



Dear Interested Organizations,

Thank you for your interest in hosting the 2018 Biennial International Conference for the International Association of Women in Fire & Emergency Services. We are making an effort to move our conference to the East Coast for our 2018 conference, although we will accept bids from outside that region. I have enclosed a Fact Sheet and Questionnaire to serve as the basis for your proposal. Please read through the Fact Sheet before bidding to ensure you have a clear understanding of our needs and expectations. The Questionnaire must be completed and returned with your bid in order to be accepted as complete.

The Host City or area should have easy access to airports, restaurants, and recreational or entertainment options. Although our preferred timeframe for this conference is mid-May, we are open to other times that would offer the best rate for i-Women and our members. The site must also be within a short drive to a Fire Training Tower or Training Center.

Our conference requires approximately 150 – 200 hotel rooms, located in the same hotel. Included with your proposal, we will need to receive meeting room layouts and capacities, menus, and a sample contract for the proposed headquarters site. Additional information is requested in the Conference Questionnaire.

Since this Conference will need support from the local Fire Department and its staff, we require a letter signed by the Fire Chief stating they are aware of this bid and are willing to support the event.

Submission deadline is 5:00 p.m. Central Time on Friday, December 30th, 2016. If everything is submitted as requested, a site-visit might be scheduled.

Please forward your completed bid package to:

Kimberly Cox, Executive Director
I-Women
1707 Ibis Drive
Buffalo, MN 55313

If you have any questions, or would like additional information, please contact me at 763-595-1207 or at iWomen@outlook.com.

Sincerely,

Kimberly Cox
Executive Director



2018 INTERNATIONAL CONFERENCE

BID QUESTIONNAIRE

This questionnaire must be completed and submitted with your bid.
 Bids submitted without the proper forms will be rejected.
 The deadline for submission is 5:00 p.m. Central Time on Friday, December 30th, 2016.

AGENCY SUBMITTING BID

Fire Department or Organization Name:			
Point of Contact:			
Address:			
City, State, Zip:			
Phone:		Fax:	
E-Mail:		Website:	

SPONSORING DEPARTMENT

Name of Sponsoring Department:			
Point of Contact:			
Chief's Name:			
Address:			
City, State, Zip:			
Phone:		Fax:	
E-Mail:		Website:	
Mayor's Name:			
Do you have the Chief's support to host this conference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
Do you have the Mayor's support to host this conference?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

DATES

Primary dates being offered:	
Alternate dates being offered:	

LOCAL COMMITTEE

A committee of local firefighters is necessary to handle on-site coordination and support prior to the conference as requested by the iWomen Conference Committee. It will also be necessary for this committee to work with iWomen staff and board members during the conference.

Will you be able to have a committee before and during the conference?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNSURE
--	--

TRANSPORTATION

Nearest airport:	
Airlines serving this airport:	
Cities flying direct to airport:	

HEADQUARTERS RESORT/HOTEL OPTION #1

Property Name:							
Manager's Name:							
Distance from airport to suggested hotel:							
Free Shuttle?	<input type="checkbox"/> YES <input type="checkbox"/> NO				Taxi Fare:		
Point of Contact:							
Number of Rooms to be blocked:							
Applicable Rates:							
SINGLE:	Rack Rate:			Conference Rate:			
DOUBLE:	Rack Rate:			Conference Rate:			
SUITE	Rack Rate:			Conference Rate:			
Comp Room Ratio:	Cumulative?	<input type="checkbox"/> YES <input type="checkbox"/> NO					
Staff-Rate Rooms?	<input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, rate:			How Many:	
Will room rates be extend 3 days prior/after event?	<input type="checkbox"/> YES <input type="checkbox"/> NO						
Will iWomen's Presidential Suite be comped?	<input type="checkbox"/> YES <input type="checkbox"/> NO						
Is onsite parking free?	<input type="checkbox"/> YES <input type="checkbox"/> NO		If no, what is the cost?				
Is in-room wi-fi free?	<input type="checkbox"/> YES <input type="checkbox"/> NO						

MEETING FACILITIES

Property Name:							
Location:							
Are the following rooms available?							
Banquet Room?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Capacity for meal:			Cost:	
4 Session Rooms capable of seating 75?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Cost:				
Registration Area?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Cost:				

Board Meeting Room?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Cost:	
Storage Room:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Cost:	
Free wi-fi in above rooms?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
AV Equipment available?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>Please attach a price listing.</i>	
Are banquet and meeting room fees waived if food is purchased through facility?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Please attach banquet menus and pricing.</i>			

SITE VISITS

Should your site make the "short list", would you be willing to provide a complimentary site visit for the conference planner and the Executive Director?
<input type="checkbox"/> YES <input type="checkbox"/> NO

HEADQUARTERS RESORT/HOTEL OPTION #2

Property Name:							
Manager's Name:							
Distance from airport to suggested hotel:							
Free Shuttle?	<input type="checkbox"/> YES <input type="checkbox"/> NO				Taxi Fare:		
Point of Contact:							
Number of Rooms to be blocked:							
Applicable Rates:							
SINGLE:	Rack Rate:			Conference Rate:			
DOUBLE:	Rack Rate:			Conference Rate:			
SUITE	Rack Rate:			Conference Rate:			
Comp Room Ratio:	Cumulative?	<input type="checkbox"/> YES <input type="checkbox"/> NO					
Staff-Rate Rooms?	<input type="checkbox"/> YES <input type="checkbox"/> NO		If yes, rate:			How Many:	
Will room rates be extend 3 days prior/after event?	<input type="checkbox"/> YES <input type="checkbox"/> NO						
Will iWomen's Presidential Suite be comped?	<input type="checkbox"/> YES <input type="checkbox"/> NO						
Is onsite parking free?	<input type="checkbox"/> YES <input type="checkbox"/> NO		If no, what is the cost?				
Is in-room wi-fi free?	<input type="checkbox"/> YES <input type="checkbox"/> NO						

