



# **OACUHO Conference Bid Guidelines**

**Updated Fall 2018**

# Table of Contents

- Introduction ..... 3
- Conferences, Meetings and Workshops ..... 3
  - Annual Spring Conference ..... 3
  - Fall Business Meeting..... 3
  - Residence Life Conference..... 4
  - New Professionals Training Institute ..... 4
- Bid Process ..... 4
  - Letter of Intent..... 4
  - Detailed Report..... 5
  - Bid Timelines..... 5
  - Program and Theme ..... 6
  - Schedule and Proposed Dates ..... 6
  - Host Institution Information ..... 6
  - Budget..... 7
  - Contact Person and Committee Members ..... 7
  - Entertainment and Socials ..... 8

## Introduction

This booklet is designed to help any institution planning on bidding to host and for those institutions that have been selected to host a conference, professional development day, business meeting or workshop on behalf of OACUHO. All organizers are required to prepare a transition report to pass on to the next host and to be put in the OACUHO archive for future reference.

## Conferences, Meetings and Workshops

Every year, a variety of conferences, meetings and workshops are hosted by member institutions to serve the membership on behalf of OACUHO. Traditionally this has included the Annual Spring Conference, the Fall Business Meeting and Professional Development Workshop, the Residence Life Conference and the Training Institute. In addition, some institutions have taken on the task of hosting various training and professional development opportunities for the various interest groups within the organization.

### Annual Spring Conference

The Annual Spring Conference has traditionally been at the end of May/early June, starting in the evening on the last Sunday of the month and ending after lunch on the following Wednesday. The conference consists of program sessions, a business meeting, an exhibitors fair, keynote speakers, social events and activities as well as a pre-conference workshop. In the past few years, this has changed to a Monday start and Thursday end to allow members to travel on a business day.

### Fall Business Meeting

The Fall Business Meeting and Professional Development Workshop traditionally occur in late October or early November over the course of one or two days. The location is usually centralized in the Toronto area for ease of travel for members.

## Residence Life Conference

The Residence Life Conference (RLC) has traditionally been held at the end of January/beginning of February with the focus being the professional development of the student staff within the province. In recent years, the Board committed to hosting the RLC in the fall term. The Board has committed to continue to collect data on the fall and winter term experience.

Student staff members are often housed in a nearby hotel and programs are held for and facilitated by the student staff. Some hosts also chose to include a development stream for professional staff in attendance.

## New Professionals Training Institute

The Training Institute began in 2001 as training grounds for professionals within the organization. It has been a 4-day intensive training program with many different speakers, courses and topics which are designed to help orient and educate new professionals to their roles and professional obligations within the field of student housing. This institute, typically hosted in July, is open to individuals with no more than 3 years of experience in the housing field and its intent is to provide them with a general overview of the different facets of Residence Life and the Housing profession. The curriculum for this conference is to be reviewed every 4 years to ensure it is up-to-date on new professional and student needs. The next review is scheduled to take place prior to NPTI 2022.

## Bid Process

The Board of Directors (BOD) asks all interested institutions to complete a Letter of Intent as part of their application to host an OACUHO event. One year prior to the event date, or an agreed upon time between the host institution and the BOD, the host institution will submit a more detailed report outlining additional factors in the planning of their conference to the BOD. The information required is outlined below:

### Letter of Intent

The Letter of Intent should outline the foundational steps in the planning process and answer the following questions:

- Why is your institution interested in hosting?

- Do you have institution support to take on this conference?
- Who are your potential chairs and planning committee members?
- What are your proposed dates? Do you have space on your campus during this time frame? Are there other conflicting conference put on by other organizations?
- Has your institution previously hosted an OACUHO event? If so, when?

The Letter of Intent should be approximately 2 pages in length and submitted to the OACUHO Conference Director. Letters of Intent received by March 31<sup>st</sup> two years prior to the proposed event will receive equal consideration. Letters of Intent received afterwards will be reviewed based on the order in which they are received.

## Detailed Report

Once your Letter of Intent has been accepted by the BOD, the Conference Director will then work with the conference chair(s) to establish a date upon which a more detailed planning report will be submitted. This date will be approximately 1 year from the proposed conference. Information in the report should address the following topics:

- Conference program and theme
- Schedule and proposed dates
- Host institution information
- Draft budget
- Committee structure and contact person
- Entertainment and socials (where applicable)

Past conference reports are available for review to assist in the planning process and more details about the topics can be found below.

