Membership, as outlined in Section 7 below. Indications of interest to host Annual National Conferences outside of this timeframe may be made after the conclusion of the selection process noted below in Section 8.

Section 7 - Bid Presentation

Each bidding organization shall be provided no less than ten (10) minutes and no more than fifteen (15) to make their presentation during the AGM. An Annual National Conference's Host Committee, in consultation with the FCP Board, may provide additional opportunities during that Annual National Conference outside plenary sessions to permit bidding organizations to provide the Membership with additional information regarding their bid. Such additional opportunities shall be provided to all bidding organizations on an equal basis.

Section 8 - Bid Selection

The Membership shall vote on the venue for the Annual National Conference one year hence. This vote will take place by ballot during the AGM.

Section 9 - Executive Neutrality

Members of the Executive Committee who are not part of a bidding member organization shall not endorse nor support any bid to host an Annual National Conference.

Section 10 - Requirement Suspension

The FCP Board, upon the request of a bidding organization and through the majority vote of those members of the committee present and voting, may recommend to the Membership at an AGM the suspension of one or more provisions of Section 4 of this Standing Rule. The Membership, through the majority vote of those present and voting at an AGM, may enact such suspension(s), provided they occur prior to the presentation of bids noted in Section 5 of this rule.

Section 11 - Enactment and Precedence

This standing rule shall take effect immediately upon passage and replace all other standing rules, motions, resolutions and other policies enacted by the Executive Committee, Board of Directors and Membership dealing with the subject matter contained herein.

Section 12 - Signing Authority

On behalf of _____ (organization name), I _____ (your name)

have been granted authority through a motion at our board meeting on _____

(mmm/dd/yyyy) to sign on behalf of the organization for the 2019 Annual National Conference.

*By signing below I agree that I have read all four (4) pages of this **2019 Call For Bids Package** and attest that our organization meets the minimum requirements mentioned in the above three (3) pages.*

Printed Name: _____

Position: _____

Signature: _____

Dated: _____

Key Due Dates:

- December 31st, 2017 - 11:59PM EDT - Letter of Intent Due
- January 27th 2018 - 11:59PM EDT - Bid Package Due
- February 7th to 10th, 2018 - Conference bids to be presented to membership at the AGM in Calgary, Alberta.