MEETING FACILITIES

Property Name:							
Location:							
Are the following rooms available?							
Banquet Room?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Capacity for meal:			Cost:	
4 Session Rooms capable of seating 75?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Cost:				
Registration Area?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Cost:				

Board Meeting Room?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Cost:	
Storage Room:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Cost:	
Free wi-fi in above rooms?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
AV Equipment available?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>Please attach a price listing.</i>	
Are banquet and meeting room fees waived if food is purchased through facility?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Please attach banquet menus and pricing.</i>			

SITE VISITS

Should your site make the "short list", would you be willing to provide a complimentary site visit for the conference planner and the Executive Director?
<input type="checkbox"/> YES <input type="checkbox"/> NO

HEADQUARTERS RESORT/HOTEL OPTION #3

Property Name:						
Manager's Name:						
Distance from airport to suggested hotel:						
Free Shuttle?	<input type="checkbox"/> YES <input type="checkbox"/> NO			Taxi Fare:		
Point of Contact:						
Number of Rooms to be blocked:						
Applicable Rates:						
SINGLE:	Rack Rate:			Conference Rate:		
DOUBLE:	Rack Rate:			Conference Rate:		
SUITE	Rack Rate:			Conference Rate:		
Comp Room Ratio:	Cumulative?	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Staff-Rate Rooms?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, rate:			How Many:	
Will room rates be extend 3 days prior/after event?	<input type="checkbox"/> YES <input type="checkbox"/> NO					
Will iWomen's Presidential Suite be comped?	<input type="checkbox"/> YES <input type="checkbox"/> NO					
Is onsite parking free?	<input type="checkbox"/> YES <input type="checkbox"/> NO		If no, what is the cost?			
Is in-room wi-fi free?	<input type="checkbox"/> YES <input type="checkbox"/> NO					

MEETING FACILITIES

Property Name:					
Location:					
Are the following rooms available?					
Banquet Room?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Capacity for meal:		
4 Session Rooms capable of seating 75?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Cost:		
Registration Area?	<input type="checkbox"/> YES <input type="checkbox"/> NO		Cost:		

Board Meeting Room?	<input type="checkbox"/> YES <input type="checkbox"/> NO	Cost:	
Storage Room:	<input type="checkbox"/> YES <input type="checkbox"/> NO	Cost:	
Free wi-fi in above rooms?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
AV Equipment available?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>Please attach a price listing.</i>	
Are banquet and meeting room fees waived if food is purchased through facility?			<input type="checkbox"/> YES <input type="checkbox"/> NO
<i>Please attach banquet menus and pricing.</i>			

SITE VISITS

Should your site make the "short list", would you be willing to provide a complimentary site visit for the conference planner and the Executive Director?
<input type="checkbox"/> YES <input type="checkbox"/> NO

TRAINING CENTER/FIRE TOWER

How close is the nearest Training Center?	
Will we have free access for hands-on classes during the Conference?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will the Training Center be utilized only by iWomen during this time?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will free transportation be provided from the hotel to the Training Center?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Please list below what training scenarios/facilities are available at the Center:	

MISCELLANEOUS (Note: These are not required items – just helpful in planning.)

Does your Department have an Honor Guard that would be available for the Opening Ceremony?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Does your Department have a Fire Chaplain that would be available for the invocation during the Opening Ceremony?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Would your Department, Union Local, or Volunteer Organization be willing to sponsor one of the evening events?	<input type="checkbox"/> YES <input type="checkbox"/> NO

AUTHORIZED REPRESENTATIVE

Signature	
Printed Name:	
Department or Company:	



CONFERENCE FACT SHEET

The International Association of Women in Fire & Emergency Services

The mission of the International Association of Women in Fire and Emergency Service is to provide a proactive network that supports, mentors, and educates current and future women in the fire and emergency services.

Biennial International Conference

Our International Conference is held on even years during the Spring months. The Conference changes locations to accommodate travel for national and international attendees. Our goal is to provide a safe location, as well as convenient. Price is also a factor as most public safety officials are members of local, state or federal government agencies that must adhere to per diem rates, and lower budgets.

Many attendees travel with family members so it is important to have options available for visitors to see your city or state.

Host City/Department Sponsorship

This Conference must have the support of the local fire chief(s) and the City Officials. Support should include assistance with site visits, recommendations, and planning of extra events and activities. Depending on arrangements, trustees may need to be picked up from airport upon arrival and brought back to airport when departing.

The Conference Site

The classroom sessions are usually located within the host hotel, while the hands-on sessions are located at a Training Center. The Conference Committee from iWomen will make the final decision on the Conference Site (including hotel) from the three submitted with each proposal.

The Bid Process

Bids packages must be postmarked no later than December 30th, 2016.

Sites of Previous Conferences:

Phoenix, Arizona

Tucson, Arizona

Sacramento, California

Tampa, Florida

Boulder, Colorado

Items to be Included in Bid Package:

- List of suggested activities for family members.
- List of restaurants and points of interest in close proximity.
- Banquet menu and pricing.
- AV Equipment Rental Price list.
- Information for Training Center/Fire Tower; What facilities are available?
- Meeting Room/Conference Area Layouts
- Letter from the Fire Chief pledging support.