## Bid Timelines

An electronic copy of the Letter of Intent is to be submitted to the OACUHO Conference Director by March 31<sup>st</sup> two years prior to the proposed dates for equal consideration with any other bids submitted by this deadline. If no bids are received by the deadline they will be reviewed as received (ie. March 31, 2019 would be the due date for RLC 2021, Spring Conference 2021, FBM 2021).

Either one year prior to the event date, or an alternate timeline agreed upon between the host institution and the BOD, the host institution will submit a more detailed report outlining additional details in the planning of their conference.

## Program and Theme

Your bid submissions should include the theme under which your event will be planned. Please provide a general idea of a theme. Refinements can be made as the planning progresses.

- Is your theme diverse enough to appeal to all functional areas of housing operations?
- Are your keynotes and workshops tied to this theme?
- How does your special event(s) tie into this theme?
- Will your keynotes be of interest to all participants regardless of their job function? Do they represent the values of OACUHO?
- How do you anticipate meeting the programming needs of all functional areas of housing (facilities, off campus housing, family housing, apartments, admissions, CHOs, colleges, private sector, residence life, etc.)? How will the committee work with the OACUHO Board in order to ensure a wide variety of topics are covered?
- How will you accommodate various functions that occur at the event (e.g. the Business Meeting, Exhibitor Fair and Board presentations at the Spring Conference)?

## Schedule and Proposed Dates

Please submit a tentative schedule for the event including the proposed dates and any back up dates. While there is some flexibility in the actual dates, please keep in mind that the following timetable is what has traditionally occurred for each of these events:

- The Annual Spring Conference is usually held in mid to late May/early June.
- The Residence Life Conference currently takes place over a three day weekend (Friday to Sunday) in mid to late November, with some exceptions.
- The Fall Business Meeting is typically held at the end of October or early November.
- The New Professional Training Institute usually takes place every other year in July.

## Host Institution Information

The OACUHO membership has stated that they are interested in trying to rotate official OACUHO functions on a geographical basis where possible. The Board will attempt to honour this suggestion, while also considering the issues of accessibility and cost. The following points should be considered in your submission:

- What types of living accommodations are available for the conference delegates?

- Can a variety of dietary needs be accommodated (e.g. vegan, lactose intolerant, religious needs, etc.)
- Where will the meals be held? The banquet?
- What types of workshop/program facilities are available for use (e.g classrooms, lecture halls) and what is the room/furniture set up?
- Where will the keynote addresses be held?
- What types of exhibit hall facilities are available (if necessary)?
- How accessible is your campus transportation-wise for your colleagues from across the province?

## Budget

A proposed budget including fees must be submitted with your bid. The budget should be very conservative and be your best guess, taking into consideration a range of attendees. Some items to include in your proposed budget are:

- Food and hospitality
- Entertainment
- Speakers and workshops
- Accommodations
- Registration and administrative costs
- Volunteers and awards or recognition
- Transportation (e.g. shuttles)
- Contingency fund

## Contact Person and Committee Members

The contact person is normally the author of the bid and then becomes the main contact for the OACUHO Board. Given the complexity of organizing an event, it is advisable to make use of a committee structure. At this time, the OACUHO Board will be looking for basic operating structure and not necessarily the assignments of specific tasks to individuals within the planning committee. Consider the following points in your bid submission:

- Who is the main contact for the event?
- What is the composition of the host committee?
- What type of support (administrative, planning, programming etc.) do you require from the OACUHO Board Committee and membership?
- Do you have institutional support from other departments within your University/college? If so, who?

The host committee will be linked to the OACUHO Board through their main contact for the event. The OACUHO Board and the PD Committee are resources available to the host

committee and able to assist with all aspects of the event, especially in the area of programming and speakers.

## Entertainment and Socials

While it is not critical to supply finalized plans for entertainment and side trips, it is important to provide an indication of what may be available to choose from in planning for the event. Traditionally, entertainment and side trips are a component of the Annual Spring Conference and the Residence Life Conference only. Keep in mind the following points:

- Will special transportation be required for the event?
- Will there be provisions made for individuals who wish to arrive or leave early?
- Can the dietary needs of the delegates be met?
- Is the location/transportation accessible to persons with disabilities?
- Are there any additional costs associated with the event? Are individual delegates expected to cover their own costs? Will receipts be issued?
- Is the cost of the special event covered in the overall registration fee?
- Is the special event open, welcoming and inclusive of all OACUHO members?
- Will the event/side trip highlight your institution or community?

Good luck with your bid submission! Should you require any clarification or further information to assist you in the preparation of your bid, please feel free to contact any of the OACUHO Board and/or the OACUHO Conference Director.