



# Society of Women Engineers

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## 2007 Region H Conference: Bid Readiness Review

Things to include in the collegiate section bid for the 2007 Region H Conference:

1. Proposed conference dates, considering spring break dates for member schools.
2. Proposed conference logistical plan, including planned hotel (whether one or more hotel locations) and where the conference facilities will be (on or off campus). There should be an understanding of whether any of these facilities will limit the size of the group that can attend the conference, as well.
3. Identify the professional section that will help with conference planning.
4. Identify opportunities for student/professional interaction.
5. Identify a plan for speakers that appeal to both students and professionals.
6. Proposed conference budget, including:
  - a. Cost of hotels
  - b. Cost of food (Friday night, three meals on Saturday, Sunday breakfast)
  - c. Conference center costs (if any)
  - d. Cost of bus transportation while at conference site (if necessary)
  - e. Budget for other miscellaneous, but known, items (t-shirts, tote bags, conference handouts, signage)
  - f. Budget for miscellaneous items - this should be at least 10 percent of the total conference budget
7. Have 25 percent of the budgeted amount already *committed* (that is, not necessarily in-hand) from some source(s), whether from the collegiate section's school or from corporate benefactors. Provide a list of sponsors.
8. Proposed cost for students and professionals. If some costs will not be covered through the registration fees, this should be identified up front.
9. Identify concrete school support.

This document is due to the RCR no later than February 10, 2006 in order to be eligible for bidding for the 2007 Regional Conference. Send proposals in a word or pdf attachment to  
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